



Friday, 20 February 2026

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## **OVERVIEW AND SCRUTINY COMMITTEE**

A meeting of the Overview and Scrutiny Committee will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Monday, 2 March 2026 at 4.00 pm.**

Jane Portman  
Chief Executive

To: Members of the Overview and Scrutiny Committee  
(Councillors Gina Blomefield, Angus Jenkinson, Nick Bridges, David Cunningham, Joe Harris, Tony Slater, Lisa Spivey, Clare Turner, Michael Vann and Jon Wareing)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

# AGENDA

1. **Apologies**  
To receive any apologies for absence. The quorum for the Overview and Scrutiny Committee is 3 members.
2. **Substitute Members**  
To note details of any substitution arrangements in place for the meeting.
3. **Declarations of Interest**  
To receive any declarations of interest from Members relating to items to be considered at the meeting.
4. **Minutes** (Pages 5 - 12)  
To approve the minutes of the meeting held on 2 February 2026.
5. **Matters Arising from Minutes of the Previous Meeting** (Pages 13 - 14)  
To consider actions outstanding from minutes of previous meetings.
6. **Chair's Announcements**  
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
7. **Report back on recommendations** (Pages 15 - 16)  
For the Committee to note the Cabinet's response to any recommendations arising from the previous Overview and Scrutiny Committee meeting.
8. **Public Questions**  
A maximum of 15 minutes is allocated for an "open forum" of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be two minutes. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer

circulated later to the questioner.

9. **Member Questions**

A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee but may not relate to applications for determination at the meeting.

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

The deadline for submitting questions is 5.00pm on the working day before the day of the meeting unless the Chair agrees that the question relates to an urgent matter, in which case the deadline is 9.30am on the day of the meeting.

A member may submit no more than two questions. At the meeting the member may ask a supplementary question arising directly from the original question or the reply. The maximum length of a supplementary question is one minute.

The response to a question or supplementary question may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

10. **Update on Local Government Reorganisation**

To receive an update on Local Government Reorganisation from the Chief Executive Officer.

11. **LGR - Joint Scrutiny arrangements**

Presentation by the Programme Sponsor for LGR Governance and Legal – Rob Ayliffe and Programme Lead for LGR Governance and Legal – Alice McAlpine on the Joint Scrutiny Panel options.

12. **Infrastructure Funding - Community Infrastructure Levy (CIL) Policy** (Pages 17 - 26)

Purpose.

The Community Infrastructure Levy (CIL) is a charge levied on development to help fund infrastructure. It is a vital mechanism for supporting the delivery of infrastructure to underpin sustainable growth across the District, while also creating opportunities for projects that enhance local communities.

The Council introduced a CIL charge in 2019; at which time a process for

stakeholders to apply for CIL funding was put in place. Now, with experience of operating the process, is an appropriate time to review it for best practice.

The existing process allows stakeholders to make 'bids' for CIL funding once a year, during the period of March – May. Concise guidance for making bids is available on our website. Once the bid period closes, an officer panel convenes to consider the bids, applying an existing high-level scoring system.

Having now completed two strategic bid rounds under the existing process, the Council has gained valuable insights—supported by stakeholder feedback—into how the process can be further strengthened. A review by officers has identified opportunities to enhance transparency, engagement, collaboration, and ensure ongoing alignment with the Council's strategic priorities and the Development Plan,. There are opportunities to improve the effectiveness of the bid cycle, ensuring that CIL funding continues to be allocated legally, responsibly, strategically, and accountably, and in line with the CIL Regulations 2010 (as amended) support development of our area.

The purpose of this report is to seek delegated authority for the Associate Director of Planning, in consultation with the Cabinet Member for Planning and Housing, to implement a programme of enhancements.

Cabinet Member

Councillor Juliet Layton – Cabinet Member for Housing and Planning

Lead Officer

Kim Langford-Tejrar – Infrastructure Delivery Lead (Shared)

\*Report to follow\*

13. **Updates from Gloucestershire County Council Scrutiny Committees**

Purpose

To receive any verbal updates on the work of external scrutiny bodies:

Gloucestershire Economic Growth Scrutiny Committee – Cllr Angus Jenkinson  
Health Overview & Scrutiny Committee – Cllr Dilys Neill

14. **Work Plan and Forward Plan** (Pages 27 - 42)

For the Committee to note and review its work plan and to select Cabinet decisions for pre-decision scrutiny at future committee meetings.

(END)



Overview and Scrutiny Committee  
02/February2026

## **Minutes of a meeting of Overview and Scrutiny Committee held on Monday, 2 February 2026**

### Members present:

Gina Blomefield (Chair)	Angus Jenkinson (Vice Chair)	
Nick Bridges	Lisa Spivey	Ian Watson
David Cunningham	Clare Turner	Jon Wareing
Tony Slater		

### Officers present:

Andrew Brown, Head of Democratic and Electoral Services	Julia Gibson, Democratic Services Officer
Tyler Jardine, Trainee Democratic Services Officer	Joseph Walker, Head of Economic Development and Communities
Nickie Mackenzie-Daste, Senior Democratic Services Officer	Paul James, Economic Development Lead
David Stanley, Deputy Chief Executive and Chief Finance Officer	

### Observers:

Councillor Patrick Coleman, Mike Evemy and David Fowles

### **OS.288 Apologies**

Apologies were received from Councillors Joe Harris and Michael Vann.

### **OS.289 Substitute Members**

Councillor Ian Watson substituted for Councillor Joe Harris.

### **OS.290 Declarations of Interest**

Councillor Jenkinson stated that they had been active in support of local community economic development but had no pecuniary interest.

**OS.291 Minutes**

The minutes of the meeting on 5 January 2026 were discussed. Councillor David Cunningham proposed accepting the minutes and Councillor Nick Bridges seconded the proposal which was put to the vote and agreed by the Committee.

RESOLVED: to APPROVE the minutes of the meeting held on 5 January 2026.

**OS.292 Matters Arising from Minutes of the Previous Meeting**

There was a request for confirmation that the statement regarding delays in council tax rebates was up to date, given the importance of this issue for residents. A written confirmation would follow.

**OS.293 Chair's Announcements**

Following the last Overview and Scrutiny Committee meeting, the Committee had not been satisfied with the level of detail provided in the case for proceeding with the Ubico waste fleet replacement programme, and as a result had neither supported the recommendations nor proposed alternatives. The Chair attended the Cabinet meeting and noted that the supporting evidence had been expanded to better inform decision-making. The Chair received helpful updates from the Head of Waste and Environment and an apology from the Chief Executive Officer for the lack of detail in the original report.

**OS.294 Public Questions**

There were no public questions.

**OS.295 Member Questions**

There were no Member questions.

**OS.296 Report back on recommendations**

There were no recommendations to Cabinet at the previous meeting.

**OS.297 Updates from Gloucestershire County Council Scrutiny Committees**

An update had been received from Councillor Neill on the HOSC meeting. Her update was described as informative and useful in keeping Members informed about developments in maternity services and plans to increase community support for people with dementia and other learning difficulties.

There had been no meeting of GESSC prior to the Committee meeting.

## **OS.298      The Retail and Hospitality Sectors in the Cotswold District**

The purpose of the report was to provide an overview of the state of the retail and hospitality sectors within the district.

The report was introduced by Paul James, Economic Development Lead, who highlighted the following points:

- Findings showed multiple combined pressures on the retail and hospitality sector, although district vacancy rates remained comparatively low.
- The report had been shared with County Economic Development colleagues and business groups.
- Town centres initiative work was underway in Lechlade, Moreton-in-Marsh and Tetbury using UK Shared Prosperity Fund support and specialist consultants to analyse vacancies and barriers to occupancy.
- Early findings indicated some vacant units had not been actively marketed.
- The Council's influence over national policy and taxation pressures was limited, but possible actions included lobbying government and reviewing pavement licence fees.
- Concern was noted about the lack of confirmed replacement funding for the Shared Prosperity Fund and Rural England Prosperity Fund after the end of the financial year.

Councillor Lisa Spivey arrived at 16:15.

In questioning and discussion, the following points were noted:

- It was suggested that the report gave insufficient attention to long-term community resilience, including the impacts of unsustainable tourism and environmental pressures. There were concerns raised that high tourism levels in some areas affected retail mix, affordability and year-round viability of shops providing essential services for local residents.
- The officer explained that the report was intended as a high-level snapshot of the retail and hospitality sectors, which had been considered important for employment and local services, rather than a detailed resilience assessment.
- The officer advised that detailed analysis of retail mix had only been undertaken in selected towns through targeted studies, and that wider consideration would be more appropriately addressed through the Local Plan process.
- Clarification was provided that the reported 50% increase in shoplifting since 2020 referred to the number of incidents rather than value; Gloucestershire rates remained lower than many areas, and retailer cooperation and shared alert schemes were identified as key measures to help reduce theft.
- Whilst the report focused on town centres, hospitality and retail businesses outside town centres also required support, particularly more isolated

businesses. The UK Shared Prosperity Funding had enabled the Growth Hub to deliver district-wide outreach support but this service was at risk due to the existing funding ending, with some continued support potentially through recently approved strategic economic development funding.

- It was clarified that the current town centre initiative covering three towns was already planned and funded through the UK Shared Prosperity Fund, and whilst it would produce recommendations for follow-up action, no additional consultancy work had yet been commissioned.
- There were currently no plans for fully integrated development plans for town centres, but the Town Centre Studies in the report recommended establishing locally supported, place-based partnerships in each town to agree and lead improvements.
- A draft version of the full report had been circulated to the relevant town councils for comment, and the final version would be published once amendments were made.
- A feasibility study into a Business Improvement District had previously been undertaken for Cirencester, but it had not taken forward due to limited support and the requirement for majority approval by businesses through a formal ballot. It was highlighted that in smaller towns, the cost of administering a Business Improvement District could outweigh the revenue generated, making such schemes less viable.
- Concerns were raised that rising taxes and business costs presented a challenge to local businesses, while event organisation to support the visitor economy required significant resources, though small-scale activities like quizzes or live music could be managed by individual businesses.
- The discussion highlighted concerns that converting hospitality or retail properties to residential use did not always yield the desired outcomes, and that support was needed to encourage landlords to keep premises in commercial use. Local stakeholders may include business groups, authorities, or agencies depending on context. The new power for councils to auction long-vacant commercial properties was available but not widely used. Parking remained a challenge, though the Council's new parking strategy aimed to address these issues.
- A paper would be presented to Cabinet in March regarding the awarding of a contract for the replacement of 31 car park ticket machines. The specification for the new machines would address previous issues with internet connectivity.

Councillor Angus Jenkinson proposed submitting the following recommendations to Cabinet. Councillor Ian Watson seconded the proposal.

#### Recommendations:

1. That the Council writes to the local Members of Parliament inviting them to lobby on behalf of local businesses in the retail and hospitality sectors faced with the challenges of increased Business Rates and employment costs.

2. That the Council continues to liaise with agents and landlords to encourage them to advertise more prominently their let vacant retail properties.
3. That the Council considers how to minimise the loss of retail space to residential, particularly in the district's smaller towns, through the Local Plan.
4. That the Council considers developing an integrated strategy for town centre economies, building communities not just housing, with a view to enhancing the Cotswolds' unique visitor economy.
5. That the Council writes to the government to advise them of the looming crisis in the retail and hospitality sectors and highlight the vulnerability of high streets and small communities that rely on access to them for essential local retail provision and employment opportunities.

### **OS.299 Budget 2026-27 and Medium Term Financial Strategy**

The purpose of the report was to provide an update on progress on the Council's priorities and service performance.

The report was introduced by Councillor Patrick Coleman, Cabinet Member for Finance, and David Stanley, Deputy Chief Executive Officer.

- The position reflected the latest published update but was subject to change due to two factors: the final local government finance settlement and ongoing reconciliation of the Publica contract sum.
- The key message was that the current position was significantly better than anticipated.
- Core spending power, which included council tax, revenue support grant, and transitional funding, was higher for 2026/27 than 2025/26 and remained higher for 2027/28 and 2028/29, with transitional protection amounting to approximately £5.2 million in the final year; 2029/30 fell outside the current spending review period and posed a potential concern for the council and the successor unitary authority.
- The Council Tax referendum level was set at 5 percent.
- The Budget assumed a very cautious estimate for business rates retention (£1.255m), compared with over £5m retained in the current year.
- Extended Producer Responsibilities reduced to 60% of 2026/27 level from 2027/28.
- Treasury management income for next year was forecast at £1.2m.
- The level of Revenue Contribution to Capital Outlay (RCCO) was £1.547 million.

In questioning and discussion, the following points were noted:

- Savings included in the MTFs came from existing savings and the transformation programme developed with Cabinet, which focused on measures judged credible and deliverable; further transformation work would continue next year led by Helen Martin, Director of Communities and Place, Councillor Mike Evemy, Leader of the Council, and Councillor Tristan Wilkinson, Cabinet Member for

Transformation, to ensure continued financial sustainability if local government reorganisation was delayed.

- The three £750k unavoidable growth figures were an estimate of additional charges linked to the new waste fleet contract. Although they appeared as a revenue cost paid out, they were offset by a corresponding deferred capital receipt back to the Council, making them broadly neutral in overall financial impact.
- The £200,000 loan referred to the remaining balance of the Council's Climate Bond borrowing (originally £500,000 taken out a few years earlier), which was the only current borrowing and was scheduled to be fully repaid by the end of the 2027–28 financial year.
- It was noted that the Council had maintained a low level of debt because past capital programmes had largely been funded from internal resources and capital receipts rather than borrowing. Whilst low historic interest rates may have presented limited opportunities, no viable capital schemes requiring borrowing had been in place, and this cautious approach had avoided revenue risk.
- Although the Council had previously funded capital activity through housing stock receipts, moving back into direct social housing ownership was not considered practical in the remaining period before Local Government Reorganisation. Whilst options had been explored, becoming a stock-holding authority or creating a housing company would have required significant scale, time, and financial risk, with partnership working with registered providers such as Bromford preferred.
- The listed savings, including projected car park income increases, would be incorporated into the final MTFS figures, whilst fees and charges remained subject to annual Cabinet decisions, and future car parking income assumptions would be reviewed once new ticket machines were installed and provided more reliable usage data.
- It was clarified that the fuel bunkering estimate had been increased from £60,000 to £100,000 to provide for additional works, particularly due to the environmental sensitivity of the proposed bunker location.
- The Council used around 508,000 litres of fuel per year, and would have a 20,000-litre fuel bunker. A 15p per litre differential was assumed to manage the revenue impact of switching to HVO fuel, with flexibility required depending on fuel prices, availability, and sustainable sourcing. Contingency funds had been included to cover potential fuel price fluctuations.

The Budget consultation received 171 responses, significantly higher than the 42 received the previous year, though lower than a peak year of over 550. The increase was largely attributed to improved social media engagement and public awareness campaigns.

The Chair suggested that the upcoming Community Infrastructure Levy (CIL) report, which allocates additional funding for local communities from a levy on future developments, be considered by Overview & Scrutiny in March 2026 ahead of Cabinet.

Councillor Turner queried why the Ecological Emergency update remained "date to be confirmed" on the work plan, noting that related items were scheduled for the Cabinet meeting in March and asking why the update had not been aligned with that. The Head of Democratic and Electoral Services suggested the delay may have been due to staff sickness but indicated a written response would be provided.

Councillor Angus Jenkinson highlighted the importance of the agricultural sector, noting recent DEFRA findings on the ecological crisis linked to farming, and suggested the Council consider how this sector could be supported to address ecological, economic, and climate outcomes.

Councillor Jenkinson suggested that, given the scale of the agricultural sector and the current ecological and economic pressures on farmers, the Council should consider allocating resources or commissioning expert support to examine and address these issues, similar to previous investments made for other non-statutory but important projects.

It was noted that a work plan meeting would be arranged to discuss this issue further and to gather feedback from Cabinet on its usefulness, with the aim of supporting both Cabinet and Full Council.

The Meeting commenced at 4.00 pm and closed at 6.06 pm

Chair

(END)

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Action	Officer	Response																		
5 January 2026 meeting																				
Compost - measuring how much compost we're producing and the amount of carbon that is being captured in it and its contribution to biodiversity?	Peta Johnson	<p>The carbon emissions for a range of garden waste treatment options.</p> <p>The following extract is taken from: UK Government GHG Conversion Factors for Company Reporting, 2025. This is published by the Department for Energy Security and Net Zero.</p> <table border="1"> <thead> <tr> <th>Waste type</th> <th>Unit</th> <th>Incineration with energy recovery</th> <th>Composting</th> <th>Landfill</th> <th>Anaerobic digestion</th> </tr> <tr> <td></td> <td></td> <td>kg CO2e</td> <td>kg CO2e</td> <td>kg CO2e</td> <td>kg CO2e</td> </tr> </thead> <tbody> <tr> <td>Organic: garden waste</td> <td>tonnes</td> <td>4.7</td> <td>9.0</td> <td>646.7</td> <td>9.0</td> </tr> </tbody> </table>	Waste type	Unit	Incineration with energy recovery	Composting	Landfill	Anaerobic digestion			kg CO2e	kg CO2e	kg CO2e	kg CO2e	Organic: garden waste	tonnes	4.7	9.0	646.7	9.0
Waste type	Unit	Incineration with energy recovery	Composting	Landfill	Anaerobic digestion															
		kg CO2e	kg CO2e	kg CO2e	kg CO2e															
Organic: garden waste	tonnes	4.7	9.0	646.7	9.0															
Trinity Road - how much of the income received from the solar PV as opposed to rent from the tenanted areas. What is the split of that income?	David Stanley	Verbal update to follow.																		
2 February 2026																				
Change of Circumstances for Council tax support.	Mandy Fathers	Current data will be provided in the Service Performance Report 2025-26 Quarter 3 report in the 13 April O&S committee meeting.																		

Matters arising from Previous Meeting



**COTSWOLD**  
District Council



### Cabinet response to recommendations from the Overview and Scrutiny Committee on 2 February 2026

The following recommendation arose from an item on the Retail and Hospitality Sectors in the Cotswold District.

Recommendation	Agree (Y / N)	Comment	Responsible Cabinet Member	Lead Officer
1. That the Council writes to the local Members of Parliament inviting them to lobby on behalf of local businesses in the retail and hospitality sectors faced with the challenges of increased Business Rates and employment costs.	Y	Councillor Wilkinson will send a letter to local MPs.	Councillor Tristan Wilkinson, Cabinet Member for the Economy and Transformation	Paul James, Economic Development Lead
2. That the Council continues to liaise with agents and landlords to encourage them to advertise more prominently their vacant retail properties.	Y	This is something we do already and will continue to do.		
3. That the Council considers how to minimise the loss of retail space to residential, in particular in the district's smaller towns, through the Local Plan.	Y	The Local Plan fulfils this purpose. The NPPF states that planning policies and decisions must <b>support the role of town centres at the heart of local communities</b> , and take a <i>positive approach</i> to their <b>growth, management, and adaptation</b> . The Council also has a Green Economic Growth		
4. That the Council considers developing an integrated strategy for town centre economies, building communities and not just housing, with a view to enhancing the Cotswolds' unique visitor economy.	N			



		Strategy, which was reviewed in 2025. It is not considered that an additional strategy is necessary.		
5. That the Council writes to the government to advise them of the looming crisis in the retail and hospitality sectors and highlight the vulnerability of high streets and small communities that rely on access to them for essential local retail provision and employment opportunities.	Y	Councillor Wilkinson will send a letter to the relevant government minister.		



### **Overview and Scrutiny Committee**

The Council currently operates the Strong Leader and Cabinet form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Cabinet decisions and any other matters relevant to the district and its people, making recommendations to the Council, Cabinet or any other Committee or Sub-Committee of the Council. Scrutiny has an important role in holding the Cabinet to account and in contributing to policy development. The Council has agreed an Executive Scrutiny Protocol to guide how Cabinet and the Overview and Scrutiny Committee will interact with each other.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Cabinet reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically commissioned by the Overview and Scrutiny Committee.

In setting and reviewing its work plan, Scrutiny will be mindful of the constraints of the organisation and will take advice from officers on prioritisation, which may be informed by the following considerations (TOPIC criteria):

**Timeliness:** Is it timely to consider this issue?

**Organisational priority:** Is it a Council priority?

**Public Interest:** Is it of significant public interest?

**Influence:** Can Scrutiny have meaningful influence?

**Cost:** Does it involve a high level of expenditure, income or savings?

### **Call in**

The Overview and Scrutiny Committee will consider any "call-in" of a decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a

different decision). It may recommend that the Cabinet, a Portfolio Holder or the Council should reconsider the decision. (It should be noted that Cabinet does not have to change its decision following the recommendation of the Overview and Scrutiny Committee).

<b>Item</b>	<b>Cabinet Member</b>	<b>Lead Officer</b>
<b>Monday 2 March 2026</b>		
Update on Local Government Reorganisation.	Leader of the Council - Councillor Mike Evey	Jane Portman, Chief Executive Officer jane.portman@cotswold.gov.uk
LGR - Joint Scrutiny arrangements	Leader of the Council - Councillor Mike Evey	Jane Portman, Chief Executive Officer jane.portman@cotswold.gov.uk
Infrastructure Funding - Community Infrastructure Levy (CIL) Policy	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Kim Langford-Tejrar, Infrastructure Delivery Lead kim.langford-tejrar@westoxon.gov.uk
<b>Monday 13 April 2026</b>		
Financial Performance Report 2025-26 Quarter 3	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk
Service Performance Report 2025-26 Quarter 3	Leader of the Council - Councillor Mike Evey	Alison Borrett, Senior Performance Analyst Alison.Borrett@publicagroup.uk
Publica Business Plan 2026-28	Cabinet Member for Economy and Council Transformation - Councillor Tristan Wilkinson	Frank Wilson, Managing Director (Publica) frank.wilson@publicagroup.uk

Local Plan Update	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Geraldine LeCointe, Assistant Director - Planning Services geraldine.lecointe@cotswold.gov.uk
Ecological Emergency Update	Juliet Layton, Deputy Leader and Cabinet Member for Housing and Planning	Danielle Berry, Natural, Built and Historic Environment Manager Danielle.berry@cotswold.gov.uk
<b>Dates to be confirmed</b>		
Planning Enforcement Report	Cabinet Member for Housing and Planning - Cllr Juliet Layton	Harrison Bowley, Head of Planning Services Harrison.Bowley@Cotswold.gov.uk
Climate Emergency Update	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Olivia McGregor, Climate Change & Carbon Reduction Lead olivia.mcgregor@cotswold.gov.uk
Asset Management Strategy	Patrick Coleman, Cabinet Member for Finance	Alan Hope, Head of Strategic Housing, Property and Assets alan.hope@cotswold.gov.uk

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**COTSWOLD**  
District Council

**EXECUTIVE FORWARD PLAN  
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE  
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

**The Forward Plan**

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of the notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for Meetings of the Cabinet are made available on the [Council's Web Site](#) – five working days in advance of the Meeting in question. Please also note that the agendas for Meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the Council's Web Site, and available from the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

**Key Decisions**

The Regulations define a key decision as an executive decision which is likely –

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority.

In financial terms, the Council has decided that a key decision is any executive decision which requires a budget expenditure of £150,000 or more, or one which generates savings of £150,000 or more.

A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council's Constitution.

**Matters To Be Considered in Private**

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

**Documents and Queries**

Formal reports presented relating to any executive decision will be available on the Council's Web Site at least five working days in advance of the Meeting at which the decision is to be made (except insofar as they contain confidential and/or exempt information).

The Decision Notice for each key decision will be published as soon as reasonably practicable after it has been made. We will seek to do this within five working days of the date of the decision. The Decision Notice will be available for public inspection on the Council's Web Site, and at the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

If you have any questions about the Forward Plan, or if you wish to make representations about any of the matters contained within it, please contact the Council's Democratic Services Team. The Democratic Services Team can also, on request, provide copies of, or extracts from, documents listed in the Plan and any which subsequently become available (subject to any prohibition or restriction on their disclosure).

**Contact Details:**

Democratic Services, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire GL7 1PX

**E-mail:** [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) **Telephone:** 01285 623000 **Website:** [www.cotswold.gov.uk](http://www.cotswold.gov.uk)

**The Council's Executive Arrangements**

The Council currently operates the Strong Leader and Cabinet form of governance.

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

The Cabinet at Cotswold District Council currently comprises a Leader, a Deputy Leader, and six other Cabinet Members. The structure is as set out in the table below.

Executive decisions are taken either collectively by the Cabinet or individually by Cabinet Members.

The Cabinet generally meets monthly; whereas decision-making by individual Cabinet Members occurs on an 'as and when needed' basis.

Decisions of the Cabinet and individual Cabinet Members are subject to scrutiny by the Overview and Scrutiny Committee.

Mike Every	Leader	Executive functions and corporate plan delivery; Local Government Reorganisation and devolution; Third sector and town and parish council liaison; Communications; Publica and UBICO; Diversity, inclusion and young people.
Juliet Layton (Deputy Leader)	Housing and Planning	Strategic housing; Homelessness and refugees; Forward planning the local plan and neighbourhood plans; Development management, heritage and conservation; Biodiversity emergency response; Member development.
Mike McKeown	Climate Change and Digital	Climate emergency response; Community energy and energy efficiency; Council sustainability and sustainable transport; Digital innovation, inclusion, and accessibility; Adoption and governance of AI technologies; Cybersecurity and data governance.
Patrick Coleman	Finance	Financial strategy and management; Property and assets; Revenues and benefits; Grant funding and Crowdfund Cotswold; Cost of living support.
Tony Dale	Health, Culture and Visitor Experience	Public health; Parking operations and public toilets; Leisure centres; Culture and museums; Tourism; Safeguarding and Community Safety Partnership.
Tristan Wilkinson	Economy and Council Transformation	Economic development; Council transformation; Business liaison; Flooding and sewage.
Andrea Pellegram	Environment and Regulatory Services	Waste and recycling; Environmental and regulatory services; Street cleaning; Public realm.

Item for Decision	Key Decision (Yes/No)	Exempti on Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
<b>23 February 2026 - Full Council</b>							
Pay Policy Statement 2026	No	Open	Council	23 Feb 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Carmel Togher <a href="mailto:carmel.togher@cotswold.gov.uk">carmel.togher@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Budget 2026-27 and Medium term Financial Strategy	No	Open	Council	23 Feb 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
<b>5 March 2026 - Cabinet</b>							
Local Nature Recovery Strategy	No	Open	Cabinet	5 Mar 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Danielle Berry, Natural, Built and Historic Environment Manager <a href="mailto:Danielle.berry@cotswold.gov.uk">Danielle.berry@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Biodiversity Action Plan	No	Open	Cabinet	5 Mar 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Danielle Berry, Natural, Built and Historic Environment Manager <a href="mailto:Danielle.berry@cotswold.gov.uk">Danielle.berry@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin
Infrastructure Funding - Community Infrastructure Levy (CIL) Policy	Yes	Open	Cabinet Council	5 Mar 2026 18 Mar 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Kim Langford-Tejrar, Infrastructure Delivery Lead <a href="mailto:kim.langford-tejrar@westoxon.gov.uk">kim.langford-tejrar@westoxon.gov.uk</a>	Director of Communities and Place - Helen Martin
Homeseekerplus Policy Review	No	Open	Cabinet	5 Mar 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Caroline Clissold, Business Manager for Housing and Resident Services <a href="mailto:caroline.clissold@publicagroup.uk">caroline.clissold@publicagroup.uk</a>	Executive Director Operations - Jon Dearing
Delegated Approval to Award Contract (Parking)	Yes	Open	Cabinet	5 Mar 2026	Cabinet Member for Health, Culture and Visitor Experience - Cllr Tony Dale	Maria Wheatley, Shared Parking Manager <a href="mailto:maria.wheatley@cotswold.gov.uk">maria.wheatley@cotswold.gov.uk</a>	Executive Director Corporate Services - Claire Locke

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
<b>18 March 2026 - Full Council</b>							
Community Governance Review	No	Open	Council	18 Mar 2026	Leader of the Council - Councillor Mike Every	Sarah Dalby, Elections Manager <a href="mailto:sarah.dalby@cotswold.gov.uk">sarah.dalby@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Constitution Working Group recommendations	No	Open	Council	18 Mar 2026	Leader of the Council - Councillor Mike Every	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Review of political proportionalities on committees	No	Open	Council	18 Mar 2026	Leader of the Council - Councillor Mike Every	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
<b>16 April 2026 - Cabinet</b>							
Service Performance Report 2025-26 Quarter 3	No	Open	Cabinet	16 Apr 2026	Leader of the Council - Councillor Mike Evey	Alison Borrett, Senior Performance Analyst <a href="mailto:Alison.Borrett@publicagroup.uk">Alison.Borrett@publicagroup.uk</a>	Chief Executive Officer - Jane Portman
Financial Performance Report 2025-26 Quarter 3	No	Open	Cabinet	16 Apr 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer <a href="mailto:michelle.burge@cotswold.gov.uk">michelle.burge@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
CDC Strategic Risk Register	No	Open	Audit and Governance Committee  Cabinet	9 Apr 2026  16 Apr 2026	Leader of the Council - Councillor Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer <a href="mailto:David.Stanley@cotswold.gov.uk">David.Stanley@cotswold.gov.uk</a>	Deputy Chief Executive (Section 151 Officer) - David Stanley
Local Plan Update	No	Open	Cabinet	16 Apr 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Geraldine LeCointe, Assistant Director - Planning Services <a href="mailto:geraldine.lecointe@cotswold.gov.uk">geraldine.lecointe@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Publica Business Plan 2026-28	Yes	Open	Cabinet	16 Apr 2026	Cabinet Member for Economy and Council Transformation - Councillor Tristan Wilkinson	Frank Wilson, Managing Director (Publica) <a href="mailto:frank.wilson@publicagroup.uk">frank.wilson@publicagroup.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Updated Publica Members Agreement and Services Agreement	Yes	Open	Cabinet	16 Apr 2026	Leader of the Council - Councillor Mike Every	Angela Claridge, Director of Governance and Development (Monitoring Officer) <a href="mailto:Angela.Claridge@Cotswold.gov.uk">Angela.Claridge@Cotswold.gov.uk</a>	Chief Executive Officer - Jane Portman
Retention Strategy 2026-28	Yes	Open	Cabinet	16 Apr 2026	Leader of the Council - Councillor Mike Every	Angela Claridge, Director of Governance and Development (Monitoring Officer) <a href="mailto:Angela.Claridge@Cotswold.gov.uk">Angela.Claridge@Cotswold.gov.uk</a>	Chief Executive Officer - Jane Portman

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Advertising, Sponsorship & Endorsement Policy	No	Open	Cabinet	16 Apr 2026	Leader of the Council - Councillor Mike Evey	Angela Claridge, Director of Governance and Development (Monitoring Officer) <a href="mailto:Angela.Claridge@Cotswold.gov.uk">Angela.Claridge@Cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
<b>20 May 2026 - Full Council</b>							
Record of Attendance 2025/26	No	Open	Council	20 May 2026	Leader of the Council - Councillor Mike Evey	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Appointment of Committees 2026-27	No	Open	Council	20 May 2026	Leader of the Council - Councillor Mike Evey	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Outside Body Appointments 2026-27	No	Open	Council	20 May 2026	Leader of the Council - Councillor Mike Every	Andrew Brown, Head of Democratic and Electoral Services <a href="mailto:andrew.brown@cotswold.gov.uk">andrew.brown@cotswold.gov.uk</a>	Director of Governance and Development (Monitoring Officer) - Angela Claridge
<b>Report Dates yet to finalised</b>							
Cotswold Business Solar	No	Open	Cabinet		Cabinet Member for Climate Change and Digital - Councillor Mike McKeown	Paul James, Economic Development Lead <a href="mailto:paul.james@cotswold.gov.uk">paul.james@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin
Cirencester Town Centre Framework Masterplan Supplementary Planning Document Consultation	Yes	Open	Cabinet	Before 16 Apr 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Helen Martin, Director of Communities and Place <a href="mailto:helen.martin@cotswold.gov.uk">helen.martin@cotswold.gov.uk</a>	Director of Communities and Place - Helen Martin

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