



COTSWOLD
District Council

Wednesday, 8 April 2026

Tel: 01285 623181
e-mail: democratic@cotswold.gov.uk

CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 16 April 2026 at 6.00 pm.**

A handwritten signature in black ink that reads 'Jane Portman'.

Jane Portman
Chief Executive

To: Members of the Cabinet
(Councillors Mike Every, Juliet Layton, Patrick Coleman, Tony Dale, Mike McKeown, Andrea Pellegram and Tristan Wilkinson)

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 Cabinet is 3 members.
2. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
3. **Minutes** (Pages 9 - 20)
To approve the minutes of the previous meeting held on 5 March 2026..
4. **Leader's Announcements**
To receive any announcements from the Leader of the Council.
5. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than one minute each and relate to issues under the Cabinet's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Leader will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- 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.

6. **Member Questions**
No Member Questions have been submitted prior to the publication of the agenda.

A Member of the Council may ask the Leader or a Cabinet Member a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Leader to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;
- 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.

7. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members** (Pages 21 - 24)

To note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 5 March 2026 was published. The following non-key decisions have been taken by individual Cabinet Members under delegated authority:

1. Cabinet Member for Housing and Planning – Decision meeting 31 March 2026.
The purpose of the meeting was to consider five neighbourhood plans at various stages.

Closing Date for Call-In: 10 April 2026

Date decisions effective: 11 April 2026.

8. **Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance**

To receive any recommendations from the Overview and Scrutiny Committee and to consider any matters raised by the Audit and Governance Committee.

9. **Service Performance Report 2025-26 Quarter 3** (Pages 25 - 88)

Purpose

To provide an update on progress on the Council's priorities and service performance for Q3 2025 -26.

Recommendation

That Cabinet resolves to:

1. Note overall progress on the Council priorities and service performance for 2025-26 Q3 (October-December 2025).

10. **Financial Performance Report 2025-26 Quarter 3** (Pages 89 - 122)

Purpose

This report sets out the third quarterly budget monitoring position for the 2025/26 financial year.

Recommendation

That Cabinet resolves to:

1. Review and note the financial position set out in this report.

11. **Strategic Risk Register Q3 2025-26** (Pages 123 - 134)

Purpose

The report sets out the current Strategic Risk Register for the Council.

Recommendations

That Cabinet resolves to :

1. Review and note the Strategic Risk Register and mitigation measures.

12. **Discretionary Rate Relief policy** (Pages 135 - 160)

Purpose

To consider and approve amendments to the Discretionary Rate Relief Policy.

Recommendations

That Cabinet resolves to:

1. Approve the amendments to the Discretionary Rate Relief Policy as detailed within the report;
2. Delegate to the Chief Finance Officer, in consultation with the Cabinet Member for Finance, any future amendments to the Policy in respect of Electric Vehicle Charging Points and Electric Vehicle Forecourts.

13. **Publica Business Plan 2026-28** (Pages 161 - 180)

Purpose

To consider the Draft Publica Business Plan 2026-28, produced by the Publica Board in consultation with Directors and Shareholders, and to recommend that the Leader (as Shareholder Representative) approves the plan.

Recommendations

That Cabinet resolves to:

1. Endorse the Publica Business Plan 2026-2028
2. Ask the Leader, as shareholder representative, to recommend its adoption to the Board.

14. **Review of Publica Governance Agreement and Extension of Service Agreement** (Pages 181 - 188)

Purpose

The purpose of this report is for the Cabinet to consider proposals for amendments and an extension to governance arrangements following the conclusion of the Publica Review. This includes the updating of service specifications, service agreements, the members agreement and articles of association.

The report also seeks delegated authority to make any minor adjustments to the Publica specification in the run-up to Local Government Reorganisation should it become necessary.

Recommendations

That Cabinet resolves to:

1. Approve in principle the changes to the governance agreements set out in section 3.
2. Delegate authority to the Chief Executive, in consultation with the Leader, to finalise and enact through appropriate legal documentation, the detailed changes to the agreements, in line with the principles agreed.
3. Delegate authority to the Chief Executive, in consultation with the Leader, to approve minor amendments to the scope of services delivered by Publica to Cotswold District Council in advance of Local Government Reorganisation.

15. **Retention Strategy 2026-28** (Pages 189 - 210)

Purpose

This report presents the Council's Retention Strategy for approval.

Recommendation

That Cabinet resolves to:

1. Approve the Retention Strategy.

16. **Advertising, Sponsorship & Endorsement Policy** (Pages 211 - 220)

Purpose

This report presents the Council's Advertising, Sponsorship and Endorsement Policy for approval.

Recommendation

That Cabinet resolves to:

1. Approve the Advertising, Sponsorship & Endorsement Policy.

17. **Artificial Intelligence Adoption Strategy** (Pages 221 - 242)

Purpose

The purpose of the report is to consider a strategy for the adoption of Artificial Intelligence (AI) across council services that protects residents and service users whilst enabling them to access the benefits that AI can offer. The report also recommends the adoption of a policy to guide use of AI for employees and councillors.

Recommendations

That Cabinet resolves to:

1. Approve the AI Usage Policy at Annex A
2. Approve the AI Adoption Strategy and Roadmap at Annex B.

18. **Creation of a Commercial Development Post** (Pages 243 - 250)

Purpose

To seek Cabinet's approval of the creation of a part-time, fixed term post to drive commerciality across the culture sector in Cirencester and the wider district.

Recommendations

That Cabinet resolves to:

1. Approve the creation of a fixed term contract post to work with visitor attractions to drive up income and reduce costs.
2. Endorse the principle of targets for growth over the two years and grants delegated authority to the Director of Communities and Place in consultation with the Cabinet Members for Health, Culture and Visitor Experience to set out the detailed proposals for how this is calculated and reported.

19. **UBICO Business Plan 2026-27** (Pages 251 - 278)

Purpose

To consider the draft Ubico Business Plan 2026-27, produced by Ubico in consultation with its directors and shareholders, and to endorse that the Leader (as Shareholder Representative) approves the plan.

Recommendations

That Cabinet resolves to:

1. Note the draft Ubico Business Plan 2026-27; and
2. Endorse that the Leader of the Council, as shareholder representative, will sign the written resolution to approve the draft Ubico Business Plan 2026-27.

20. **Next Meeting**

To confirm the date of the next meeting of Cabinet.

(END)