

Cabinet
16/April2026



COTSWOLD
District Council

Minutes of a meeting of Cabinet held on Thursday, 16 April 2026

Members present:

Mike Evely	Juliet Layton	
Patrick Coleman	Mike McKeown	Tristan Wilkinson
Tony Dale	Andrea Pellegram	

Officers present:

Angela Claridge, Director of Governance and Development (Monitoring Officer)	Claire Locke, Executive Director Corporate Services
John Chorlton, Chief Technology Officer	Nickie Mackenzie-Daste, Senior Democratic Services Officer
Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service	Helen Martin, Director of Communities and Place
Tyler Jardine, Trainee Democratic Services Officer	Gemma Moreing, Business Information Lead
Peta Johnson, Head of Waste and Environment	Leonie Woodward, Head of Legal

218 Apologies

There were no apologies for absence.

219 Declarations of Interest

There were no declarations of interest from Members.

220 Minutes

The purpose of this item was to consider the minutes of Cabinet held on 5 March 2026.

The recommendation to approve the minutes was proposed by Councillor Juliet Layton and seconded by Councillor Tristan Wilkinson.

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Voting record:

6 For, 0 Against, 1 Abstention.

To APPROVE the minutes of a meeting of Cabinet held on 5 March 2026 (Resolution)		
Cabinet RESOLVED that the minutes of the meeting of the Cabinet held on 5 March 2026 be approved as a correct record.		
For	Patrick Coleman, Tony Dale, Mike Evey, Juliet Layton, Mike McKeown and Tristan Wilkinson	6
Against	None	0
Conflict Of Interests	None	0
Abstain	Andrea Pellegram	1
Carried		

221 Leader's Announcements

The Leader reported the sad passing of Michael Paget-Wilkes, who had served the Council since 2013 as a member of the Independent Remuneration Panels and as an Independent Person for standards matters. His contribution was valued by both Members and officers, and condolences were expressed to his family.

The Leader advised that the Council had received correspondence from the Secretary of State regarding the Renters' Rights Act, with the first phase coming into force on 1 May 2026. Officers were reviewing the implications of the legislation, supported by £60,000 of government funding to assist with implementation and engagement with local landlords.

Members were advised that a further Government response had been received in relation to the Council's ongoing representations on housing targets. While Government had confirmed that the housing numbers would not be revised, the letter acknowledged the significant environmental, infrastructure and sustainability constraints facing the Cotswold District. It was noted that the housing target had more than doubled in the previous 18 months, requiring delivery of over 1,000 homes per year in a highly constrained area. Representations submitted by the Council and local stakeholders had highlighted the impracticality of this approach, but Government had reiterated that the issue must be addressed through the Local Plan, using the national target as the starting point. The Leader confirmed it would continue to progress a plan-led approach and engage with MPs and communities within the current policy framework.

The Leader also reported that the Council had withdrawn from the planning appeal relating to a proposed 195-home development east of Moreton-in-Marsh, following independent advice that the prospects of success were extremely limited and that continuing would pose a significant financial risk. The decision reflected changes in

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national planning policy and reinforced the importance of progressing a sound Local Plan, with Regulation 19 consultation intended to commence in late August 2026.

222 Public Questions

There were no public questions.

223 Member Questions

There were no Member questions.

224 Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members

The purpose of the report was 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 had been taken by the Cabinet Member for Housing and Planning, Councillor Juliet Layton, under delegated authority at the Decision meeting held on 31 March 2026.

Decisions were taken regarding the consideration of five neighbourhood plans at various stages.

The Cabinet Member for Housing and Planning considered the recommendations within the officers report and resolved that :

Mickleton Neighbourhood Plan:

Councillor Layton noted that this represented the beginning of the Parish Council's Neighbourhood Plan process and welcomed the early engagement.

The officer's recommendation to designate Mickleton as a Neighbourhood Area and Mickleton Parish Council as the qualifying body was accepted by Councillor Layton and she wished the Parish Council well in progressing the Neighbourhood Plan. Recommendation APPROVED.

Siddington Neighbourhood Plan:

No formal decision was required at this stage.

The update was NOTED.

Moreton-in-Marsh Neighbourhood Plan:

Councillor Layton welcomed the progress made and accepted the officers recommendation for the commencement of the Regulation 16 consultation on 16 April 2026, emphasising the importance of promoting the consultation widely to encourage public engagement.

Recommendation APPROVED.

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Cirencester Neighbourhood Plan:

Councillor Layton welcomed the thorough review undertaken, accepted the officer's recommendation to commence the Regulation 16 consultation, and expressed her support for wide public engagement in the process.

Recommendation APPROVED.

Chipping Camden Neighbourhood Plan:

No formal decision was required at this stage.

The update was NOTED.

The approved decisions were effective from 11 April 2026.

225 Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance

There were no recommendations from the Overview and Scrutiny Committee.

There were no matters arising from the Audit and Governance Committee.

226 Service Performance Report 2025-26 Quarter 3

The purpose of this item was to provide an update on progress on the Council's priorities and service performance for Q3 2025 -26.

Councillor Mike Evely, Leader of the Council, introduced the report, highlighting that high-performing front-line public services were critical to supporting residents, businesses and communities. He explained that the service performance report was intended to identify variations from expected performance at the earliest opportunity to enable targeted intervention and improvement.

Members were advised that the report had previously been considered by the Overview and Scrutiny Committee. Key areas of delivery during the period included the Council's response to the Government's request on local government reorganisation, the first meeting of the Climate Board, the introduction of electric vehicle charging points in car parks, progress on fleet replacement, completion of the Regulation 18 consultation on the Local Plan, and improved performance under the leisure services contract.

Members commented positively on officer performance, in particular noting the achievement of full inspection of high-risk food premises, strong waste and recycling performance in a challenging national context, and progress on fleet replacement, including procurement, preparation for flexible plastics collection and transition to HVO fuel. Members also welcomed improved leisure services performance, increased memberships and participation, and the wider health and wellbeing benefits arising from this. It was further noted that increased car park usage continued to support the funding of discretionary services.

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

227 Financial Performance Report 2025-26 Quarter 3

The purpose of the report was to set out the third quarterly budget monitoring position for the 2025/26 financial year.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report, which set out the Q3 outturn forecast for the financial year. The report showed a favourable variance of £0.045m and the Cabinet Member for Finance confirmed that the Council remained in a financially sound position without the need for borrowing. It was also noted that the report had been considered by the Overview and Scrutiny Committee on 13 April 2026.

Members were advised that the Council remained in a strong and stable financial position, with income performance generally exceeding expectations and no requirement for borrowing. Net favourable income variations totalled approximately £165,000, with over-achievement and cost savings transferred to key reserves to support financial resilience through to Local Government Reorganisation (LGR) and the achievement of a balanced budget.

Members thanked officers for the preparation of the report and for their detailed responses at the Overview and Scrutiny Committee.

Members commented on the strong overall position, noting that planning fee income of £674,000 above budget had been transferred in full to the Planning Appeals Reserve to mitigate future appeal risks. Positive car parking performance was also noted, with £165,000 transferred to an earmarked reserve for the purchase of new ticket machines in the first quarter of the 2026/27 financial year.

Members acknowledged an adverse variance of £63,000 within the Ubico contract arising from staffing pressures, agency costs, fleet reliability and training, with reassurance provided that these issues were being addressed through the vehicle replacement programme and the Ubico Business Plan. Members further recognised strong income generation within Development Management and Building Control, while noting the associated service pressures.

The positive treasury management position was welcomed, while Members noted cautions within the report regarding external economic uncertainty, particularly rising fuel and energy costs and potential interest rate changes. Assurance was given that fuel costs would continue to be closely monitored through monthly financial reporting.

Members noted that the final 2025/26 outturn position would be reported to Cabinet in July 2026.

Cabinet REVIEWED and NOTED the financial position set out in the report.

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228 Strategic Risk Register Q3 2025-26

The purpose of the report was to set out the current Strategic Risk Register for the Council.

Councillor Mike Evely, Leader of the Council, introduced the report and noted that the Strategic Risk Register presented had been reviewed by the Corporate Leadership Team (CLT) during Q4 of the financial year.

Members received and noted the Strategic Risk Register. Members were advised that the report had previously been considered by the Audit and Governance Committee, and that it was now presented to Cabinet to enable oversight of the Council's corporate risks.

Members were informed that a new risk relating to Payment Card Industry Data Security Standards (PCI DSS) compliance had been added following review by the Corporate Leadership Team. It was explained that the Council was currently non-compliant but operated within the lowest risk tier. Compliance with the Payment Card Industry Data Security Standard (PCI DSS), was also being looked at following review by the Corporate Leadership Team, and that further mitigation work was ongoing to achieve compliance with further mitigation actions under assessment. Cabinet was advised that Audit and Governance Committee discussions had focused in particular on the Council's preparedness for civil contingencies and major incidents. Assurance was provided that business continuity plans were in place, that business impact assessments had been completed for all services, and that work was underway to update business continuity arrangements, with completion expected by the end of May.

Officers confirmed that the Council's risk management framework, policies and processes continued to be reviewed for robustness and effectiveness.

Cabinet REVIEWED and NOTED the Strategic Risk Register and the mitigation measures in place.

229 Discretionary Rate Relief Policy

The purpose of this item was to ask Cabinet to consider proposed changes to the Discretionary Rate Relief Policy following recent government announcements and to note the policy which underpins these schemes, as appended to the report.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report and explained that under the Local Government Finance Act 1988 and the Localism Act 2011, the Council was required to grant mandatory rate relief in certain circumstances and had discretion to award additional relief where it supported local priorities. Members were advised that the policy reflected previous arrangements and incorporated recent Government business rates initiatives. These included the

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introduction, from 1 April 2026, of a new 100% business rate relief for a ten-year period for standalone electric vehicle charging points and electric vehicle charging forecourts, and a 15% business rates discount for eligible pubs and live music venues for the 2026/27 financial year. It was noted that the cost of the pub and live music venue relief would be shared between Central Government, the District Council, and the County Council. Members were informed that the relevant reliefs had been applied to 2026/27 annual business rates bills in February and March, and that businesses could contact the Council's Revenues service if they believed they were eligible but had not received the relief.

Members discussed Addendum 3 regarding the new Supporting Small Business Relief scheme introduced by the Government. It was noted that the reliefs applied from 1 April and largely reflected nationally prescribed requirements, with formal adoption of the policy required by the Council.

Reference was made to the absence of detailed guidance in relation to electric vehicle charging point relief, and it was noted that authority would be delegated to the appropriate officers, in consultation with the relevant portfolio holder, to determine the necessary arrangements once details were available.

Members expressed concern regarding the challenges currently facing small businesses and whether sufficient steps were being taken to communicate the availability of reliefs. Officers confirmed that mandatory reliefs were applied automatically, while discretionary reliefs required an application and subsequent approval. It was reported that information had been included on the reverse of business rate bills, council webpages had been updated, and signposting had been strengthened. The Council's "Business Matters" communications channel was also highlighted as a key mechanism for outreach.

Members encouraged continued proactive communication, including raising awareness through town and parish councils to ensure that businesses not engaged with existing communication channels were informed. It was noted that a significant proportion of local businesses were subscribed to "Business Matters," although further engagement was welcomed.

Finally, concerns were raised regarding significant increases in business rate valuations undertaken by the Valuation Office Agency, with examples cited of substantial rises and a complex appeals process. Businesses experiencing sharp increases were encouraged to consider lodging appeals and to contact the Council for support. Appreciation was expressed for the professionalism and support provided by the Revenues team.

The recommendations were proposed by Councillor Patrick Coleman and seconded by Councillor Mike Every.

Voting record:

7 For, 0 Against, 0 Abstentions.

To APPROVE the recommendations around the Discretionary Rate Relief Policy (Resolution)

Cabinet RESOLVED 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.

For	Patrick Coleman, Tony Dale, Mike Evely, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

230 Publica Business Plan 2026-28

The purpose of the item was to seek Cabinet's consideration of the Draft Publica Business Plan 2026–28 and to ask that Cabinet recommend that the Leader, as Shareholder Representative, approve the Plan.

Councillor Mike Evely, Leader of the Council, introduced the report and explained that Publica's Articles of Association include twelve reserved matters requiring Shareholder Council approval, including the adoption or amendment of the Business Plan. The Draft Business Plan 2026–28 had been prepared by the Publica Board in consultation with Directors and Shareholders and set out a two-year programme aligned to the Local Government Reorganisation (LGR) timetable through to Vesting Day on 31 March 2028.

It was noted that the Business Plan had been considered by the Shareholder Forum, comprising the Leaders and Chief Executives of the partner councils, and had also been presented to the Overview and Scrutiny Committee. Publica was recognised as a key service delivery partner for the Council, and the Plan outlined its proposed priorities and service delivery arrangements, together with a work programme focused on supporting the organisation, its services and its workforce through a period of change. This included preparation for Local Government Reorganisation, while continuing collaboration with partner councils across Gloucestershire and West Oxfordshire.

Members were reminded that Publica had experienced a significant period of transition, including the return of some services to councils, and that no decisions had yet been taken regarding the future structure of either Publica or local government arrangements across Gloucestershire and Oxfordshire. The Plan therefore sought to

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provide clarity and stability over the next two years while retaining flexibility in the context of ongoing uncertainty.

Members acknowledged the challenges of preparing a forward-looking Business Plan in such circumstances and commended the leadership of Publica for producing a coherent and adaptable document. It was noted that maintaining flexibility during transformation would preserve future options while supporting effective cost management. The Plan was welcomed as providing assurance regarding continuity of service delivery, financial stewardship and strategic direction through to reorganisation and beyond.

The recommendations were proposed by Councillor Mike Evey and seconded by Councillor Tony Dale.

Voting record:

7 For, 0 Against, 0 Abstentions.

To ENDORSE the Publica Business Plan 2026-2028 (Resolution)		
Cabinet RESOLVED to:		
1. Endorse the Publica Business Plan 2026-2028		
2. Ask the Leader, as shareholder representative, to recommend its adoption to the Board.		
For	Patrick Coleman, Tony Dale, Mike Evey, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

231 Review of Publica Governance Agreement and Extension of Service Agreement

The purpose of this report was for the Cabinet to consider proposals for amendments and an extension to governance arrangements following the conclusion of the Publica Review. The report also sought delegated authority to make any minor adjustments to the Publica specification in the run-up to Local Government Reorganisation should it become necessary.

Councillor Mike Evey, Leader of the Council, introduced the report. He explained that, as part of Publica's work to ensure it was fit for the future, a review of governance arrangements and service agreements had been undertaken. Members noted that the new Agreement reflected the significant changes to the Publica shared service

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arrangements following the insourcing of services during Phases One and Two of the Publica Review, including revised governance structures and reduced service provision.

The proposals had been considered by other shareholders and were discussed at the most recent Shareholder Forum, which was chaired by Councillor Mike Evely and attended by Jane Portman, Chief Executive. Members noted that the updated arrangements clarified roles and responsibilities, aligned service specifications with current delivery, and supported preparation for potential Local Government Reorganisation.

It was further noted that amendments would be implemented primarily through deeds of variation to existing agreements in order to minimise cost, with delegated authority granted for minor amendments as required. The changes applied to the Articles of Association, Members' Agreement, Service Agreements and Service Specifications, with minor amendments to the constitutional documents and more substantive revisions to the Service Agreements and specifications, as detailed in the report.

The principal change was the extension of the Service Agreements to October 2030, aligning all councils to a common end date. It was noted that Cheltenham Borough Council had already agreed to this approach, and the Shareholder Forum had supported consistency across all councils. The extension was not intended to bind successor authorities but to provide time for them to determine future service delivery arrangements, including the potential continuation of services through Publica.

Members also noted that flexibility was retained through existing break clauses, allowing some or all services to be withdrawn prior to October 2030 with appropriate notice, as had occurred during the Phase One and Two transitions. The effect of the proposal was therefore to regularise and align the agreements to October 2030 while maintaining the option for earlier service exit if required.

The recommendations were proposed by Councillor Mike Evely and seconded by Councillor Tony Dale.

Voting record:

7 For, 0 Against, 0 Abstentions.

To APPROVE the recommendations in regard to the review of Publica Governance and Extension of the Service Agreement (Resolution)

Cabinet RESOLVED 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.		
For	Patrick Coleman, Tony Dale, Mike Evely, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

232 Retention Strategy 2026-28

The purpose of this item was to present the Council's Retention Strategy for approval.

Councillor Mike Evely, Leader of the Council, introduced the Retention Strategy, developed to ensure the organisation continued to attract, develop and retain a skilled and resilient workforce to deliver the Corporate Plan 2025–28. The Strategy responded to ongoing recruitment and retention pressures, skills shortages, increased competition for talent, rising costs and the uncertainty associated with potential Local Government Reorganisation.

Members noted that the Strategy aligned with the Local Government Association's "Six Ps" framework and set out a values-based approach to workforce planning, leadership development, engagement, inclusion, career progression and employer appeal. It reinforced a positive organisational culture, strong leadership and effective communication, supported by a clear and measurable action plan to reduce workforce risks, improve stability and wellbeing, and support current and future service priorities. Any financial implications arising would be managed lawfully within existing budgets.

In discussion, Members expressed strong support for the Strategy, recognising that the Council's workforce was central to service delivery and that recruitment and retention presented a significant organisational risk, as reflected in the corporate risk register. Particular reference was made to the challenges of maintaining staff stability during a period of uncertainty and structural change, and to the importance of both recruitment and retention in the context of Local Government Reorganisation.

Members welcomed the inclusion of measures to enhance flexibility and, where necessary, provide retention incentives and discretionary pay supplements in order to secure critical skills and maintain service continuity. It was acknowledged that such measures would be applied appropriately and within existing policy frameworks.

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While noting the role of pay and incentives, Members also emphasised the importance of visible leadership, staff engagement, recognition and organisational culture in motivating and retaining employees. The Monitoring Officer confirmed that retention would remain a key focus over the coming period and undertook to provide further information on workforce trends, including attrition data.

The recommendation was proposed by Councillor Mike Evey and seconded by Councillor Andrea Pellegram.

Voting record:

7 For, 0 Against, 0 Abstentions.

Councillor Patrick Coleman left the Chamber after the vote.

To APPROVE the Retention Strategy 2026-28 (Resolution)		
Cabinet RESOLVED to:		
1. Approve the Retention Strategy.		
For	Patrick Coleman, Tony Dale, Mike Evey, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

233 Advertising, Sponsorship & Endorsement Policy

The purpose of this item was to presents the Council's Advertising, Sponsorship and Endorsement Policy for approval.

Councillor Mike Evey, Leader of the Council, introduced the Policy, which established a clear and consistent framework for managing commercial partnerships, advertising, sponsorship and endorsement activity. It was noted that the Policy ensured compliance with relevant legal and regulatory requirements, including The Code of Recommended Practice on Local Authority Publicity, issued under the Local Government Act 1986, that safeguarded the Council's reputation, and mitigated risks relating to conflicts of interest or undue influence.

Members noted that the Policy defined advertising, sponsorship and endorsement, set out acceptable categories, and established governance requirements, approval thresholds and responsibilities. It provided for due diligence, declarations of interest, legal services oversight, central recording of decisions and regular review, thereby

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strengthening transparency, consistency, auditability and alignment with the Council's values and priorities.

In discussion, Members welcomed the introduction of a clear framework, particularly in the context of maintaining public trust and ensuring that communications attributed to the Council were authentic, transparent and appropriately authorised. It was observed that a formal structure was timely and important in reinforcing organisational credibility.

Support was expressed for the Policy's role in enabling proportionate and appropriate partnerships, including with community-based and not-for-profit organisations, while ensuring objectivity and compliance with statutory guidance. Officers confirmed that the Policy would be applied in a manner consistent with its principles, including inclusive promotion and alignment with corporate objectives.

The recommendation was proposed by Councillor Mike Evemy and seconded by Councillor Juliet Layton.

Voting record:

6 For, 0 Against, 0 Abstentions.

Councillor Coleman did not vote having left the Chamber.

To APPROVE the Advertising, Sponsorship & Endorsement Policy. (Resolution)		
Cabinet RESOLVED to:		
1. Approve the Advertising, Sponsorship & Endorsement Policy.		
For	Tony Dale, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

234 Artificial Intelligence Adoption Strategy

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

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Councillor Mike McKeown, Cabinet Member for Climate Change and Digital, introduced the report on the Artificial Intelligence (AI) Usage Policy and AI Adoption Strategy. He thanked officers for all their work in creating the strategy and implementation roadmap and outlined that the proposals established a clear governance framework for the responsible adoption and use of AI across the Council and its key delivery partners, drawing on professional experience to support practical and proportionate implementation. He confirmed that he had no commercial interest in the matter.

Members were advised that AI would have a significant impact on service delivery, digital transformation and the way residents and businesses interacted with the Council. It was noted that the Council had already begun deploying AI-enabled tools in areas such as administrative support, document drafting, customer services and planning, with human oversight retained in all cases. The Strategy was intended to formalise and govern this adoption.

The Strategy set out objectives, an action plan and ethical principles, including transparency, accountability, fairness, data protection and the requirement for human review of AI outputs. It provided for the establishment of an AI Oversight Board to scrutinise proposals, assess risk, ensure value for money and drive appropriate adoption across the organisation. The accompanying Policy defined the rules, boundaries and mandatory requirements for AI use, including safeguards relating to cybersecurity and data protection.

Members welcomed the proactive and structured approach, recognising both the opportunities presented by AI and the risks associated with misuse, inaccuracy or overreliance. Particular reference was made to the importance of training, consistency of application, collaborative working with partners, and the need to guard against bias, misinformation and so-called "hallucinations". Assurance was provided that AI outputs would remain subject to human oversight and that decisions would not be delegated solely to automated systems.

The relevance of the Strategy to Local Government Reorganisation was noted, with Members observing that establishing governance, capability and culture at this stage would support organisational resilience and ensure readiness for transition to any future unitary authority.

Discussion also highlighted the role of Members in governance and oversight, and the importance of ensuring that councillors understood both the opportunities and responsibilities associated with AI use. It was acknowledged that further guidance for Members would be considered as part of implementation.

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Members endorsed the Policy and Strategy as a balanced and forward-looking framework to enable the safe, ethical and effective use of AI in supporting service delivery and improving outcomes for residents and businesses.

The recommendations were proposed by Councillor Mike McKeown and seconded by Councillor Tristan Wilkinson.

Voting record:

6 For, 0 Against, 0 Abstentions.

Councillor Coleman did not vote having left the Chamber.

To APPROVE the AI Adoption Strategy (Resolution)		
Cabinet RESOLVED to:		
1. Approve the AI Usage Policy at Annex A		
2. Approve the AI Adoption Strategy and Roadmap at Annex B.		
For	Tony Dale, Mike Evey, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

235 Creation of a Commercial Development Post

The purpose of this item was 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.

Councillor Tony Dale, Cabinet Member for Health, Culture and Visitor Experience, introduced the report on the Creation of a Commercial Development Post. The report sought approval for the creation of a fixed-term post to strengthen commercial leadership of the cultural and visitor economy across Cirencester and the wider district in line with the cultural strategy. Members noted the importance of the cultural sector to the local economy and its wider social and place-shaping benefits, including its contribution to the visitor economy, and recognised the need to place non-statutory cultural assets on a more sustainable financial footing in the context of Local Government Reorganisation. It was noted that many cultural facilities were delivered through third-party organisations and required targeted, specialist support to improve resilience, efficiency and income generation. The report proposed the creation of a fixed-term post to work with cultural and visitor attractions to drive income growth and reduce costs, with growth targets to be set over a two-year period, and delegated

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authority granted to the Director of Communities and Place to develop appropriate measurement and reporting arrangements.

The second recommendation in the report was divided to present the delegation as a separate recommendation. The revised recommendations were proposed by Councillor Tony Dale and seconded by Councillor Andrea Pellegram.

Voting record:

6 For, 0 Against, 0 Abstentions.

Councillor Coleman did not vote having left the Chamber.

To APPROVE the Creation of a Commercial Development Post (Resolution)		
Cabinet RESOLVED to:		
<ol style="list-style-type: none">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 and3. Grant 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.		
For	Tony Dale, Mike Evey, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

236 UBICO Business Plan 2026-27

The purpose of this item was to ask Cabinet 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) approve the plan.

Councillor Mike Evey, Leader of the Council, introduced the draft Ubico Business Plan 2026-27 in his capacity as the Council's shareholder representative. Members noted that the Plan had been developed following a consultation process and marked the transition from Ubico's previous five-year strategy to a refreshed 2026-2031 roadmap, with a focus on improving efficiency, strengthening service resilience, and preparing for Local Government Reorganisation.

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It was noted that the Business Plan set out Ubico's operational and strategic priorities for 2026–27, including enhanced emissions reporting, implementation of Simpler Recycling requirements, decarbonisation of the fleet, and continued delivery of core waste, recycling, street cleansing and grounds maintenance services. Members further noted the proposed expansion of Ubico's services into Wiltshire from August 2026, representing a significant increase in operational scale. Members were reassured that separate teams had been created to deal with the increase in scale, which was in the order of 40 per cent.

Members were advised that the Business Plan covered a range of partner authorities and that the Council's focus was to identify, monitor and track delivery of commitments relevant to its own area through appropriate performance reporting. The importance of ensuring continuity of service during the transition period and alignment with forthcoming structural change was highlighted.

In discussion, Members noted the scale of change associated with Ubico's expansion and the wider context of Local Government Reorganisation, which would influence future waste service arrangements across the region. It was recognised that waste and recycling services were complex, universal services requiring careful planning to ensure continuity and consistency for residents.

Members also noted the role of wider partnership arrangements in supporting strategic alignment across Gloucestershire waste authorities, and the importance of collaboration in delivering objectives relating to waste reduction, recycling, reuse and income generation.

The Leader confirmed that, subject to Cabinet's consideration, he would be authorised in his capacity as shareholder representative to sign the written resolution approving the draft Ubico Business Plan 2026–27.

The recommendations were proposed by Councillor Mike Evely and seconded by Councillor Andrea Pellegram.

Voting record:

6 For, 0 Against, 0 Abstentions.

Councillor Coleman did not vote having left the Chamber.

To APPROVE the recommendations around the UBICO Business Plan 2026-27 (Resolution)

Cabinet RESOLVED 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.

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For	Tony Dale, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	6
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

237 Next Meeting

The date of the next meeting of Cabinet was confirmed as 4 June 2026 at 6.00 pm.

The Meeting commenced at 6.00 pm and closed at 8.07 pm.

(END)