



COTSWOLD
District Council

Tuesday, 30 December 2025

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CABINET

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 8 January 2026 at 6.00 pm.**

Jane Portman
Interim Chief Executive

To: Members of the Cabinet

(Councillors Mike Every, Juliet Layton, Claire Bloomer, Patrick Coleman, Paul Hodgkinson, 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 relating to items to be considered at the meeting.

3. **Minutes** (Pages 9 - 24)

To approve the minutes of the previous meetings held on:

1. 20 November 2025
2. 26 November 2025

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 25 - 26)

To note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 20 November 2025 was published. The following non-key decisions have been taken by individual Cabinet Members under delegated authority:

Decision taken regarding:

The approval of the procurement of examination of the Chipping Camden Neighbourhood Plan.

Date decision effective: 19 December 2025.

8. **Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance** (Pages 27 - 28)

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

9. **Carers Leave Policy and Procedure and Dogs at Work Policy** (Pages 29 - 62)

Purpose:

For Cabinet to consider the implementation of two new policies:

Carers Leave Policy and Procedure – Introduces the statutory entitlement to carers' leave following recent legislative changes and outlines how the Council will support employees who need to balance work with caring responsibilities.

Dogs at Work Policy – Sets out when and how dogs may be permitted in the workplace, including the conditions and safeguards required to ensure a safe and appropriate working environment.

Recommendations:

That Cabinet resolves to:

1. Approve the Carers Leave Policy and Procedure; and
2. Approve the Dogs at Work Policy

10. **Equality, Diversity, Inclusion and Equity Policy and Procedure Update 2025**
(Pages 63 - 82)

Purpose:

To consider the Council's Equality, Diversity, Inclusion and Equity Policy and Procedure following legislative updates.

Recommendations:

That Cabinet resolves to:

1. Approve the Equality, Diversity, Inclusion and Equity Policy and Procedure, which has been rewritten to incorporate the Supreme Court Ruling.
2. Approve care experience to be treated as if it were a protected characteristic as many care-experienced people face discrimination, stigma and prejudice.
3. Delegate authority to the Chief Executive Officer to make minor and necessary amendments to the EDIE Policy, enabling timely updates that do not alter the policy's strategic intent.

11. **Corporate Enforcement Policy** (Pages 83 - 116)

Purpose:

To present Cabinet with a revised Corporate Enforcement Policy for approval and adoption.

Cotswold District Council is required to have an effective Corporate Enforcement Policy to enable officers to investigate and take action to ensure individuals and businesses comply with the law.

The policy sets out the legislative framework and principles the council will abide by when undertaking investigations to mitigate the risk of legal challenge in Court.

The policy demonstrates the council's consideration of necessity, proportionality and public interest when deciding on enforcement action and demonstrates openness and transparency for residents, Councillors and employees.

Recommendations:

That Cabinet resolves to:

1. Approve and adopt the Corporate Enforcement Policy attached to this report.

2. Delegate authority to the Chief Executive to approve future minor amendments to the Policy, in consultation with the Leader of the Council, Head of Service Counter Fraud and Enforcement Unit, Relevant Heads of Service and the Head of Legal Services.

12. **Enforcement Agent Commissioning** (Pages 117 - 128)

Purpose:

To seek approval to initiate a procurement process to tender for the provision of Enforcement Agent services.

Recommendations:

That Cabinet resolves to:

1. Approve the process to undertake a procurement exercise to appoint enforcement agent services for the council
2. Note that the procurement exercise will be undertaken via a Dynamic Purchasing System; and in partnership with five other Local Authorities.

13. **Fees and Charges 2026/27** (Pages 129 - 154)

Purpose:

The purpose of this report is to present a revised schedule of fees and charges for 2026/27. The report also describes the rationale for the revised charges compared to current charges for 2025/26. Revised charges are presented at Annex A alongside current charges for 2025/26.

Recommendations:

That Cabinet resolves to:

1. Endorse the rationale for revising fees and charges as set out in the report;
2. Approve the delegation of future decisions regarding the setting of Special Area of Conservation Fees to the Head of Planning Services in consultation with the Deputy Leader and Cabinet Member for Housing and Planning;
3. Approve the changes to car parking arrangements detailed in section 4 of the report to align with the Car Parking Strategy approved on 20 November 2025; and
4. Approve the implementation of revised fees and charges for 2026/27 as detailed in Annex A from 1 April 2026.

14. **Council Priority and Service Performance Report 2025-2026 Q2.** (Pages 155 - 218)

Purpose:

To provide an update on progress on Cotswold District Council's priorities and service performance.

Recommendation:

That Cabinet resolves to:

1. Note overall progress on the Council priorities and service performance for 2025-26 Q2 (July-September 2025)

15. **Financial Performance Report 2025-26 Quarter 2** (Pages 219 - 254)

Purpose:

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

Recommendations:

That Cabinet resolves to:

1. Review and note the financial position set out in this report.
2. Approve the additional transfers to earmarked reserves as set in paragraph 4.11 of the report.
3. Endorse the principle to transfer 100% of any year-end Planning Fee income (over and above the budgeted level) to the Planning Appeals earmarked reserve, as set out in paragraph 4.22 of the report.
4. Approve the reallocation of the UKSPF capital budget as follows:
 - a. £0.229m to Rural England Prosperity
 - b. £0.060m to UK Shared Prosperity Fund (UKSPF Capital)

This results in a net reduction of £0.038m, in line with allocations from Government.

16. **CDC Strategic Risk Register Q2.** (Pages 255 - 264)

Purpose:

To set out the current Strategic Risk Register for the Council.

Recommendations:

That Cabinet resolves to:

1. Note the Strategic Risk Register and mitigation measures.
2. Endorse the proposal for the strategic risk register to be included in the work programme for the committee with a quarterly review frequency.

17. **Community Infrastructure Levy - CIL Bid Recommendations** (Pages 265 - 386)

Purpose:

A multidisciplinary officer panel has reviewed the Community Infrastructure Levy (CIL) funding bids received in 2025 and made recommendations as to which bids should receive funding for the 2025 bid period. To ensure impartiality, Council officers were invited via email, the staff portal and staff newsletter to volunteer to take part in the panel, subject to a conflict-of-interest declaration. This report provides summaries of those bids and officer feedback. Its purpose is to ask the Cabinet to agree officer recommendations for funding relevant bids and refuse funding for bids which are not suitable for funding currently.

This is the second time since becoming a CIL charging authority in 2019 that the Council has received bids for funding. Upon receipt, a proportion of CIL goes direct to the district's neighbourhoods (parish meetings/councils and town councils) and the remainder goes to the Council's Strategic CIL fund. The bids subject of this report are requesting funding from the Strategic Fund. The amount of CIL funding bids for this year was greater than the amount of available funds in the CIL Strategic Fund.

The multidisciplinary officer panel has made its recommendations based on the statutory requirements for CIL spending in the CIL Regulations 2010 (as amended) and to ensure that CIL is spent:

- Legally
- Responsibly
- Strategically
- Accountably

Recommendations:

That Cabinet resolves to:

1. Agree to allocate funding for the following bids, as set out in Table 4:
 - a) Cycle parking Cotswold National Cycle Network (GCC with Walk Wheel Cycle Trust)
 - b) Farmor's School 3G Pitch (Farmor's School)
 - c) Redesdale Hall Phase 2 (Redesdale Hall Trust)
2. Delegate authority to the Assistant Director Planning Services in consultation with the Cabinet member for Housing and Planning, to progress funding for approved bids in consultation with Legal Services and in line with the existing process.

18. **Fleet Replacement Programme** (Pages 387 - 410)

Purpose:

- To review the Capital Fleet Replacement Programme and identify the vehicles for replacement in 2026/27.
- To agree the next steps towards the decarbonisation of the waste services.

Recommendations:

That Cabinet resolves to:

1. Approve the replacement of vehicles in line with the updated Capital Fleet Replacement Programme (Paragraph 5.3) up to a total of thirty-one vehicles.
2. Approve steps towards the decarbonisation of waste services through the purchase of one electric kerbside-sort vehicle (one of the thirty-one

vehicles identified above) and a shift to using Hydrotreated Vegetable Oil (HVO) as a replacement to diesel.

3. Include the reprofiled capital expenditure for 2026/27 in the Capital Programme that will be considered by Cabinet and Council in February 2026.

(END)