



COTSWOLD
District Council

Wednesday, 2 September 2026

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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, 10 September 2026 at 6.00 pm.**

Jane Portman
Chief Executive

To: Members of the Cabinet

(Councillors Mike Every, Juliet Layton, Patrick Coleman, Tony Dale, Paul Evans, 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 - 28)

To approve the minutes of the previous two meetings of Cabinet.

1. To approve the minutes of the meeting of Cabinet held on 1 July 2026.
2. To approve the minutes of the meeting of Cabinet held on 6 August 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. **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.

8. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members** (Pages 29 - 34)

To note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet on 1 July 2026 was published.

9. **Suitable Alternative Natural Greenspace Spending 2026** (Pages 35 - 52)

Purpose

For Cabinet to review officer recommendations on external bids for funding from the Suitable Alternative Natural Greenspace (Cotswold Beechwoods SAC) funds held by the Council.

Recommendation

That Cabinet resolves to:

1. Agree to fund the following bid:
 - Sherborne Big Nature, Better Access (National Trust)

10. **Corporate Performance Report - Q1 2026/27** (Pages 53 - 168)

Purpose

To set out the financial and service performance, and the strategic risk register for Q1 2026/27.

Recommendations

That Cabinet resolves to:

1. Review and notes the financial position set out in Annex A and Annex A-1 of this report.
2. Approve an increase of £27,000 to the Capital Programme for the installation of pool covers at Bourton on the Water and Chipping Campden Leisure Centres funded from the remaining balance of the Community Municipal Investment, as detailed in Section 4 of Annex A.
3. Approve the additional transfers to earmarked reserves, (transfer any year-end Planning Fee income (over and above the budgeted level) to the Planning Appeals earmarked reserve, transfer any year end investment income over and above the budgeted level to the Treasury Management earmarked reserve, transfer any remaining year-end surplus to the Capacity Building earmarked reserve).
4. That authority is delegated to the Strategic Head of Housing, Property and Assets, Deputy Chief Executive and Section 151 Officer in consultation with the Cabinet Member for Finance to progress to disposal, as set out in paragraph 4.12 of Annex A-1.
5. Note overall progress on the Council priorities and service performance for Q1 2026-27 (April – June 2026), as set out in Annex B.
6. Reviews the Strategic Risk Register and mitigation measures, as set out in Annex C.

11. **Establishing a Voluntary Joint Committee - Local Government Reorganisation** (Pages 169 - 188)

Purpose

To seek approval for Cotswold District Council to establish and participate in a Joint Committee with the other Gloucestershire councils to oversee and co-ordinate the transition to the new single unitary Gloucestershire Council, due to become operational on 1 April 2028.

Recommendations

That Cabinet resolves to:

1. Approve the establishment of a Joint Committee for the area identified to form Gloucestershire Council in MHCLG's letter dated 16 July 2026 (attached at Annex A).
2. Approve delegated authority to the Chief Executive Officer, in consultation with Leader of the Council, to agree the terms of reference for the Joint Committee, in accordance with the draft terms of reference as set out in Annex B, to include that:
 - (i) the Joint Committee takes the form and is authorised to undertake such

functions as are expected to be required of a joint committee established under a Gloucestershire (Structural Changes) Order (SCO), as made under the Local Government and Public Involvement in Health Act 2007, together with such other functions as may be agreed with the other existing Gloucestershire Councils by the Chief Executive in consultation with the Leader of the Council and

(ii) the Joint Committee is in place until such time as the SCO comes into force, from which point onwards the Joint Committee shall continue and undertake responsibility for those functions as may be specified in the SCO, until the day following that on which the Gloucestershire Council holds its first meeting in shadow authority form.

3. Approve the nomination of one representative and one substitute as the Council's representatives to the Gloucestershire Council Joint Committee.
4. Approve delegated authority to the Chief Executive Officer, in consultation with the Leader of Council, to agree any other matters to support the establishment, operation and decision making in support of the Gloucestershire Council Joint Committee.

That Cabinet recommends to Council the:

5. The establishment of a Joint Committee with the other seven Gloucestershire Councils noting Cabinet's approval to delegate functions in accordance with Part 4 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012"; and
6. Appointment of Councillor Mike Every as the Council's representative and Councillor Tristan Wilkinson as substitute representative to the Gloucestershire Council Joint Committee.

12. **People and Culture Strategy Implementation Plan Years 2 and 3** (Pages 189 - 210)

Purpose

To present the Year 2 and 3 People & Culture Strategy Implementation Plan (August 2026 – March 2028) to Cabinet for approval.

Recommendations

That Cabinet resolves to:

1. Approve the years 2 & 3 implementation plan as detailed in Annex A (August 2026 – March 2028).
2. Delegate authority to the Director of Governance & Development, in consultation with the Leader of the Council, to make minor amendments to the plan in response to emerging organisational or legislative changes.

13. **Private Sector Housing Civil Penalty Policy** (Pages 211 - 268)

Purpose

To ask Cabinet to review and approve the changes made to the Cotswold District Council Housing Civil Penalties Policy (Private Sector), reflecting the new powers and duties arising from the Renters' Rights Act 2025. The revised Policy will provide an up-to-date framework for the Council's enforcement activity

Recommendation

That Cabinet resolves to:

1. Approve the updated CDC Housing Civil Penalties Policy

14. **Health and Safety Delegated Responsibility Framework** (Pages 269 - 290)

Purpose

To submit the Health and Safety Delegated Responsibility Framework to Cabinet for approval.

Recommendations

That Cabinet resolves to:

1. Approve the implementation of the Health and Safety Delegated Responsibility Framework (Annex A)
2. Delegate Authority to the Chief Executive Officer to approve health and safety policies in line with the Framework (Annex A).

15. **Review and approval of Grants Management Policy** (Pages 291 - 314)

Purpose

To present Cabinet with a new Grant Management Policy for approval and adoption.

To provide an over-arching Policy that provides guidance to employees on the Council's governance and approach for administration and management of grant income, in order to ensure that we are maximising outcomes, minimising risk and delivering the greatest benefit to our communities.

Recommendations

That Cabinet resolves to:

1. Approve and adopt the Grant Management Policy attached to this report.
2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer to approve future minor amendments to the Policy, in consultation with the Cabinet Member for Finance, Assistant Director Counter Fraud and Legal Services.

16. **Review and approval of updated Counter Fraud and Anti-Corruption Policy**

(Pages 315 - 338)

Purpose

To present Cabinet with a revised Counter Fraud and Anti-Corruption Policy for approval and adoption. The Policy has been reviewed to ensure the content reflects current legislation and the Council's Policies and Procedures.

Recommendations

That Cabinet resolves to:

1. Approve and adopt the Counter Fraud and Anti-Corruption Policy attached to this report.
2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer to approve future minor amendments to the Policy, in consultation with the Cabinet Member for Finance, Assistant Director Counter Fraud and Legal Services.

17. **Review and approval of updated Proceeds of Crime and Anti Money Laundering Policy** (Pages 339 - 354)

Purpose

To present Cabinet with a revised Proceeds of Crime and Anti-Money Laundering Policy for approval and adoption. The Policy has been reviewed to ensure the content reflects current legislation and the Council's Policies and Procedures.

Recommendations

That Cabinet resolves to:

1. Approve and adopt the Proceeds of Crime and Anti-Money Laundering Policy attached to this report.
2. Delegate authority to the Deputy Chief Executive and Chief Finance Officer to approve future minor amendments to the Policy, in consultation with the Cabinet Member for Finance, Assistant Director Counter Fraud and Legal Services.

(END)