COTSWOLD
District Council

Notification of Draft
Decisions Thursday, 10 September 2026

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Decisions of Cabinet -
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3. Minutes

The purpose of this item was to consider the minutes of the previous two meetings of Cabinet

Minutes of the meeting of Cabinet held on 1 July 2026.
No amendments to the minutes were noted. The recommendation to approve the minutes was proposed by Councillor Mike Evemy and seconded by Councillor Tristan Wilkinson.

RESOLVED that the minutes of the meeting of the Cabinet held on 1 July 2026 be approved as a correct record.

Voting Record
7 For, 0 Against, 0 Abstentions.

Minutes of the Extraordinary meeting of Cabinet held on 6 August 2026.
The Leader asked Cabinet to note that the review and approval of the minutes provided an opportunity to clarify the position re: (Public Pack)Supplement E - Material Changes to the Draft Local Plan 06.08.2026 Agenda Supplement for Cabinet, 06/08/2026 18:00

It was noted that the removal of Delfin Way had been included within the list of material changes presented to Cabinet and formed part of the recommendation to Council under Core Policy 3. It was acknowledged that the reference to a drafting error should have been accompanied by further explanation of the proposed deletion. It was recognised that, given the pressures on officers at the time, this was an understandable error and there was no indication of any intention to withhold or conceal information.

No amendments to the minutes were requested. The recommendation to approve the minutes was proposed by Councillor Juliet Layton and seconded by Councillor Patrick Coleman.

RESOLVED that the minutes of the Extraordinary meeting of the Cabinet held on 6 August 2026 be approved as a correct record.

Voting Record
7 For, 0 Against, 0 Abstentions.

9. Suitable Alternative Natural Greenspace Spending 2026

The purpose of this item was to ask Cabinet to consider officer recommendations on external bids for funding from the Suitable Alternative Natural Greenspace (Cotswold Beechwoods SAC) funds held by the Council.

Councillor Juliet Layton, Cabinet Member for Housing and Planning introduced the report and asked that Cabinet consider the recommendation to award £20,000 from the Cotswold Beechwoods SAC Suitable Alternative Natural Greenspace (SANG) Fund to the National Trust for accessibility improvements at Sherborne Park, as part of the Sherborne Big Nature Better Access project.

The project for which funding was sought was the upgrade of a 425-metre section of path to provide a fully accessible permanent gravel route, improving access for visitors and providing an attractive alternative recreational destination to the Cotswold Beechwoods SAC.

Cabinet noted that the National Trust was the sole bidder and that the proposal had been assessed against the published scoring matrix, achieving 86/100, above the minimum threshold of 75/100. Sufficient funds are available.

The Leader clarified that they were a former employee of the National Trust, having left the organisation more than four years ago. They confirmed that they no longer had any employment relationship with the National Trust and that their pension was a personally funded pension, to which the National Trust no longer contributed. No interest was declared.

The recommendation was proposed by Councillor Juliet Layton, seconded by Councillor Tony Dale and put to the vote.

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Cabinet RESOLVED to:

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

Voting record:
7 For, 0 Against, 0 Abstentions.

10. Corporate Performance Report - Q1 2026/27

The purpose of this item was to provide an update on Corporate Performance from April to the end of June 2026.

Councillor Mike Evemy, Leader of the Council introduced the report which combined for the first time; financial performance; service performance, and the strategic risk register in a single report.

Cabinet considered the Quarter 1 2026/27 Performance Report and noted that the Council had delivered a positive overall performance, with strong service delivery, a forecast year-end underspend of £0.122m, and good progress against the Corporate Plan.

Cabinet noted the key areas of pressure, including uncertainty around Local Government Reorganisation, workforce capacity, Land Charges performance, the Ubico contract and the financial sustainability of key services, and noted the actions being taken to manage these risks and improve performance.

The new format of report was widely appreciated by Cabinet members.

The recommendations were proposed by Councillor Mike Evemy, seconded by Councillor Patrick Coleman and put to the vote.

Cabinet RESOLVED to:

1. Review and note 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. Agree that authority be 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. Review and note the Strategic Risk Register and mitigation measures, as set out in Annex C.

Voting record:
7 For, 0 Against, 0 Abstentions.

11. Establishing a Voluntary Joint Committee - Local Government Reorganisation

The Leader announced that this item was being withdrawn from the agenda in light of the government's announcements on Monday 7 September 2026 pausing of the implementation of Local Government Reorganisation in Gloucestershire.

12. People and Culture Strategy Implementation Plan Years 2 and 3

The purpose of this item was to provide an update on the People and Culture Implementation Plan and to seek Cabinet approval for the plan for years 2 and 3, 2026-2028.

Councillor Mike Evemy, Leader of the Council introduced the report, which noted the progress made during the first year in strengthening organisational culture, embedding workforce values, implementing the revised organisational structure, improving performance management, refreshing on-boarding and mentoring arrangements, and delivering the retention strategy. The Leader asked the

Monitoring Officer to outline the proposed priorities and actions for years two and three.

Cabinet heard that the implementation of the People and Culture Strategy had built on the achievements of the previous year, with a particular focus on maintaining service delivery and organisational stability during the uncertainty arising from Local Government Reorganisation.

The Cabinet noted the importance that had been placed on supporting staff through organisational change, developing future workforce capability, strengthening retention and recognition, and maintaining effective internal communication and employee engagement. The Cabinet also noted that the employee survey had provided an important mechanism for capturing employee feedback and informing the future direction of the Strategy.

The recommendation was proposed by Councillor Mike Evemy, seconded by Councillor Paul Evans and put to the vote.

Cabinet RESOLVED 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.

Voting record:
7 For, 0 Against, 0 Abstentions

13. Private Sector Housing Civil Penalty Policy

The purpose of the item was to consider the renewal of the Civil Penalties and Enforcement Policy for Private Sector Housing, originally introduced in July 2025, prior to the enactment of the Renters' Rights Act 2025, to reflect the additional powers and duties arising from Act.

Councillor Mike Evemy, Leader of the Council, introduced the report and asked Cabinet to consider and approve the renewed Policy.

Cabinet heard that the renewed Policy had brought the Council's existing civil penalties arrangements into line with the additional powers provided by the Renters' Rights Act 2025, enabling civil penalties to be issued as an alternative to prosecution where landlords were in breach.

The Cabinet noted that an informal approach would continue to be followed wherever possible to resolve issues before formal enforcement action was required. It was also noted that regular discussions with Legal Services had been introduced to support the appropriate application of civil penalties and reduce the potential for appeals.

The Cabinet noted that the Policy had been based on national guidance and had been tailored to the Cotswold District, with a standard formula for calculating penalties to support consistency.

The recommendation was proposed by Councillor Mike Evemy, seconded by Councillor Juliet Layton and put to the vote.

Cabinet RESOLVED to:

1. Approve the Housing Civil Penalties Policy

Voting record:
7 For, 0 Against, 0 Abstentions.

14. Health and Safety Delegated Responsibility Framework

The purpose of this item was to Submit the Health and Safety Delegated Responsibility Framework to the Cabinet for approval.

Councillor Mike Evemy invited the Director of Service to introduce the report.

Cabinet was asked to consider the report which proposed a Health and Safety Delegated Responsibility Framework to provide a clear, consistent and proportionate approach to the development, approval and implementation of health and safety policies across services delivered through Publica on behalf of the Council.

The Cabinet noted that the framework would clarify policy categories, approval routes, consultation, publication, monitoring and review arrangements. It would enable technical and operational policies to be approved under delegated authority where appropriate, while ensuring matters with significant legal, financial, strategic or political implications, or where required by the Constitution or legislation, were referred to Cabinet.

The framework was intended to support timely updates to policies in response to changes in legislation, operational practice and best practice, while maintaining Cabinet's strategic oversight and strengthening accountability for health and safety across the Council.

The recommendation was proposed by Councillor Patrick Coleman, seconded by Councillor Tristan Wilkinson and put to the vote.

Cabinet RESOLVED to:

1. Approve the implementation of the attached Health and Safety Delegated Responsibility Framework.
2. Delegate authority to the Chief Executive Officer to approve health and safety policies in line with the Framework attached

Voting record:
7 For, 0 Against, 0 Abstentions

15. Review and approval of Grants Management Policy

The purpose of this item was to introduce a new Grant Management Policy for approval and adoption.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report, which proposed a new Grants Management Policy to establish an overarching framework for the administration and management of grant funding.

The Policy was intended to provide employees with clear guidance on the Council's governance arrangements and approach to the administration and delivery of grant funding for residents and businesses, including locally agreed community grants, central government funding and emergency funding. It aimed to maximise outcomes, minimise risk and ensure funding delivered the greatest possible benefit to local communities.

Cabinet noted that the Policy established clear roles and responsibilities, eligibility criteria, funding agreements, assessment and award processes, conflict of interest arrangements and segregation of duties, alongside appropriate due diligence and verification checks. It also set out processes for securing external funding, developing and launching grant schemes and distributing grant funding.

Cabinet further noted that the Counter Fraud and Enforcement Unit's Grants Toolkit would support implementation of the Policy by setting out minimum verification and due diligence requirements to mitigate fraud and error and ensure funding was distributed appropriately and spent lawfully.

The recommendation was proposed by Councillor Patrick Coleman, seconded by Councillor Tristan Wilkinson and put to the vote.

Cabinet RESOLVED 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.

Voting record:
7 For, 0 Against, 0 Abstentions.

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

The purpose of this item was to present Cabinet with a revised Counter Fraud and Anti-Corruption Policy for approval and adoption.

Councillor Patrick Coleman, Cabinet Member for Finance introduced the revised Counter Fraud and Anti-Corruption Policy, which had been updated to reflect legislative, regulatory and operational changes since its previous review in November 2022.

The Cabinet noted that the revised Policy continued to set out the Council's responsibilities for preventing fraud and corruption, together with the key legislation and roles and responsibilities of Members, employees and other relevant parties. It had been updated to reflect the Economic Crime and Corporate Transparency Act 2023 and the introduction of the new 'failure to prevent fraud' offence, under which the Council and individuals could be held liable if it could not demonstrate effective fraud prevention procedures.

The revised Policy also included additional provisions relating to cyber-crime responsibilities, due diligence and compliance activities concerning tax evasion, as well as minor amendments reflecting changes to service arrangements and supporting documents.

The Cabinet noted that fraud awareness and whistleblowing training was being delivered across the Council during 2026/27 and that ongoing counter fraud risk management and enforcement activity continued to be monitored. A request was made for a Members training session.

The recommendation was proposed by Councillor Patrick Coleman, seconded by Councillor Tony Dale and put to the vote.

Cabinet RESOLVED 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.

Voting record:
7 For, 0 Against, 0 Abstentions.

17. Review and approval of updated Proceeds of Crime and Anti Money Laundering Policy

The purpose of this item was to present Cabinet with a revised Proceeds of Crime and Anti-Money Laundering Policy for approval and adoption.

Councillor Patrick Coleman, Cabinet Member for Finance introduced the report and asked Cabinet to consider the review of the Proceeds of Crime and Anti-Money Laundering Policy, which had been refined to reflect legislative and operational requirements and to provide a clear framework for the Council's responsibilities in preventing and responding to money laundering and related activity.

Cabinet noted that the Policy set out the responsibilities of the Council and the nominated Money Laundering Reporting Officer, who was the Deputy Chief Executive and Chief Finance Officer, and established the Council's approach to due diligence and the reporting of suspicious activity. Operational and procedural elements relating to disclosure procedures, the Reporting Officer's considerations and client and supplier identification had been removed from the Policy and incorporated into a supporting internal procedure document.

The Cabinet further noted that a supporting flowchart had been developed as a quick reference guide for employees and that awareness communications and targeted training had been planned to support implementation, particularly for employees more likely to identify suspicious activity. The Policy had last been considered by Members in April 2021.

The recommendation was proposed by Councillor Patrick Coleman, seconded by Councillor Tony Dale and put to the vote.

Cabinet RESOLVED 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**.**

Voting record:
7 For, 0 Against, 0 Abstentions.

Date of Publication:
Closing Date for Call-In:
Action Embargoed until:

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