



Thursday, 18 June 2026

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OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Overview and Scrutiny Committee will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Monday, 29 June 2026 at 4.00 pm.**

A handwritten signature in cursive script that reads 'Jane Portman'.

Jane Portman
Chief Executive

To: Members of the Overview and Scrutiny Committee
(Councillors Gina Blomefield, Angus Jenkinson, Claire Bloomer, David Cunningham, Tony Slater, Lisa Spivey, Clare Turner, Michael Vann, Jon Wareing and Ian Watson)

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 the Overview and Scrutiny Committee is 3 members.
2. **Substitute Members**
To note details of any substitution arrangements in place for the meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members relating to items to be considered at the meeting.
4. **Minutes** (Pages 5 - 12)
To approve the minutes of the meeting held on 1 June 2026.
5. **Matters Arising from Minutes of the Previous Meeting** (Pages 13 - 14)
To consider actions outstanding from minutes of previous meetings.
6. **Chair's Announcements**
To receive any announcements from the Chair of the Overview and Scrutiny Committee.
7. **Public Questions**
A maximum of 15 minutes is allocated for an "open forum" of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be one minute. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- 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.

8. **Member Questions**
A maximum period of fifteen minutes is allowed for Member questions. Questions

must be directed to the Chair and must relate to the remit of the committee.

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

The deadline for submitting questions is 5.00pm on the working day before the day of the meeting unless the Chair agrees that the question relates to an urgent matter, in which case the deadline is 9.30am on the day of the meeting.

A member may submit no more than two questions. At the meeting the member may ask a supplementary question arising directly from the original question or the reply. The maximum length of a supplementary question is one minute.

The response to a question or supplementary question may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- 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.

9. **Report back on recommendations** (Pages 15 - 18)

For the Committee to note the Cabinet's response to any recommendations arising from the previous Overview and Scrutiny Committee meeting.

10. **Financial Performance Report - Q4 2025/26 (4:20pm)**

Purpose

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

Accountable Member

Councillor Patrick Coleman, Cabinet Member for Finance

Report Author

Michelle Burge, Chief Accountant and Deputy Section 151 Officer

****Report to follow****

11. **Service Performance Report - Q4 2025/26 (4:50pm)**

Purpose

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

Accountable Member

Councillor Mike Evemy, Leader of the Council

Report Author

Yemi Olu-Opaleye, Senior Performance Analyst

****Report to follow****

12. **Planning Enforcement Report (5:30pm)**

Purpose

This report provides an update on the performance, staffing, and capacity of the Planning Enforcement Team following the transition of planning services back into the Council in November 2024 and the subsequent PAS Peer Review.

It summarises progress against the PAS Action Plan, identifies continuing service pressures including recruitment challenges and backlog management, and sets out the measures underway to improve resilience, service efficiency, and performance. The Overview & Scrutiny Committee is asked to consider the progress made and note the areas where performance remains constrained.

Accountable Member

Juliet Layton - Cabinet Member for Housing and Planning

Report Author

Harrison Bowley – Head of Planning Services

****Report to follow****

13. **Updates from Gloucestershire County Council Scrutiny Committees (6:10pm)**

Purpose

To receive any verbal updates on the work of external scrutiny bodies:

Gloucestershire Economic Growth Scrutiny Committee – Cllr Angus Jenkinson

Health Overview & Scrutiny Committee – Cllr Dilys Neill

14. **Work Plan and Forward Plan (Pages 19 - 40) (6:20pm)**

For the Committee to note and review its work plan and to select Cabinet decisions for pre-decision scrutiny at future committee meetings.

(END)



Overview and Scrutiny Committee
01/June2026

Minutes of a meeting of Overview and Scrutiny Committee held on Monday, 1 June 2026

Members present:

Gina Blomefield (Chair)	Clare Turner (Vice Chair)	
David Cunningham	Michael Vann	Ian Watson
Tony Slater	Jon Wareing	Lisa Spivey

Officers present:

Angela Claridge, Director of Governance and Development (Monitoring Officer)	Jane Portman, Chief Executive Officer
Julia Gibson, Democratic Services Officer	David Stanley, Deputy Chief Executive and Chief Finance Officer
Tyler Jardine, Trainee Democratic Services Officer	Peta Johnson, Head of Waste and Environment

Observers:

Councillor Mike Evely and Andrea Pellegram

OS.330 Apologies

Apologies for absence were received for Councillors Angus Jenkinson and Clare Bloomer.

OS.331 Substitute Members

Councillor Nick Bridges substituted for Councillor Clare Bloomer. Councillor Clare Turner substituted as Vice-Chair.

OS.332 Declarations of Interest

No declarations of interests were made.

OS.333 Minutes

The minutes of the meeting on 13 April 2026 were discussed. Councillor David Cunningham proposed accepting the minutes and Councillor Clare Turner seconded the proposal which was put to the vote and agreed by the Committee.

RESOLVED: to APPROVE the minutes of the meeting held on 13 April 2026.

OS.334 Matters Arising from Minutes of the Previous Meeting

The Chair thanked Officers for the further information received following the previous Committee meeting. Further information was still awaited on the Car-Free Cotswolds Initiative, Cotswold District Council's use of weed killers, and the process for bidding for Community Infrastructure Levy (CIL) funds once arrangements were finalised.

OS.335 Chair's Announcements

The Chair welcomed Simon Harper, the new Head of Elections and Democratic Services.

OS.336 Public Questions

There were no public questions.

OS.337 Member Questions

A written question from Councillor Jenkinson had been received and answered. The response explained why Cotswold District Council had adopted a different approach to the Spatial Development Strategy from that taken by Stroud District Council.

OS.338 Report back on recommendations

There were no recommendations made to Cabinet.

OS.339 Local Government Reorganisation - Structural Changes Order

The purpose of the report was to outline the governance, legal framework, and key arrangements for the Gloucestershire Structural Changes Order (SCO), and to seek Cabinet's agreement to submit representations to Government on behalf of Cotswold District Council.

The Chair advised members to focus on the following three questions:

- Preparing Authority or New Shadow Authority.
- Should political balance be applied to the Implementation Executive / Joint Committee?
- The name of the new council or councils.

The report was introduced by Councillor Mike Evely, Leader of the Council and Jane Portman, Chief Executive Officer who highlighted the following points:

- Cabinet needed to consider the three proposed scenarios in advance of the Government announcement expected on 16 June.
- Not all of the questions for each scenario may ultimately require a response or a formal view to be expressed.

In questioning and discussion, the following points were noted:

- There was concern about the capacity of officers and political leaders to respond within the timeframe.
- There had been broad consensus at the leaders' meeting across most of the questions, with potential differences on the preparing vs shadow authority model and the naming of any new authority.
- The proposed structure for the Implementation Executive / Joint Committee was six representatives from the County Council and one from each of the district councils in Gloucestershire. Application of political balance would be a matter for the County Council to determine from amongst representatives.
- The Implementation Executive / Joint Committee would operate from the point the SCO came into effect until the elections for the new unitary council/s.
- In the event of a single unitary authority, the most straightforward name would be "Gloucestershire Unitary." For a two-unitary model, the proposed names were "East Gloucestershire" and "West Gloucestershire".
- The warding arrangements for any new unitary/unitaries had been set out in the proposals submitted to MHCLG on 28 November 2025, and there was no current indication of councillor-level issues being raised in relation to those arrangements. The draft SCO would be laid before Parliament, with councils given the opportunity to fact-check its contents prior to laying, expected in winter 2026 ahead of implementation.
- Initial arrangements would provide two councillors per County Council division, with an intention that during the first term of the new council a boundary review would be undertaken. There would be a move towards single-member divisions at the second election of the new authority, scheduled for 2032.

Recommendations:

1. **Membership of the Implementation Executive / Joint Committee**
Each district council will appoint its own representative, with the County Council determining the political balance of its six representatives.
2. **Naming of New Authorities;** That Cabinet note indicative support for:
 - "Gloucestershire Council" if a single unitary was created.
 - "East Gloucestershire" and "West Gloucestershire" if a two-unitary model was adopted.
 - No view was expressed on the Greater Gloucester and Gloucestershire option.
3. **Timetable for Response:**
Given the constrained timetable, Cabinet should prepare a proportionate and focused response to the consultation, concentrating on the most significant issues.

4. **Preparing authority vs shadow authority:** The Committee noted the options without expressing a preference, acknowledging the model may depend on whether a single or two unitary councils are created.

OS.340 Waste and Environment - Service Design Options

The purpose of the report was to describe the rationale, impacts and risks associated with: (1) demobilising the Council-provided “bring bank” service; (2) introducing kerbside collections of plastic bags and wrapping in line with Simpler Recycling requirements, including the proposed approach to resident presentation of material; and (3) moving to the combined collection of paper and card to simplify collections and improve operational resilience.

The report was introduced by Councillor Andrea Pellegram, Cabinet Member for Environment and Regulatory Services, and Peta Johnson, Head of Waste and Environment, who highlighted the following points:

- Changes to the waste service were proposed to support upcoming vehicle procurement, address legacy arrangements, and prepare for future service harmonisation under Local Government Reorganisation. Changes included removing “bring banks”, not providing bags for the collection of plastic film and wrapping, and introducing smaller residual waste bins for new homes or where replacement bins needed to be provided.

Arising from member questions, the following points were noted:

- Clothing and textile banks operated by charities and third-party organisations would remain in place.
- The estimated financial impact of the proposed changes was an overall annual benefit of around £10,000.
- No immediate change to resident containers; mixed paper and card would continue in existing black box and blue bag, with a longer-term aim to simplify and standardise containers as stock was used up and improved designs were introduced.
- Mixing paper and card resulted in some loss of material quality, as it led to downcycling rather than higher-grade paper recycling; however, this was considered in the context of declining paper volumes over time.
- There was no immediate expectation for residents to purchase bags specifically to recycle ‘soft’ plastics.
- The “bring bank” locations included 24 sites, with 20 currently showing provision, but this was subject to change as a full site survey being carried out (due to be completed by 5 June 2026).

Recommendations:

1. "Bring bank" service

That Cabinet request an increase in monitoring / collections at former "bring bank" sites in order to:

- prevent or reduce fly-tipping
- manage any waste left at the sites following decommissioning

2. Collection of plastic bags and wrapping

- That Cabinet ensured a communications package was provided to residents explaining that they would be expected to use their own bags for plastic film and wrapping recycling. It was recommended that guidance would be provided to avoid confusion and contamination of recycling streams.

The recommendations to Cabinet were proposed by Councillor David Cunningham and seconded by Councillor Ian Watson. This was put to the vote and agreed by the Committee.

OS.341 Overview & Scrutiny Committee Annual Report 2025/26

The purpose of the report was to receive the annual report for the work of the Overview and Scrutiny Committee.

The report was introduced by Councillor Gina Blomefield, Chair of Overview and Scrutiny Committee.

The Chair thanked Democratic Services for their support in producing the report, noting the value added through scrutiny work, including 18 recommendations made to Cabinet over the past year, most of which were accepted or partially accepted. She thanked the Vice Chair and committee members for their contributions and flexibility in managing the workload with additional meetings. She expressed a view that Overview and Scrutiny would play an important role during Local Government Reorganisation. Councillor Michael Vann praised the work of the Chair and his comments were echoed by other members of the committee

OS.342 Updates from Gloucestershire County Council Scrutiny Committees

Gloucestershire Economic Growth Scrutiny Committee – Councillor Angus Jenkinson
The report was presented to Members in his absence.

OS.343 Work Plan and Forward Plan

Changes to report dates were highlighted.

OS.344 **Matters exempt from publication**

The Committee considered the exclusion of the press and public for the remaining item of business on the basis that it contained exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972. Upon being proposed and seconded the Committee voted to approve a resolution to exclude the press and public.

Recommendation:

Agreed to exclude the press and public for the remaining items of business in accordance with Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of Agenda Item 12 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 as per of Part 1 of Schedule 12A to the Local Government Act 1972

OS.345 **Exempt Annex for Agenda item 15: Asset Management - Out of District Investment Properties**

The purpose of the report was to seek Cabinet's approval to pursue options for the disposal of out-of-district investment properties.

The report was introduced by Councillor Mike Evey, Leader of the Council and David Stanley, who highlighted the following:

- Government policy had changed to discourage or prevent councils from investing in commercial properties outside their own area.
- The properties had been purchased when interest rates and market conditions made commercial property investment more attractive.
- In hindsight, a more diversified investment strategy would have been preferable, rather than limiting investment to the retail sector.

Arising from members' questions, the following points were noted:

- The approval sought of Cabinet was only to test the market and understand buyer interest and value. There was no obligation to proceed with a sale.
- Annual net book valuations had been assessed as at 31 March 2026, and market appraisals had been undertaken within the last 18 months. Agents would be used to soft test the market.
- The recommendation was to actively market all three out-of-district properties with a view to disposal, and any acceptable offers would return to Cabinet/Council for a final decision.
- If eventually sold, the proceeds would become capital receipts, which could be used to help finance the Council's capital programme rather than day-to-day revenue spending.

Overview and Scrutiny Committee

01/June2026

- The properties were outside the district, and some Members felt there was little strategic benefit in retaining assets outside the Council's area simply to generate income.
- Local Government Reorganisation - If the properties were not sold before the new authority was established, decisions would transfer to the successor authority and might require additional consultation.

Recommendations:

To support the recommendations in the report to Cabinet.

The Meeting commenced at 4.00 pm and closed at 6.11 pm

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Action	Officer	Response
<p>Ecological Emergency Report Update Funding and actions related to the “car-free Cotswolds” initiative</p>	Joseph Walker	<p>Car-Free Cotswolds is a campaign being run by Cotswolds Tourism, across Cotswold and West Oxfordshire Districts to support visitors to the area to access local attractions without private motor vehicles. This could be visitors arriving via train or coach, or choosing to travel on arrival without using the car. The campaign has launched focusing on itineraries from the area's train stations. The campaign is funded by Cotswold Tourism, from income from partners businesses, and was supported in West Oxfordshire from their Shared Prosperity Funding.</p> <p>To see the campaign, members can visit the Cotswold Tourism website Car-Free Travel in the Cotswolds Sustainable Ways to Explore</p>
<p>Ecological Emergency Report Update Details around the use of weedkiller with street cleaning.</p>	Peta Johnson	<p>Provided during the actions for 1 June 2026</p> <p>“Our contract in the Cotswolds is to provide three treatments throughout the growing season. When applied at the optimum time, the weeds will not have flowered and therefore would not be attractive to pollinators. We are aware that seasonal weather patterns affect the rate at which weeds grow and mature, which is why we remain flexible in our application timing. The evidence shows that, in terms of pollinators, more treatments are better than less. Compared with a two-treatment program, the herbicide use on a three-treatment program is not proportionately more due to the much smaller weeds.</p> <p>We use a glyphosate and adjuvant mix. The adjuvant is a rapeseed oil additive to create a heavy, controlled droplet application and reduces our herbicide use by 25%. In line with Best Practice and Codes of Practice, we operate a spot treatment method and only apply herbicide where there are weeds growing. Apart from that it does not make commercial sense to broadcast herbicide where it is not required.</p> <p>Our contractual obligations require us to treat all hard standing areas for weed growth. The spray equipment has five, independently operated nozzles which are turned on and off to capture the weeds present. This means we must travel all pavements and roadways in a co-ordinated way to ensure this is carried out. From a lay-persons point of view, this may appear to be random.</p>

	<p>Regarding protective equipment, our operatives wear workwear and gloves whilst spraying. When applied properly, the spray solution does not become airborne and is therefore not inhaled.</p> <p>Glyphosate remains to be a safe system of treating weeds when mixed and applied according to all recommendations. This is backed up by the WHO downgrading it from a probable carcinogen and the EU giving a 10-year extension to its use, based on extensive scientific data. In terms of human wellbeing, the WHO have stated that the human body can withstand 1mg per kilo of body weight per day. With regard to spraying next to gardens etc, glyphosate does not leach through soil and is not taken up by roots.</p> <p>Our safe systems of work consist of:</p> <ul style="list-style-type: none">• Annual health and safety induction at the beginning of each spraying season. Part of this is to review and discuss our company RAMS, whether they have changed or not. The RAMS include working speeds and working in the public environment.• All new operatives are trained on-site regardless of experience. This starts with the new operative shadowing staff to view how to operate the sprayer in the public environment. Each aspect of spraying is taught separately until the operative is fully conversant with the entire operation. This usually takes at least a week but continues for as long as necessary.• All of our ATV's have GPS trackers which record vehicle speeds. As part of our monitoring, we make random checks on the trackers to assess that working speeds are not exceeded. <p>From extensive knowledge and experience we know how long areas should take to treat. If an area is completed too quickly, we will make a full assessment of the speeds on the tracker system. The same applies to the amount of herbicide used. If usage is particularly low, we assess the speeds of the operative."</p>
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Cabinet response to recommendations from the Overview and Scrutiny Committee on Local Government Reorganisation – Structural Changes Order

Recommendation arising from the Overview and Scrutiny Committee meeting held on 01 06 2026

Recommendation regarding SCO Consultation:	Agree (Y / N)	Comment	Responsible Cabinet Member	Lead Officer
<p>1. Membership of Implementation Executive / Joint Committee That Cabinet recognise that: The six district councils would each appoint their leaders/representatives and that the issue of political balance within the county council’s six representatives would therefore be a matter for the County Council to determine from amongst its membership.</p>	Y	We do not intend to propose a response to this as the representation from Cotswold DC will be unaffected. The application of political balance would affect the Gloucestershire CC representation.	Cllr Mike Evey	Jane Portman
<p>2. Naming of New Authorities; That Cabinet note indicative support for:</p> <ul style="list-style-type: none"> • “Gloucestershire Council” if a single unitary is created. • “East Gloucestershire” and “West Gloucestershire” if a two-unitary model is adopted. 	Y	We agree with the Committee on the names under the first two proposals.	Cllr Mike Evey	Jane Portman



No view was expressed on the Greater Gloucester and Gloucestershire option.				
3. Timetable for Response: That given the constrained timetable for response, Cabinet should focus on preparing proportionate and focused response to the consultation, with emphasis on the most significant issues rather than exhaustive answers to all questions where not necessary.	Y	We will respond to the questions, focusing our reasoning and explanation on those that are likely to be generate different views between councils.	Cllr Mike Evey	Jane Portman
4. Preparing authority vs shadow authority: The Committee noted the options presented but did not express a definitive preference, acknowledging that the appropriate model may depend on whether a single or two unitary councils are ultimately established.	N	The preparing authority option is only available in the single unitary model. We will put forward a view and explain this.	Cllr Mike Evey	Jane Portman

Cabinet response to recommendations from the Overview and Scrutiny Committee on Waste and Environment – service design options

Recommendation	Agree (Y / N)	Comment	Responsible Cabinet Member	Lead Officer
<p>1. BRING bank service. That Cabinet request an increase in monitoring / collections at former BRING bank sites in order to:</p> <ul style="list-style-type: none"> • prevent or reduce fly-tipping • manage any waste left at the sites following decommissioning 	Y	Officers will ensure that communications are in place before and after the withdrawal of the bring banks to explain why they are being removed and promote alternatives. They will also ensure that follow up visits take place to deal with any residual fly-tipping.	Cllr Andrea Pellegram	Peta Johnson
<p>2. Collection of plastic bags and wrapping That Cabinet ensure a clear and robust communications package is provided to residents explaining that they will be expected to use their own bags (self-supply) for plastic film and wrapping recycling.</p>	Y	The plastic film and wrapping collections are intended to be delivered at the same time as the new recycling vehicles are introduced. We will communicate how to take part in this new service as well as other changes proposed	Cllr Andrea Pellegram	Peta Johnson



It is recommended that guidance is provided to avoid confusion and contamination of recycling streams				
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Cabinet response to recommendations from the Overview and Scrutiny Committee on Asset Management – out-of-district investment properties

Recommendation	Agree (Y / N)	Comment	Responsible Cabinet Member	Lead Officer
1. That Cabinet support the report recommendations	Y	Cabinet welcomes the engagement of the Committee on the issue and its support for the recommendations.	Cllr Patrick Coleman	David Stanley



Overview and Scrutiny Committee

The Council currently operates the Strong Leader and Cabinet form of governance. The Council has appointed one Overview and Scrutiny Committee which has the power to investigate Cabinet decisions and any other matters relevant to the district and its people, making recommendations to the Council, Cabinet or any other Committee or Sub-Committee of the Council. Scrutiny has an important role in holding the Cabinet to account and in contributing to policy development. The Council has agreed an Executive Scrutiny Protocol to guide how Cabinet and the Overview and Scrutiny Committee will interact with each other.

The Overview and Scrutiny Committee operates a work plan which is agreed annually but provides for flexibility to enable the Committee to respond to emerging issues or priorities. The work plan will include a mix of Cabinet reports that have been selected for pre-decision scrutiny, and reports on other Council services, topics or issues which have been specifically commissioned by the Overview and Scrutiny Committee.

In setting and reviewing its work plan, Scrutiny will be mindful of the constraints of the organisation and will take advice from officers on prioritisation, which may be informed by the following considerations (TOPIC criteria):

Timeliness: Is it timely to consider this issue?

Organisational priority: Is it a Council priority?

Public Interest: Is it of significant public interest?

Influence: Can Scrutiny have meaningful influence?

Cost: Does it involve a high level of expenditure, income or savings?

Call in

The Overview and Scrutiny Committee will consider any "call-in" of a decision that has been made but not yet implemented. This enables the Committee to consider whether the decision made is appropriate given all relevant information (but not because it would have made a

different decision). It may recommend that the Cabinet, a Portfolio Holder or the Council should reconsider the decision. (It should be noted that Cabinet does not have to change its decision following the recommendation of the Overview and Scrutiny Committee).

Item	Cabinet Member	Lead Officer
Monday 29 June 2026		
Financial Performance Report - Q4 2025/26	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk
Service Performance Report - Q4 2025/26	Leader of the Council - Councillor Mike Evey	Gemma Moreing, Business Information, Performance & Improvement Manager Gemma.Moreing@publicagroup.uk
Planning Enforcement Report	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Harrison Bowley, Head of Planning Services Harrison.Bowley@Cotswold.gov.uk
Monday 3 August 2026		
Local Plan	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton Leader of the Council - Councillor Mike Evey	Geraldine LeCointe, Assistant Director - Planning Services geraldine.lecointe@cotswold.gov.uk
Asset Management Strategy	Patrick Coleman, Cabinet Member for Finance	Alan Hope, Head of Strategic Housing, Property and Assets alan.hope@cotswold.gov.uk

Climate Emergency Update	Cabinet Member for Climate Change and Sustainability - Cllr Mike McKeown	Helen Martin, Director of Communities and Place helen.martin@cotswold.gov.uk
Monday 7 September 2026		
Council Performance Report - Q1 2026/27	Leader of the Council - Councillor Mike Evey	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk
UBICO Update	Cabinet Member for Environment and Regulatory Services - Councillor Andrea Pellegram	Peta Johnson, Head of Waste and Environment peta.johnson@cotswold.gov.uk
Monday 12 October 2026		
LGR Update	Leader of the Council - Councillor Mike Evey	Jane Portman, Chief Executive Officer jane.portman@cotswold.gov.uk
Artificial Intelligence Update	Cabinet Member for Climate Change and Digital - Councillor Mike McKeown	John Chorlton, Chief Technology Officer john.chorlton@publicagroup.uk
Monday 16 November 2026		
Leisure Contract - Freedom Leisure	Cabinet Member for Leisure, Culture and Visitor Experience - Cllr Tony Dale	Joseph Walker, Head of Economic Development and Communities joseph.walker@cotswold.gov.uk

Cotswold Community Safety Partnership Update	Cabinet Member for Leisure, Culture and Visitor Experience - Cllr Tony Dale	Joseph Walker, Head of Economic Development and Communities joseph.walker@cotswold.gov.uk
Monday 11 January 2027		
Council Performance Report - Q2 2026/27	Leader of the Council - Councillor Mike Evey	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk
LGR Update	Leader of the Council - Councillor Mike Evey	Jane Portman, Chief Executive Officer jane.portman@cotswold.gov.uk
Monday 8 February 2027		
Budget 2027/28, Capital Programme and Medium Term Financial Strategy	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk, David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk
Monday 8 March 2027		
Dates to be confirmed		
Cost of Living Support	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk

Strategic Infrastructure Funding Update

Deputy Leader and Cabinet Member for
Housing and Planning – Juliet Layton

Geraldine LeCointe, Assistant Director -
Planning Services
geraldine.lecointe@cotswold.gov.uk

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COTSWOLD
District Council

**EXECUTIVE FORWARD PLAN
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE
SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION**

The Forward Plan

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of the notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for Meetings of the Cabinet are made available on the [Council's Web Site](#) – five working days in advance of the Meeting in question. Please also note that the agendas for Meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the Council's Web Site, and available from the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority.

In financial terms, the Council has decided that a key decision is any executive decision which requires a budget expenditure of £150,000 or more, or one which generates savings of £150,000 or more.

A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council's Constitution.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Formal reports presented relating to any executive decision will be available on the Council's Web Site at least five working days in advance of the Meeting at which the decision is to be made (except insofar as they contain confidential and/or exempt information).

The Decision Notice for each key decision will be published as soon as reasonably practicable after it has been made. We will seek to do this within five working days of the date of the decision. The Decision Notice will be available for public inspection on the Council's Web Site, and at the Council Offices, Trinity Road, Cirencester, Glos. GL7 1PX.

If you have any questions about the Forward Plan, or if you wish to make representations about any of the matters contained within it, please contact the Council's Democratic Services Team. The Democratic Services Team can also, on request, provide copies of, or extracts from, documents listed in the Plan and any which subsequently become available (subject to any prohibition or restriction on their disclosure).

Contact Details:

Democratic Services, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire GL7 1PX

E-mail: democratic@cotswold.gov.uk **Telephone:** 01285 623000 **Website:** www.cotswold.gov.uk

The Council's Executive Arrangements

The Council currently operates the Strong Leader and Cabinet form of governance.

By law, the Cabinet can comprise a Leader of the Council, together with up to nine other Members to be appointed by the Leader (one of whom has to be appointed as Deputy Leader). The Leader will be elected by the Council, for a four-year term; and the Deputy Leader appointment is also for a four-year term.

The Cabinet at Cotswold District Council currently comprises a Leader, a Deputy Leader, and six other Cabinet Members. The structure is as set out in the table below.

Executive decisions are taken either collectively by the Cabinet or individually by Cabinet Members.

The Cabinet meets nine times a year; whereas decision-making by individual Cabinet Members occurs on an 'as and when needed' basis.

Decisions of the Cabinet and individual Cabinet Members are subject to scrutiny by the Overview and Scrutiny Committee.

Mike Every	Leader	Executive functions and corporate plan delivery; Local Government Reorganisation and devolution; Town and parish council liaison; Communications; Publica and UBICO; Diversity and inclusion.
Juliet Layton	Deputy Leader and Housing and Planning	Strategic housing; Homelessness; Forward planning the local plan and neighbourhood plans; Development management, heritage and conservation; Biodiversity emergency response; Member development.
Mike McKeown	Climate Change and Digital	Climate emergency response; Community energy and energy efficiency; Council sustainability and sustainable transport; Digital innovation, inclusion, and accessibility; Adoption and governance of AI technologies; Cybersecurity and data governance.
Patrick Coleman	Finance	Financial strategy and management; Property and assets; Revenues and benefits; Grant funding and Crowdfund Cotswold; Cost of living support.
Tony Dale	Leisure, Culture and Visitor Experience	Parking operations and strategy; Leisure centres; Culture and museums; Public toilets; Tourism.
Tristan Wilkinson	Economy and Council Transformation	Economic development; Council transformation; Business liaison; Flooding and sewage.
Andrea Pellegram	Environment and Regulatory Services	Waste and recycling; Environmental and regulatory services; Street cleaning; Public realm.
Paul Evans	Health and Communities	Public health; Safeguarding and Community Safety Partnership; Liaison with third sector; Young people and older people.

Item for Decision	Key Decision (Yes/No)	Exempti on Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
1 July 2026 - Cabinet							
Service Performance Report - Q4 2025/26	No	Open	Cabinet	1 Jul 2026	Leader of the Council - Councillor Mike Evey	Gemma Moreing, Business Information, Performance & Improvement Manager Gemma.Moreing@publicagroup.uk	Chief Executive Officer - Jane Portman
Financial Performance Report - Q4 2025/26	Yes	Open	Cabinet	1 Jul 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
Strategic Risk Register - Q4 2025/26	No	Open	Cabinet	1 Jul 2026	Leader of the Council - Councillor Mike Evey	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
15 July 2026 - Full Council							
Motion Report - Making the Cotswolds a Dementia Friendly district	No	Open	Council	15 Jul 2026	Cabinet Member for Health and Communities - Councillor Paul Evans	Joseph Walker, Head of Economic Development and Communities joseph.walker@cotswold.gov.uk	Director of Communities and Place - Helen Martin
Motion Report - Food and Farming	No	Open	Council	15 Jul 2026	Cabinet Member for Economy and Council Transformation - Councillor Tristan Wilkinson	Tim Atkins, Interim Assistant Director - Communities & Place tim.atkins@cotswold.gov.uk	Director of Communities and Place - Helen Martin
Treasury Management Outturn 2025/26	No	Open	Council	15 Jul 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Overview and Scrutiny Committee Annual Report 2025/26	No	Open	Council	15 Jul 2026	Gina Blomefield, Chair of Overview and Scrutiny Committee	Julia Gibson, Democratic Services Officer julia.gibson@cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
6 August 2026 - Cabinet							
Local Plan	No	Open	Cabinet	6 Aug 2026	Leader of the Council - Councillor Mike Every	Geraldine LeCointe, Assistant Director - Planning Services geraldine.lecointe@cotswold.gov.uk	Director of Communities and Place - Helen Martin
12 August 2026 - Full Council							
Local Plan	Yes	Open	Council	12 Aug 2026	Leader of the Council - Councillor Mike Every	Geraldine LeCointe, Assistant Director - Planning Services geraldine.lecointe@cotswold.gov.uk	Director of Communities and Place - Helen Martin

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
10 September 2026 - Cabinet							
Council Performance Report - Q1 2026/27	Yes	Open	Cabinet	10 Sep 2026	Leader of the Council - Councillor Mike Evey	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk	Chief Executive Officer - Jane Portman
Review and approval of Grants Management Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cots.wold.gov.uk	Head of Service, Counter Fraud and Enforcement Unit - Emma Cathcart
Review and approval of updated Counter Fraud and Anti-Corruption Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cots.wold.gov.uk	Head of Service, Counter Fraud and Enforcement Unit - Emma Cathcart

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Review and approval of updated Proceeds of Crime and Anti Money Laundering Policy	No	Open	Cabinet	10 Sep 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.gov.uk	Head of Service, Counter Fraud and Enforcement Unit - Emma Cathcart
23 September 2026 - Full Council							
Polling Station Review	No	Open	Council	23 Sep 2026	Leader of the Council - Councillor Mike Every	Sarah Dalby, Elections Manager sarah.dalby@cotswold.gov.uk	Chief Executive Officer - Jane Portman
15 October 2026 - Cabinet							
2027/28 Budget Strategy and Medium Term Financial Strategy (MTFS) Update	No	Open	Cabinet	15 Oct 2026	Cabinet Member for Finance - Councillor Patrick Coleman	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
						Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	
19 November 2026 - Cabinet							
Community Infrastructure Levy (CIL) Funding Statement 2025/26	No	Open	Cabinet	19 Nov 2026	Deputy Leader and Cabinet Member for Housing and Planning – Juliet Layton	Helen Martin, Director of Communities and Place helen.martin@cotswold.gov.uk	Director of Communities and Place - Helen Martin
Council Tax Support Scheme 2027/28	No	Open	Cabinet	19 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service Mandy.Fathers@publicagroup.uk	Executive Director Corporate Services - Claire Locke

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
25 November 2026 - Full Council							
Treasury Management Mid-Year Report 2026/2027	No	Open	Council	25 Nov 2026	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
Programme of Meetings 2027/28	No	Open	Council	25 Nov 2026	Leader of the Council - Councillor Mike Evely	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Members Allowances Scheme 2027/28	No	Open	Council	25 Nov 2026	Leader of the Council - Councillor Mike Evely	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
14 January 2027 - Cabinet							
Council Performance Report - Q2 2026/27	Yes	Open	Cabinet	14 Jan 2027	Leader of the Council - Councillor Mike Evey	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Chief Executive Officer - Jane Portman
Fees and Charges 2027/28	Yes	Open	Cabinet	14 Jan 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
20 January 2027 - Full Council							
2026/27 Treasury Management Mid-Year Report	No	Open	Council	20 Jan 2027	Cabinet Member for Finance - Councillor Patrick Coleman	David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Chief Accountant - Michelle Burge Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
						Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk	
11 February 2027 - Cabinet							
Budget 2027-28, Capital Programme and Medium Term Financial Strategy	No	Open	Cabinet	11 Feb 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley
22 February 2027 - Full Council - Budget Council							
Budget 2027/28, Capital Programme and Medium Term Financial Strategy	No	Open	Council	22 Feb 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cots.wold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
						wold.gov.uk, David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	
Pay Policy Statement 2027	No	Open	Council	22 Feb 2027	Leader of the Council - Councillor Mike Every	Carmel Togher carmel.togher@cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Council Tax 2027/28	No	Open	Council	22 Feb 2027	Cabinet Member for Finance - Councillor Patrick Coleman	Michelle Burge, Chief Accountant and Deputy Section 151 Officer michelle.burge@cotswold.gov.uk David Stanley, Deputy Chief Executive and Chief Finance Officer David.Stanley@cotswold.gov.uk	Deputy Chief Executive (Section 151 Officer) - David Stanley

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
11 March 2027 - Cabinet							
17 March 2027 - Full Council							
26 May 2027 - Full Council - Annual Council							
Record of Attendance 2026/27	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Evely	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Director of Governance and Development (Monitoring Officer) - Angela Claridge
Appointments to Outside Bodies 2027/28	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Evely	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Head of Democratic and Electoral Services - Simon Harper

Item for Decision	Key Decision (Yes/No)	Exemption Class	Decision Maker	Date of Decision	Cabinet Member	Lead Officer/ Report Author	Accountable Officer
Appointment of Committees 2027/28	No	Open	Council	26 May 2027	Leader of the Council - Councillor Mike Evey	Nickie Mackenzie-Daste, Senior Democratic Services Officer Nickie.Mackenzie-Daste@Cotswold.gov.uk	Head of Democratic and Electoral Services - Simon Harper
Report Dates yet to finalised							
Cotswold Business Solar	No	Open	Cabinet		Cabinet Member for Climate Change and Digital - Councillor Mike McKeown	Paul James, Economic Development Lead paul.james@cotswold.gov.uk	Director of Communities and Place - Helen Martin