



**COTSWOLD**  
District Council

Tuesday, 23 June 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 **Wednesday, 1 July 2026 at 6.00 pm.**

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

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 5 - 16)  
To approve the minutes of the previous meeting of Cabinet held on 4 June 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. **Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members** (Pages 17 - 18)

To note the decisions taken by the Leader and/or Individual Cabinet Members.

8. **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.

9. **Planning Enforcement Update** (Pages 19 - 26)

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.

Cabinet is asked to consider the progress made and note the areas where performance remains constrained.

Recommendation

That Cabinet resolves to:

1. Endorse the Chief Executive's decision under delegated authority (Part C4 of the Constitution and section 112 of the Local Government Act 1972) to establish and appoint to a time-limited Enforcement Leadership role and approve the additional budget provision required to fund the role to be funded from the Council's earmarked 'Capacity Building Reserve'.

10. **Service Performance Report - Q4 2025/26** (Pages 27 - 90)
- Purpose  
To provide an update on progress on the Council's priorities and service performance for Q4 2025/26.
- Recommendation  
That Cabinet resolves to:
1. Note overall progress on the Council priorities and service performance for 2025-26 Q4 (January – March 2026).
11. **Financial Performance Report - Q4 2025/26** (Pages 91 - 134)
- Purpose  
This report sets out the full year budget monitoring position for the 2025/26 financial year.
- Recommendations  
That Cabinet resolves to:
1. Review and note the outturn financial position set out in this report.
  2. Approve the transfer to and from reserves as set out in Section 6 and Annex C.
  3. Approve the carry forward of unspent capital budget included in paragraph 7.5 of £0.858m into the 2026/27 Capital Programme.
12. **Strategic Risk Register - Q4 2025/26** (Pages 135 - 146)
- Purpose  
The report sets out the current Strategic Risk Register for the Council.
- Recommendation  
That Cabinet resolves to:
1. review the Strategic Risk Register and mitigation measures.
13. **Next Meeting**
- Purpose  
To confirm the date of the next meeting of Cabinet.

(END)