



## **Minutes of a meeting of Cabinet held on Thursday, 8 January 2026**

### Members present:

Mike Evemy (Leader)	Juliet Layton	
Patrick Coleman	Mike McKeown	Tristan Wilkinson
Tony Dale	Andrea Pellegram	

### Officers present:

Alison Borrett, Senior Performance Analyst	Gemma Moreing, Business Information Lead
Andrew Brown, Head of Democratic and Electoral Services	Nickie Mackenzie-Daste, Senior Democratic Services Officer
Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit	David Stanley, Deputy Chief Executive and Chief Finance Officer
Mandy Fathers, Business Manager for Environmental, Welfare and Revenue Service	Carmel Togher
Tyler Jardine, Trainee Democratic Services Officer	Frank Wilson, Managing Director (Publica)
Peta Johnson	

### Observers:

Councillor Gina Blomefield and Michael Vann

## **173 Apologies**

Apologies were received from Councillor Claire Bloomer.

## **174 Declarations of Interest**

There were no declarations of interest from Members.

## **175 Minutes**

The purpose of this item was to consider two sets of minutes of Cabinet :

a) Cabinet held on 20 November 2025

The recommendation to approve the minutes was proposed by Councillor Mike Every and seconded by Councillor Patrick Coleman

RESOLVED that the minutes of the meeting of the Cabinet held on 20 November be approved as a correct record.

Voting record:

5 For, 0 Against, 2 Abstentions

<b>To approve the minutes of a meeting of Cabinet held on 20 November 2025 (Resolution)</b>		
RESOLVED that the minutes of the meeting of the Cabinet held on 20 November 2025 be approved as a correct record.		
For	Patrick Coleman, Mike Every, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	5
Against	None	0
Conflict Of Interests	None	0
Abstain	Tony Dale and Juliet Layton	2
<b>Carried</b>		

b) Cabinet held on 26 November 2025

The recommendation to approve the minutes was proposed by Councillor Mike Every and seconded by Councillor Patrick Coleman

RESOLVED that the minutes of the meeting of the Cabinet held on 26 November be approved as a correct record.

Voting record:

4 For, 0 Against, 3 Abstentions.

<b>To approve the minutes of a meeting of Cabinet held on 26 November 2025 (Resolution)</b>		
RESOLVED that the minutes of the meeting of the Cabinet held on 26 November 2025 be approved as a correct record.		
For	Patrick Coleman, Mike Every, Mike McKeown and Andrea Pellegram	4
Against	None	0
Conflict Of Interests	None	0
Abstain	Tony Dale, Juliet Layton and Tristan Wilkinson	3
<b>Carried</b>		

## **176 Leader's Announcements**

The Leader extended a warm welcome to Councillor Tony Dale on his return to the Cabinet.

The Leader thanked the nearly 2,000 people who had participated in the Local Plan consultation, which closed on 2 January 2026, and officers for their significant work in delivering the consultation, communications and engagement events, noting the unprecedented level of resident engagement across the district. It was confirmed that the Local Plan would now progress to the next stages.

## **177 Public Questions**

There were no public questions.

## **178 Member Questions**

There were no member questions.

## **179 Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members**

The purpose of the report was for Cabinet to note the decisions taken by the Leader and/or Individual Cabinet members since the agenda for Cabinet 8 January 2026 was published.

The following non-key decision had been taken by the Cabinet Member for Housing and Planning , Councillor Juliet Layton under delegated authority at the Decision meeting held on 11 December 2025.

Decision taken regarding:

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

The Cabinet Member for Housing and Planning considered the recommendations within the report and resolved that Cotswold District Council would procure through a bid process an independent examiner, suitably qualified and experienced, to undertake examination of the Chipping Camden Neighbourhood Plan. It was noted that the appointment must be consented by the qualifying body (Chipping Camden Town Council).

It was further noted that the Regulation 16 consultation had been completed, and all documents had been prepared and were ready for examination.

**180 Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance**

Cabinet was asked to note matters arising from the Audit and Governance Committee meeting held on 4 December 2025 in relation to the Strategic Risk Register. It was confirmed that the Strategic Risk Register would be considered by Cabinet on a quarterly basis and would also be considered by the Audit and Governance Committee as part of its future work programme.

Cabinet also noted that the Overview and Scrutiny Committee had met earlier in the week and had pre-scrutinised a number of items on the agenda. The Chair indicated that the Chair of the Overview and Scrutiny Committee, Councillor Gina Blomefield, and Councillor Michael Vann would be given the opportunity to comment when the relevant items were considered, the first being the Waste Fleet Report.

**181 Fleet Replacement Programme**

The purpose of the report was to review the Capital Fleet Replacement Programme, identify the vehicles for replacement in 2026/27 and agree the next steps towards the decarbonisation of the waste services.

The Chair advised that, following the Overview and Scrutiny Committee meeting held earlier in the week, further discussions had taken place with the Chief Executive and others. It was noted that the Chief Executive would be writing to all members of the Overview and Scrutiny Committee to respond to issues raised during the meeting.

Councillor Andrea Pellegram, Cabinet Member for Environment and Regulatory Services, introduced the report on the Capital Waste Fleet Replacement Programme. Cabinet was advised that the existing waste fleet was ageing and increasingly unreliable, with frequent repairs impacting service delivery. Options to extend vehicle life had been considered in the context of financial pressures and local government reorganisation but were rejected due to the risk of service disruption and rising maintenance costs.

It was noted that waste and environment services represented the Council's largest source of operational emissions, accounting for over 40% of the Council's carbon footprint, making decarbonisation critical to achieving the Council's 2030 carbon reduction target. The report sought to balance service reliability, environmental objectives and financial considerations, with total capital expenditure for 2026/27 estimated at £6.0 m. This included an increase of £350 k arising from the addition of one electric vehicle and the early replacement of a 7.5-tonne refuse collection vehicle.

Cabinet was advised that limitations in charging infrastructure and vehicle range meant that only one electric vehicle was proposed at this time. To mitigate the environmental impact of the remaining diesel vehicles, the report proposed the use of hydrotreated

Cabinet

08/January2026

vegetable oil (HVO), with assurance that procurement arrangements would ensure only climate-positive HVO was used, noting the potential for increased revenue costs.

Reference was made to matters raised at the Overview and Scrutiny Committee, including concerns regarding borrowing, which would be addressed as part of the February budget process, and disappointment that a greater number of electric vehicles could not be procured. It was noted that the proposals aligned with the anticipated timescales for local government reorganisation and would allow future review of fleet and charging arrangements.

Councillor Pellegram asked the Cabinet to approve the Waste Fleet Replacement Programme, associated decarbonisation measures, and the reprofiling of capital expenditure, providing a framework to maintain service delivery, meet legislative and climate objectives, and monitor future costs and carbon savings.

It was noted that an additional background paper had been tabled for members' information, and that the paper would be added to the minutes of the meeting.

Cabinet debated the Waste Fleet Replacement Programme:

- Members expressed strong support for the programme, particularly the introduction of Hydrotreated Vegetable Oil (HVO) to reduce carbon emissions, noting the waste fleet was the Council's largest operational source of emissions and action was essential to meet climate commitments.
- Members emphasised that HVO must be sourced from genuine waste or residual oils, not energy crops or palm oil, and that its use should be audited regularly to ensure carbon savings are achieved.
- The limited introduction of electric vehicles (EVs) was acknowledged as a pragmatic step given the district's long, rural collection routes, with full transition to EVs expected to be feasible following local government reorganisation and advances in battery technology.
- Appreciation was recorded for UBICO staff for their year-round service, particularly under high demand and challenging conditions over Christmas.
- Members raised practical considerations regarding HVO use, including depot storage requirements and reporting to ensure correct use, with officers confirming no vehicle modifications were needed and controls would be in place.

The debate reinforced Cabinet's support for the programme, balancing service reliability, decarbonisation, and operational practicality.

Cabinet

08/January2026

Members of the Overview and Scrutiny Committee, Councillors Gina Blomefield and Michael Vann, noted that the report had prompted extensive cross-party discussion. They acknowledged that initial papers had been concise and lacked some background information, but further briefings from Councillor Pellegram and the Chief Executive had provided reassurance.

Key points raised included:

- Concern over potential external borrowing and the need for clarity on financial commitments, deposits, and cancellation options.
- Recognition that more electric vehicles were not currently feasible due to the district's geography, route lengths, and limited charging infrastructure.
- Assurance that HVO would be sourced from recycled or residual oils, avoiding fuels derived from crops that could otherwise support food production, and that costs and practical arrangements (including depot storage and fuel mixing) would be monitored.

The Committee had not formally supported the recommendation at its meeting due to insufficient technical detail but did not oppose it, welcoming the additional information provided.

The Leader formally seconded the recommendations, emphasising the importance of the Waste Fleet Replacement Programme in maintaining a reliable and efficient waste and recycling service, and in providing a robust legacy for the incoming unitary council. It was noted that ageing vehicles were costly, less reliable, and created additional burdens for staff, reinforcing the need for timely replacement.

The carbon reduction benefits of the programme were highlighted and the need to monitor HVO use and costs carefully acknowledged. Oversight would be provided by Cabinet members and officers. The Leader also reflected on pre-decision scrutiny, noting that the Overview and Scrutiny Committee had sometimes lacked full background information, and that improvements would be made to ensure committees had sufficient context to make informed observations in the future.

Officers clarified that approval to proceed would not commit the Council to immediate expenditure; funds would only be committed once the procurement process concluded and affordability had been reviewed, which was expected several months ahead of vehicle delivery.

The recommendations were proposed by Councillor Andrea Pellegram and seconded by Councillor Mike Every.

The proposal was put to the vote and agreed by Cabinet.

Cabinet  
08/January2026  
Voting record:  
7 For, 0 Against, 0 Abstentions.

### **To Approve the Waste Fleet Replacement Programme (Resolution)**

Resolved that Cabinet:

1. Approved 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. Approved 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. Agreed to include the reprofiled capital expenditure for 2026/27 in the Capital Programme that will be considered by Cabinet and Council in February 2026.

For	Patrick Coleman, Tony Dale, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

## **182 Carers Leave Policy and Procedure and Dogs at Work Policy**

The purpose of the report was for Cabinet to consider the implementation of two new policies:

1. 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.
2. 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.

Councillor Mike Evemy, Leader of the Council, introduced the report and highlighted that the Carers Leave Policy and Procedure was drafted to ensure compliance with legislation, outlining employees' statutory right to carer's leave for dependants with long-term care needs and the support available to help balance work and caring responsibilities, with a commitment to employee health and wellbeing. It was noted that employees were entitled to take up to one week in any 12-month rolling period to care for dependents, either as a full week, individual days, or half days. The leave was unpaid but offered flexibility to support employee wellbeing.

It was further noted that the Dogs at Work Policy set out the limited circumstances in which dogs were permitted in the workplace, recognising the challenges of dog ownership while prioritising the Council's commitment to a safe, productive and respectful environment for staff, visitors and councillors. It was noted that no staff currently required this provision, but the policy allowed for future need.

The HR Business Partner, confirmed the policies reflected statutory requirements and operational considerations.

The recommendations were proposed by Councillor Mike Every and seconded by Councillor Tony Dale.

The proposal was put to the vote and agreed by Cabinet.

#### Voting Record

7 For, 0 Against, 0 Abstentions.

<b>To approve the adoption of two new policies (Resolution)</b>		
Resolved that Cabinet: 1. Approved the Carers Leave Policy and Procedure and 2. Approved the Dogs at Work Policy		
For	Patrick Coleman, Tony Dale, Mike Every, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

### **183 Equality, Diversity, Inclusion and Equity Policy and Procedure Update 2025**

The purpose of the report was to consider the Council's Equality, Diversity, Inclusion and Equity Policy and Procedure following legislative updates.

Councillor Mike Every, Leader of the Council introduced the report in Councillor Bloomer's absence noting that it represented a substantial and important piece of work supporting both the Council's operations and the wellbeing of staff. It was highlighted that the purpose of the updated Equality, Diversity, Inclusion and Equity Policy was to reflect recent legislative changes, including a Supreme Court ruling, providing practical guidance for managers and staff, supporting fairness and consistency across the



Cabinet

08/January2026

Council, and helping to ensure that the Council's policies were values-led, legally robust and clearly applied.

The revised policy strengthened the Council's approach to fairness, dignity, and respect, providing a clear, practical framework for managers and staff, including clarity on roles and responsibilities. Members welcomed the inclusion of care experience as a recognised protected characteristic, reflecting an understanding of the barriers and stigma faced by some care-experienced individuals. The policy reaffirmed the Council's commitment to maintaining an inclusive and supportive workplace culture on issues such as menopause and gender identity, recognising the impact on confidence, attendance, performance, and wellbeing.

Officers advised that further guidance was expected through an upcoming Code of Practice and that the policy would be reviewed accordingly. The policy also incorporated recognition of care-experienced individuals, with a fuller definition to be provided. Members noted that the update aligned with broader HR and organisational objectives to support staff and ensure equitable treatment.

At the recommendation of Cabinet the following text was added to the EDIE Policy and Procedure: *"Care experienced" is an umbrella term describing any individual of any age who is currently in care or has spent time in the care system at any stage of their life, regardless of duration. People with care experience are individuals who have spent any time in the care of their local authority, including foster care, residential homes, kinship care (with relatives), or even supported at home, and this term also covers those adopted from care or unaccompanied asylum seekers, serving as an umbrella term for those who have been 'looked after' at any point in their lives, from childhood through adulthood."*

Cabinet placed on record thanks to the officers involved for their detailed and careful work on this complex policy update.

The recommendations were proposed by Councillor Mike Evemy and seconded by Councillor Tony Dale.

The recommendations were put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

<b>To approve the Equality, Diversity, Inclusion and Equity Policy and Procedure Update 2025 (Resolution)</b>
Resolved that Cabinet:
1. Approved the Equality, Diversity, Inclusion and Equity Policy and Procedure, which had been rewritten to incorporate the Supreme Court Ruling.
2. Approved that 'care experienced' be treated as if it were a protected

characteristic as many care-experienced people face discrimination, stigma and prejudice.		
3. Delegated authority to the Chief Executive Officer to make minor and necessary amendments to the EDIE Policy, enabling timely updates that would not alter the policy's strategic intent.		
For	Patrick Coleman, Tony Dale, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

## 184 Corporate Enforcement Policy

The purpose of the report was to present Cabinet with a revised Corporate Enforcement Policy for approval and adoption.

Councillor Mike Evemy, Leader of the Council, introduced the report and advised that the policy would replace the enforcement policy adopted in March 2019. He highlighted that it enabled officers to ensure compliance with the law, set out the legislative framework and principles for investigations, mitigated legal risks, and demonstrated the Council's commitment to necessity, proportionality, public interest, and transparency for residents, Councillors, and employees. It was noted that enforcement fell within the Council's statutory powers and that the policy regulated how and when those powers would be exercised.

The Head of the Counter Fraud and Enforcement Unit confirmed that the document was an updated overarching prosecution and enforcement policy, with tracked changes identifying proposed amendments. It was explained that the policy operated as an umbrella framework, supported by detailed service-specific enforcement policies, and provided guidance on prosecutorial considerations and the range of enforcement activities undertaken by the Council.

The report was seconded by Councillor Andrea Pellegram, who welcomed the proposed changes to the enforcement policy. She highlighted the emphasis on early negotiation and the application of the public interest test, noting that this provided an appropriate and proportionate approach to enforcement. Drawing on her experience in planning and licensing, she commended the report and expressed her support for its adoption.

Cabinet

08/January2026

Councillor Mike Evely noted that the public interest test was an important consideration, as it ensured enforcement action was proportionate and that informal resolution was pursued where possible before formal or legal measures were taken.

The recommendations were proposed by Councillor Mike Evely and seconded by Councillor Andrea Pellegram.

The proposal was put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

<b>To approve the Updated Corporate Enforcement Policy (Resolution)</b>		
Resolved that Cabinet:		
<ol style="list-style-type: none"><li>1. Approved and adopted the Corporate Enforcement Policy attached to the report.</li><li>2. Delegated 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.</li></ol>		
For	Patrick Coleman, Tony Dale, Mike Evely, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		



---

## **185 Enforcement Agent Commissioning**

The purpose of the report was to seek approval to initiate a procurement process to tender for the provision of Enforcement Agent services.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report and highlighted that it sought formal approval to initiate a procurement process for Enforcement Agent services, as the current contract was due to expire on 2 October 2026, ensuring service continuity and compliance with procurement regulations.

He welcomed the report, noting its clarity and the principle of procuring services in partnership with five other councils, including West Oxfordshire and four other Gloucestershire district and city councils. He thanked officers for their work on commissioning and tendering and commented that the district generally experienced high levels of compliance, with only occasional exceptions.

Officers clarified that West Oxfordshire would be included within the joint procurement arrangement, but that contracts would be awarded individually by each local authority, ensuring no complications would arise from Local Government Reorganisation. It was further confirmed that the report related specifically to the recovery of financial debts, such as unpaid council tax, business rates, or charges for services, and was distinct from regulatory enforcement matters covered under separate enforcement policies.

The recommendations were proposed by Councillor Coleman and seconded by Councillor Mike Every.

The proposal was put to the vote and approved by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

<b>To approve the initiation of a procurement process to tender for the provision of Enforcement Agent services. (Resolution)</b>		
Resolved that Cabinet: <ol style="list-style-type: none"><li>1. Approved the process to undertake a procurement exercise to appoint enforcement agent services for the council.</li><li>2. Noted that the procurement exercise would be undertaken via a Dynamic Purchasing System; and in partnership with five other Local Authorities.</li></ol>		
For	Patrick Coleman, Tony Dale, Mike Every, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

## **186 Fees and Charges 2026/27**

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

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report, which presented the revised schedule of fees and charges for 2026/27 and outlined the rationale for changes compared to 2025/26. He noted that many charges were recommended to increase by 3.8% from 1 April 2026, in line with the Consumer Prices

Cabinet

08/January2026

Index, to maintain revenue and mitigate pressure on the 2026/27 budget. It was estimated that the changes would generate an additional £309,000 per year, including £129,000 from car parking, excluding revenue from the proposed tourist levy at Maugersbury Road. The two hours free parking from 8am to 10am in Bourton-on-the-Water were also highlighted and it was confirmed that the fees were considered to be fair, reasonable, and regard had been given to affordability.

Councillor Tony Dale seconded the report, noting that the tourist levy at Maugersbury Road would support residents in managing tourism pressures and highlighted season ticket opportunities. Councillor Mike Every noted that short-stay parking fees had been maintained, public toilet charges standardised with potential minor increases, and planning fees reviewed to reflect service costs.

It was emphasised that the annual review of fees and charges ensured financial sustainability and supported continued council service delivery.

After discussion it was further noted that there had been some revisions to the report:

- At 4.1 The report had been revised to propose freezing pay and stay charges of one hour or less at 2025/26 levels across all car parks.
- At 4.4 There would be no season tickets available at Rissington Road car park.
- At 4.5 The report had been revised to propose the introduction of a tourist levy and a minimum stay of 2 hours at Maugersbury Road Car Park, Stow on the Wold.

The recommendations were proposed by Councillor Coleman and seconded by Councillor Tony Dale.

The proposal was put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

<b>To approve the revised schedule of fees and charges for 2026/27. (Resolution)</b>
<p>Resolved that Cabinet:</p> <ol style="list-style-type: none"><li>1. Endorsed the rationale for revising fees and charges as set out in the report;</li><li>2. Approved 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;</li><li>3. Approved 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</li><li>4. Approved the implementation of the revised fees and charges for 2026/27, as detailed in Annex A, from 1 April 2026.</li></ol>

For	Patrick Coleman, Tony Dale, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

## **187 Council Priority and Service Performance Report 2025/26 Q2.**

The purpose of the report was to provide an update on progress on the Council's priorities and service performance for Q2 July – September 2025.

Councillor Mike Evemy, Leader of the Council, introduced the report and highlighted that the report was to provide sufficient information for the Council to monitor service performance and challenge delivery as needed.

The Council had adopted its Corporate Plan 2025–2028 in September 2025, setting out its purpose, vision, values, key priorities, and success measures. Progress on Corporate Plan actions for Q2 (July–September 2025) was reported, including initiatives across governance, organisational development, digital transformation, community engagement, economic growth, and service delivery.

It was noted that the Quarter 2 report (covering July–September 2025) had also been considered by the Overview and Scrutiny Committee, where officers had presented performance across all council services and responded to questions. It was highlighted that the Council had made strong progress in key areas, including council tax collection, planning application determination times, leisure centre use, and residual household waste management, with a reduction in missed bin collections. It was clarified that distinctions were being made between service failures and missed collections for improved monitoring.

It was noted that performance in certain areas, including non-domestic rates, affordable housing delivery, and some planning appeals, remained below target, although improvements had been achieved compared to the previous year. It was further noted that business rates recovery work was up to date, with collection influenced by factors such as 12-month instalment plans and multi-occupancy sites. The inclusion of planning and enforcement case data, land charges, and household recycling information was useful in providing members with useful context for service monitoring.

It was noted that customer engagement could be further improved, including through more interactive waste service reporting, simple notifications to residents, or off-the-

Cabinet

08/January2026

shelf digital solutions. It was welcomed that pilot AI services had been introduced in planning to provide faster, clearer information to residents and businesses, while caution was advised to ensure legal compliance and avoid premature case closure. Overall, it was noted that the report demonstrated positive progress across council services, and members expressed their appreciation to officers for compiling and presenting the information.

It was noted that annexes A and B provided an complete overview of progress.

Resolved that Cabinet noted overall progress on the Council priorities and service performance for 2025-26 Q2 (July-September 2025).

## **188 Financial Performance Report 2025-26 Quarter 2**

The purpose of the report was to set out the second quarterly budget monitoring position for the 2025/26 financial year.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report and highlighted that the report notified members of any significant variations to budgets, highlighted any key financial issues, and informed members of options and further action to be taken.

It was noted that the recommendations included reviewing and noting the report, approving additional transfers to earmarked reserves (paragraph 4.13), endorsing the principle that any year-end planning fee income above budgeted levels should be allocated to the Planning Appeals earmarked reserve (paragraph 4.24), and reallocating the United Kingdom Prosperity Fund capital budget, resulting in a net reduction of £38,000.

It was noted that uncertainties remained, particularly in relation to business rates, due to the complexity of the system, recent government adjustments, and the potential impact on pubs and hospitality sectors. He emphasised that, notwithstanding these uncertainties, the general approach of maintaining prudent reserves and funding capacity would continue.

It was further noted that the Financial Performance Report for Quarter 2, outlining the Council's financial position for the period ending 30 September 2025 had been presented to the Overview and Scrutiny Committee where it had been well received.

Deputy Chief Executive and Chief Finance Officer pointed out that table ES2 (page 223) detailed the positive variations, including additional income from car park fees, planning fees, treasury management, and savings through vacancy management. It was noted that £400,000 of additional planning fee income had been forecast, with a proportion allocated to the Planning Appeals reserve to cover anticipated costs from speculative applications and judicial reviews. It was further clarified that approximately £710,000 from vacancy management was recommended for transfer to the Capacity Building Reserve to support the Council in preparation for local government

Cabinet

08/January2026

reorganisation, with flexibility to respond to emerging challenges. It was noted that some positive variations would also be transferred to earmarked reserves to fund specific operational improvements, such as upgrades to car park ticket machines.

It was raised that the report's paragraph numbering in the recommendations required minor adjustments, with recommendation two relating to paragraph 4.13 and recommendation three to paragraph 4.24. Members noted the effectiveness of the Council's financial management, attributing positive outcomes to operational efficiencies, service demand management, vacancy management, and collaboration with Publica. It was also noted that income from lettings at Trinity Road and other Council facilities had contributed to the overall positive position.

It was emphasised that the Council's approach ensured the financial position remained robust and sustainable, supporting service delivery and enabling prudent planning ahead of the transition to the new unitary authority. Councillor Mike Evely and other members expressed appreciation to Councillor Coleman and the finance officers for their work in achieving strong financial performance and for providing clarity and transparency in the report.

The amended recommendations were proposed by Councillor Coleman and seconded by Councillor Mike Evely.

The proposal was put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

**To approve and endorse the recommendations made in the Financial Performance Report Q2 2025/26 (Resolution)**

Resolved that Cabinet:

1. Reviewed and noted the financial position set out in this report.
2. Approved the additional transfers to earmarked reserves as set in paragraph 4.13 of the report.
3. Endorsed 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 4.24 of the report.
4. Approved 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)

For

Patrick Coleman, Tony Dale, Mike Evely, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson

7



Cabinet  
08/January2026

Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

---

## **189 CDC Strategic Risk Register Q2.**

The purpose of the report was to set out the current Strategic Risk Register for the Council.

Councillor Mike Evemy, Leader of the Council, introduced the Strategic Risk Register, noting that it had been reviewed by the Corporate Leadership Team during Quarters 2 and 3 and considered by Audit and Governance Committee. It was highlighted that "Procurement" had been added as a new risk following the December Audit and Governance Committee review. It was noted that the Council's Risk and Opportunity Management Policy, reviewed in May 2025, set out the Council's approach to risk management, including definitions, roles, responsibilities, and risk appetite.

It was noted that the Audit and Governance Committee had recommended that both Cabinet and the Committee review the Strategic Risk Register quarterly, to provide regular oversight of strategic risks. The Leader emphasised that regular review ensured Cabinet had the opportunity to input on risks and monitor the Council's approach to decision-making.

David Stanley, Deputy Chief Executive and Chief Finance Officer, confirmed that the register was reviewed every two months by the Corporate Leadership Team (CLT) and then by the Extended Management Team (EMT), which included heads of service, ensuring regular monitoring at officer level. It was clarified that the colour coding in the appendix had not applied correctly in the initial report but that a corrected version had now been published.

The following risks were highlighted by Cabinet members:

- Members were encouraged to consider operational and reputational impacts, with particular reference to health and safety risks at the Council's three leisure centres. It was requested that the risk rating be reviewed to reflect the actual situation and compliance with Health and Safety Executive requirements.
- Cybersecurity was identified as a high-priority risk due to the increasing threat from organised crime and social engineering, with emphasis placed on ensuring adequate resources and staff training to manage these risks.
- The risk of staff burnout was noted, particularly within the Planning service, in light of pressures arising from Local Government Reorganisation (LGR). The

Cabinet

08/January2026

importance of monitoring staff wellbeing to retain experienced officers was emphasised.

- Potential health risks from influenza were highlighted as was the likely impact on staff capacity during critical periods. The Director of Communities and Place, confirmed that staff in the MediCash scheme could claim flu vaccinations and arrangements for other staff were being explored.

The Chief Executive noted that this was the first occasion the Strategic Risk Register had been considered alongside the Financial and Service Performance Reports. Cabinet was encouraged to consider risk, cost, and performance together in future quarterly updates and it was emphasised that the register represented the most strategic risks at the current time, which would shift and change over subsequent quarters.

It was agreed that the Strategic Risk Register would continue to be reviewed quarterly by both Cabinet and the Audit and Governance Committee, with attention to operational impacts, reputational considerations, and staff wellbeing, and that colour coding would accurately reflect risk scores in future reports.

The recommendations were proposed by Councillor Mike Every and seconded by Councillor Tony Dale.

The proposal was put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

<b>To approve the recommendations around the Strategic Risk Register (Resolution)</b>		
Resolved that Cabinet: <ol style="list-style-type: none"><li>1. Reviewed the Strategic Risk Register and mitigation measures.</li><li>2. Endorsed the proposal for the strategic risk register to be included in the work programme for the committee with a quarterly review frequency.</li></ol>		
For	Patrick Coleman, Tony Dale, Mike Every, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
<b>Carried</b>		

## **190 Community Infrastructure Levy - CIL Bid Recommendations**

The purpose of the report was to present officer recommendations on Community Infrastructure Levy (CIL) funding bids received in 2025 for approval by Cabinet.

Councillor Juliet Layton, Deputy Leader of the Council and Cabinet Member for Housing and Planning, introduced the report and highlighted that a multidisciplinary panel had reviewed the bids, ensuring impartiality through voluntary participation and conflict-of-interest declarations. Cabinet approval was sought to fund bids deemed suitable from the Strategic CIL Fund and to refuse those considered unsuitable. In line with statutory requirements the bids had been assessed within a framework to ensure that CIL was spent legally, responsibly, strategically, and accountably.

The approved bids included proposals for cycle parking along the Cotswold National Cycle Network, the Farmers' School 3G pitch, and Redesdale Hall Phase 2. Officers highlighted that some questions in the assessment matrix were outdated, and a review of the CIL bidding process would be undertaken in the coming months to improve transparency, governance, and the framework for future rounds. Unsuccessful bidders could resubmit in the next round, scheduled for May.

Members were advised that, prior to the release of any funding, the Assistant Director of Planning Services, in consultation with Legal Services and Finance, would complete due diligence, including establishing legal agreements with clawback clauses, to ensure accountability, compliance, and proper use of funds. Recommendation 2 was updated following discussion to reflect this process.

Cabinet members highlighted the importance of aligning CIL-funded projects with broader strategic objectives. Emphasis was placed on sustainable transport infrastructure, particularly cycle paths linking residential areas with railway stations and key hubs, to support active travel and connectivity. Members noted that planning policy, developer contributions, the emerging Regulation 19 (Reg 19) Local Plan and the emerging Infrastructure Delivery Plan would guide delivery of future projects, and that high-level master planning would inform infrastructure requirements for new development sites.

Members also stressed the importance of transparent decision-making and engagement in the allocation process. It was noted that CIL funding was critical for delivering infrastructure that enhanced community well-being, including open space, community facilities, and sports facilities, and that improved governance arrangements would enable members to contribute to prioritisation and decision-making.

The amended recommendations were then proposed by Councillor Juliet Layton and seconded by Councillor Tristan Wilkinson.

The proposal was put to the vote and agreed by Cabinet.

Voting record:

7 For, 0 Against, 0 Abstentions.

**To approve Community Infrastructure Levy (CIL) bid recommendations  
(Resolution)**

Resolved that Cabinet:

1. Agreed 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. Delegated authority to the Assistant Director Planning Services in consultation with the Cabinet Member for Housing and Planning, to progress the funding bids subject to the Assistant Director of Planning Services, Legal Services, and the Finance Service undertaking the required due diligence to ensure a formal agreement is in place prior to the release of funding in accordance with the CIL funding guidance notes.

For	Patrick Coleman, Tony Dale, Mike Every, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	7
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0

**Carried**

---

**191 Next Meeting**

The next meeting of Cabinet would be on 5 February 2026 at 6:00 pm.

The Meeting commenced at 6.00 pm and closed at 8.05 pm.

(END)