



**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**

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

| Item for Decision   | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|---|-------------------------|-----------------|------------------|------------------|----------------|--------------|--------------|----------------------|
| <p>(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.</p> <p>A key decision may only be made in accordance with the Cabinet Procedure Rules contained within the Council’s Constitution.</p>   |                         |                 |                  |                  |                |              |              |                      |
| <p><b>Matters To Be Considered in Private</b></p> <p>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.</p>  |                         |                 |                  |                  |                |              |              |                      |
| <p><b>Documents and Queries</b></p> <p>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).</p> <p>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 IPX.</p> <p>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).</p> <p><b>Contact Details:</b></p> <p>Democratic Services, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire GL7 IPX</p> <p><b>E-mail:</b> <a href="mailto:democratic@cotswold.gov.uk">democratic@cotswold.gov.uk</a> <b>Telephone:</b> 01285 623000 <b>Website:</b> <a href="http://www.cotswold.gov.uk">www.cotswold.gov.uk</a></p> |                         |                 |                  |                  |                |              |              |                      |

| Item for Decision | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|-------------------|-------------------------|-----------------|------------------|------------------|----------------|--------------|--------------|----------------------|
|-------------------|-------------------------|-----------------|------------------|------------------|----------------|--------------|--------------|----------------------|

Telephone: 01285 623000

Fax: 01285 623907

### 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 seven 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 generally meets monthly; 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.

| Item for Decision | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|-------------------|-------------------------|-----------------|------------------|------------------|----------------|--------------|--------------|----------------------|
|-------------------|-------------------------|-----------------|------------------|------------------|----------------|--------------|--------------|----------------------|

|                            |                                    |  |  |  |  |  |  |  |
|----------------------------|------------------------------------|--|--|--|--|--|--|--|
| Joe Harris                 | Leader                             |  |  |  |  |  |  | Coordination of executive functions, Policy framework including the corporate plan, Publica, Council communications, Democratic services, Housing and homelessness, Clean and green campaign and street cleaning, Town and parish council liaison          |
| Mike Every (Deputy Leader) | Finance                            |  |  |  |  |  |  | Financial strategy and management, Property and assets, Waste and recycling, Revenues and benefits, Grants, Public toilets, UBICO  |
| Mike McKeown               | Climate Change and Sustainability  |  |  |  |  |  |  | Climate and biodiversity emergency response, Community energy, Sustainable transport, Retrofit, Council sustainability   |
| Tony Dale                  | Economy and Council Transformation |  |  |  |  |  |  | Business transformation, Local Enterprise Partnership and county-wide partnerships, Economic development, Car parking operations and strategy, Tourism and visitor information centres, Chamber of Commerce liaison, Customer experience and channel shift |
| Juliet Layton              | Planning and Regulatory Services   |  |  |  |  |  |  | Development management, Forward planning and the local plan, Heritage and design management, Environmental and regulatory services, Cotswold Water Park  |
| Paul Hodgkinson            | Health, Leisure and Culture        |  |  |  |  |  |  | Public health, Mental health, Leisure centres, Museums, Culture , Young people   |
| Lisa Spivey                | Communities and Public Safety      |  |  |  |  |  |  | Improving social mobility and social isolation, Flooding and sewage, Safeguarding, Domestic abuse, Police liaison and crime, Refugees, Crowdfund Cotswold, Member Development  |
| Claire Bloomer             | Cost of Living and Inclusion       |  |  |  |  |  |  | Cost of living support, Liaison with 3 <sup>rd</sup> sector, Diversity and inclusion, Supporting women and minorities  |

19 June 2023 Cabinet

| Item for Decision  | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer  | Consultation | Background Documents |
|--|-------------------------|-----------------|------------------|------------------|--|---------------|--------------|----------------------|
| Business Rates Discretionary Relief (exceeding £10,000)  | No                      | Open            | Cabinet          | 19 Jun 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely                 | Mandy Fathers |              |                      |
| Business Rates Discretionary Relief Reconsideration  | No                      | Open            | Cabinet          | 19 Jun 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely                 | Mandy Fathers |              |                      |
| Write off in excess of £5,000<br>To seek approval for writing off business rates debts in excess of £5,000 | No                      | Open            | Cabinet          | 19 Jun 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely                 | Mandy Fathers |              |                      |
| Development Management Improvement Programme   | No                      | Open            | Cabinet          | 13 Jun 2023      | Cabinet Member for Development Management and Licensing - Cllr Juliet Layton | Jon Dearing   |              |                      |
| Hybrid Mail contract award   | Yes                     | Open            | Cabinet          | 19 Jun 2023      | Deputy Leader - Cabinet  | Mandy Fathers |              |                      |

| Item for Decision  | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer  | Consultation | Background Documents |
|--|-------------------------|-----------------|------------------|------------------|--|---------------|--------------|----------------------|
| approval to award a new contract for the external print and posting services                         |                         |                 |                  |                  | Member for Finance - Cllr Mike Evey                                    |               |              |                      |
| Green Economic Growth Strategy Six Monthly Update  | No                      | Open            | Cabinet          | 19 Jun 2023      | Cabinet Member for Economy and Council Transformation - Cllr Tony Dale | Paul James    |              |                      |
| Write off in excess of £5,000<br>To seek approval to write off council tax debts in excess of £5,000 | No                      | Fully exempt    | Cabinet          | 19 Jun 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evey            | Mandy Fathers |              |                      |
| <b>17 July 2023 - Cabinet</b>  |                         |                 |                  |                  |  |               |              |                      |
| Rural England Prosperity Fund  | Yes                     | Open            | Cabinet          | 17 Jul 2023      | Cabinet Member for Economy and Council Transformation - Cllr Tony Dale | Paul James    |              |                      |

| Item for Decision  | Key Decision (Yes / No) | Exemption Class  | Decision – Maker | Date of Decision           | Cabinet Member                          | Lead Officer          | Consultation | Background Documents |
|--|-------------------------|--|------------------|----------------------------|---|-----------------------|--------------|----------------------|
|  |                         |  |                  |                            |   |                       |              |                      |
| <p>Commercial Solar Photovoltaic Installations on Council Assets</p> <p>That Cabinet resolves to:, Agree that the Council should proceed with investment in roof mounted solar PV based on the business cases in this report, and that, The Council seeks to enter into purchasing agreements, for the energy generated, with the tenants, with the terms of these agreements and the decision to proceed with some but not all tenants delegated to the Chief Finance Officer in consultation with the Cabinet Member for Finance.</p> <p>Agree to enter into contract with the preferred contractor identified in Annex A, for the provision and installation of Solar PV.</p> | Yes                     | Part exempt Commercially sensitive information from bidders for the contract | Cabinet Council  | 17 Jul 2023<br>19 Jul 2023 | Leader of the Council - Cllr Joe Harris | Chris Crookall-Fallon |              |                      |

| Item for Decision   | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer     | Consultation | Background Documents |
|---|-------------------------|-----------------|------------------|------------------|--|------------------|--------------|----------------------|
| Makes a recommendation to Council to allocate/borrow funding for this solar PV investment based on the estimated returns identified in the business case. |                         |                 |                  |                  |  |                  |              |                      |
| Procurement and Contract Management Strategy - Draft for Consultation   | Yes                     | Open            | Cabinet          | 17 Jul 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | Phil Martin      |              |                      |
| 2023/24 Revenue and Capital Financial Performance Report - High Risk budgets  | No                      | Open            | Cabinet          | 17 Jul 2023      | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | Caleb Harris     |              |                      |
| Q4 Performance Report   | No                      | Open            | Cabinet          | 17 Jul 2023      | Leader of the Council - Cllr Joe Harris                      | Mary-Ann Forrest |              |                      |
| Asset Management Plan   | No                      | Open            | Cabinet          | 17 Jul 2023      | Cabinet Member for Corporate                                 | David Stanley    |              |                      |



| Item for Decision   | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer | Consultation | Background Documents |
|---|-------------------------|-----------------|------------------|------------------|--|--------------|--------------|----------------------|
|   |                         |                 |                  |                  | Services - Cllr Lisa Spivey  |              |              |                      |
| Procurement of Community Alarm Digital Hardware<br>To provide Cabinet information about digital switch over of community alarm equipment for Cotswold residents (Cotswold Careline).  | No                      | Open            | Cabinet          | 17 Jul 2023      | Cabinet Member for Health and Wellbeing                                | Paula Massey |              |                      |
| Outcome of review of grant funding & service level agreements for existing grant maintained Visitor Information Centres<br>To set out the conclusion of the review in the context of detailing the outcome and conclusion of monitoring of wider business engagement, connecting business with Cotswolds Tourism and content provision by the visitor information | No                      | Open            | Cabinet          | 17 Jul 2023      | Cabinet Member for Economy and Council Transformation - Cllr Tony Dale | Sally Graff  |              |                      |

| Item for Decision   | Key Decision (Yes / No) | Exemption Class     | Decision – Maker | Date of Decision   | Cabinet Member                    | Lead Officer                 | Consultation | Background Documents |
|---|-------------------------|---------------------|------------------|--------------------|-----------------------------------|------------------------------|--------------|----------------------|
| <p>centres at Bourton on the Water, Chipping Campden, Stow on the Wold and Tetbury. To consider the future funding priorities, role and function of the district council in supporting the visitor information centres across the district and which ones are best placed to help support the Council's tourism priorities as well as the work of the wider Cotswolds Plus Local Visitor Economy Partnership (LVEP) &amp; Cotswolds Tourism. Consider the impact of the change in funding provision</p> |                         |                     |                  |                    |                                   |                              |              |                      |
| <p>Decision to provide a Cotswold residents' group-buying scheme</p>  | <p>No</p>               | <p>Fully exempt</p> | <p>Cabinet</p>   | <p>17 Jul 2023</p> | <p>Cabinet Member for Climate</p> | <p>Chris Crookall-Fallon</p> |              |                      |

| Item for Decision  | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer     | Consultation | Background Documents |
|--|-------------------------|-----------------|------------------|------------------|--|------------------|--------------|----------------------|
| for solar PV panels  |                         |                 |                  |                  | Change and Sustainability - Cllr Mike McKeown                            |                  |              |                      |
| Infrastructure Funding Statement 2022/23<br>To notify cabinet of the Infrastructure Funding which provides an overview of all CIL and S106 monies collected, held and spent. | No                      | Open            | Cabinet          | 17 Jul 2023      | Cabinet Member for Planning and Regulatory Services - Cllr Juliet Layton | Jasper Lamoon    |              |                      |
| <b>4 September 2023 - Cabinet</b>  |                         |                 |                  |                  |  |                  |              |                      |
| Q1 Financial Performance Report  | No                      | Open            | Cabinet          | 4 Sep 2023       | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evemy             | David Stanley    |              |                      |
| Q1 Performance Report  | No                      | Open            | Cabinet          | 4 Sep 2023       | Leader of the Council - Cllr Joe Harris                                  | Mary-Ann Forrest |              |                      |

| Item for Decision                          | Key Decision (Yes / No) | Exemption Class | Decision – Maker | Date of Decision | Cabinet Member   | Lead Officer     | Consultation | Background Documents |
|--|-------------------------|-----------------|------------------|------------------|--|------------------|--------------|----------------------|
| <b>4 December 2023 - Cabinet</b>           |                         |                 |                  |                  |  |                  |              |                      |
| Q2 Financial Performance Report            | No                      | Open            | Cabinet          | 4 Dec 2023       | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | David Stanley    |              |                      |
| Q2 Performance Report                      | No                      | Open            | Cabinet          | 4 Dec 2023       | Deputy Leader - Cabinet Member for Finance - Cllr Mike Evely | Mary-Ann Forrest |              |                      |
| <b>Key decisions delegated to officers</b> |                         |                 |                  |                  |  |                  |              |                      |