



Shire Hall  
Westgate Street  
Gloucester  
GL1 2TG

Wednesday, 30 June 2021

Please note that due to ongoing public health restrictions, public access to this meeting will be via a live stream accessed via a link on the council's website and social media channels. Members of the public are asked not attend the meeting in person unless they wish to ask a question or present a petition, in which case they should contact [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk) for more information.

#### TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at The Hall, Gloucester Guildhall, 23 Eastgate Street, Gloucester GL1 1NS on **Thursday, 8th July 2021** at **6.30pm** for the purpose of transacting the following business:

### AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 7 - 12)**

To approve as a correct record the minutes of the Council Meeting held on 24 May 2021.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **CALL OVER**

- (a) Call over (Item 9 only) will be read out at the meeting and Members invited to reserve the items for discussion.
- (b) To approve the recommendations of those reports which have not been reserved for discussion.

5. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

6. **PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

7. **ANNOUNCEMENTS**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

8. **MEMBERS' QUESTION TIME**

- a) Leader and Cabinet Members' Question Time (30 minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

Only one supplementary question is allowed per question.

- c) Questions to Chairs of Meetings (15 Minutes)

## **ISSUES FOR DECISION BY COUNCIL**

### **9. PLATINUM JUBILEE CIVIC HONOURS COMPETITION (Pages 13 - 20)**

To consider the report of the Managing Director concerning the requirements of the Platinum Jubilee Civic Honours Competition and seeking a decision as to whether the council wishes to apply for Lord Mayor status through the competition process.

### **10. APPOINTMENTS**

To receive nominations for the vacant seat on the Planning Policy Members Working Group.

## **MOTIONS FROM MEMBERS**

### **11. NOTICES OF MOTION**

#### **1. PROPOSED BY COUNCILLOR PULLEN**

“Tourism is a vitally important aspect of Gloucester’s economy. Visitors to the city contribute widely to many sectors of the economy including hospitality, accommodation, retail, museums and many other historic attractions.

When visiting Gloucester, it is important that visitors can quickly and easily familiarise themselves with everything the city has to offer and the Tourist Information Centre is crucial in ensuring this happens.

Currently the Tourist Information Centre is located in the Museum of Gloucester and whilst the service it provides is good it is not always easily found by people visiting the city for the first time.

This council should therefore explore options and consider relocating the Tourist Information Centre to a central location that is:

- In a position and venue in the new Kings Square / Kings Quarter development.
- At the heart of the city centre
- Close to the Transport Hub and Railway Station
- Well placed, easy to find and fully accessible to visitors

By so doing the Tourist Information Centre will be able to enhance the good service it already offers, improve its accessibility, footfall and visitor experience and ensure that visitors are able to take full advantage and explore everything Gloucester has to offer.”

## **2. PROPOSED BY COUNCILLOR HILTON**

“This council agrees that it can and should do more to encourage city centre living through the conversion of redundant commercial/office buildings for residential use and by new build on brownfield land within or next to the city centre.

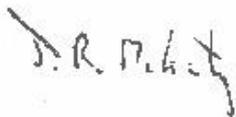
This council asks the cabinet member for planning and housing to report back to full council within six months with an action plan to identify new sites that could be suitable for the creation of new homes in or close to the city centre.”

Note - The area of search be based on the city centre as defined in the draft Gloucester City Plan and areas of commercial land close to the city centre, which will be agreed by the cabinet member for planning and housing and the proposers of this motion, before the study begins.

## **12. WRITTEN QUESTIONS TO CABINET MEMBERS**

There are no written questions.

Yours sincerely



**Jon McGinty**  
**Managing Director**

## NOTES

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share

- capital of that body; or
- ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

#### **Access to Information**

Agendas and reports can be viewed on the Gloucester City Council website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk) and are available to view five working days prior to the meeting date.

For enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk).

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

#### **Recording of meetings**

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Mayor aware before the meeting starts.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

#### **FIRE / EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



## COUNCIL

**MEETING** : Monday, 24th May 2021

**PRESENT** : Cllrs. Finnegan, Walford, Cook, H. Norman, Gravells MBE, Melvin, Morgan, Hilton, Pullen, Tracey, Lewis, Wilson, Bhaimia, Williams, D. Brown, Taylor, Field, Organ, Patel, Toleman, J. Brown, Hyman, Bowkett, Ackroyd, Castle, Chambers, Chambers, Chambers-Dubus, Conder, Dee, Durdey, Evans, Hudson, Kubaszczyk, O'Donnell, Padilla, Radley and Zaman

### Others in Attendance

The Right Worshipful Mayor of Gloucester, Kate Haigh  
The Sheriff and Deputy Mayor of Gloucester, Jan Lugg  
Managing Director  
Corporate Director  
Policy and Governance Manager  
Democratic and Electoral Services Team Leader  
Democratic and Electoral Services Officer (Civic Support)

**APOLOGIES** : Cllrs. Brooker

### 1. ELECTION OF COUNCILLORS

The Mayor noted details of Councillors elected to the Council for a three-year term following the election of 6 May 2021 as set out below:

#### **Abbeydale**

Collette Finnegan (Conservative)  
Andrew Gravells (Conservative)

#### **Abbeymead**

Laura Brooker (Conservative)  
Gordon Taylor (Conservative)

#### **Barnwood**

Ashley Bowkett (Liberal Democrat)  
Joanne Brown (Liberal Democrat)

#### **Barton and Tredworth**

Usman Bhaimia (Labour)  
Sajid Patel (Conservative)  
Shamsuz Zaman (Conservative)

#### **Coney Hill**

Andrew Durdey (Conservative)

#### **Elmbridge**

Howard Hyman (Liberal Democrat)  
Anne Radley (Liberal Democrat)

**COUNCIL**  
**24.05.21**

**Grange**

Sylvia Evans (Conservative)  
Steve Morgan (Conservative)

**Kingsholm and Wotton**

Angela Conder (Liberal Democrat)  
Jeremy Hilton (Liberal Democrat)

**Longlevens**

Linda Castle (Liberal Democrat)  
Clive Walford (Conservative)  
Kathy Williams (Conservative)

**Moreland**

Lyn Ackroyd (Conservative)  
Tree Chambers-Dubus (Labour)  
Terry Pullen (Labour)

**Quedgeley Fieldcourt**

Stephanie Chambers (Conservative)  
Hannah Norman (Conservative)

**Tuffley**

Paula Dee (Conservative)  
Colin Organ (Conservative)

**Hucclecote**

David Brown (Liberal Democrat)  
Declan Wilson (Liberal Democrat)

**Kingsway**

Richard Cook (Conservative)  
Jaro Kubaszczyk (Conservative)

**Matson and Robinswood**

Alastair Chambers (Conservative)  
Brendon O'Donnell (Conservative)  
Raymond Padilla (Conservative)

**Podsmead**

Sebastian Field (Liberal Democrat)

**Quedgeley Severn Vale**

Justin Hudson (Conservative)  
Andrew Lewis (Conservative)

**Westgate**

Dawn Melvin (Conservative)  
Paul Toleman (Conservative)  
Pam Tracey (Conservative)

**2. ELECTION OF MAYOR**

Moved by Councillor Gravells, seconded by Councillor Morgan.

**RESOLVED** - That Councillor Finnegan be elected Mayor of the City of Gloucester until the Annual Council Meeting in 2022.

**3. ELECTION OF SHERIFF AND DEPUTY MAYOR**

Moved by Councillor Williams, seconded by Councillor Toleman

**RESOLVED** - That Councillor Walford be elected Sheriff and Deputy Mayor of the City of Gloucester until the Annual Council Meeting in 2022.

The meeting was adjourned at 4pm and reconvened at 4.15pm with Councillors Finnegan and Walford in the roles of Mayor and Sheriff/Deputy Mayor respectively.

**4. MINUTES**

**RESOLVED** – That the minutes of the meeting held on 18 March 2021 be approved and signed by the Mayor.

**COUNCIL**  
**24.05.21**

**5. DECLARATIONS OF INTEREST**

No declarations were made on this occasion.

**6. ANNOUNCEMENTS**

**The Mayor**

The Mayor informed Members that former Councillor Michael Rentle had sadly passed away. She conveyed condolences on behalf of the Council.

The Mayor announced that the postponed Retro Festival would be taking place on 28<sup>th</sup> August 2021 and that Councillor Organ had begun planning for the event.

**Head of Paid Service**

The Head of Paid Service announced that would be Corporate Director, Anne Brinkhoff's final meeting. He outlined some of her major contributions to the City including her work with Stronger, Safer Gloucestershire, being a driver behind the Community Building Collective, Race Commission and chaired the Covid resilience Board.

**7. ELECTION OF LEADER OF THE COUNCIL**

The Mayor invited nominations for the position of Leader of the Council.

Councillor Norman moved the following motion, which was seconded by Councillor Morgan:

'That Councillor Cook be elected as Leader of the Council for the proceeding three-year term.'

**RESOLVED** – That Councillor Cook be elected Leader of the Council for the proceeding three-year term.

Following election, the Leader of the Council advised of appointments to the Cabinet and allocations of portfolios as follows:

Councillor Norman – Cabinet Member for Performance and Resources  
Councillor Gravells – Cabinet Member for Planning and Housing Strategy  
Councillor Morgan – Cabinet Member for Culture and Leisure  
Councillor Hudson – Cabinet Member for Communities and Neighbourhoods

The Leader also advised the Council that he had appointed Councillor Norman as Deputy Leader of the Council to act in his absence

**COUNCIL**  
**24.05.21**

**8. APPOINTMENTS TO COMMITTEES, CONSULTATIVE FORUMS AND WORKING GROUPS AND NOMINATIONS FOR CHAIRS OF COMMITTEES AND VICE-CHAIRS FOR 2021/22**

The Council considered the Schedule of Appointments to Committees, Consultative Forums and Working Groups, and nominations for Chairs and Vice Chairs for the municipal year 2021-22. The appointment of Chairs and Vice Chairs to committees would be made at the first meeting of each committee.

Councillor Cook moved the motion set out in the schedule and advised that Group Leaders would nominate Members to the vacancies noted in respect of their Group's entitlement to seats.

Councillor Norman seconded the motion.

**RESOLVED that**

The schedule of appointments of Members to Committees, Consultative Forums and Working Groups for 2021-22 be approved.

In respect of the above, the Council, in accordance with Council Procedure Rules, appoint all Members as named deputies for all those meetings (with the exception of Cabinet, Planning Committee and Licensing and Enforcement Committee) to which the Member has not been appointed.

That the nominations for Chair and Vice Chair of Committees, as set out in the schedule, be noted and that each Committee at its first meeting in the new municipal year 2021-22 confirms and appoints its Chair and Vice Chair.

**9. APPOINTMENTS TO OUTSIDE BODIES FOR 2021/22**

The Council considered the Schedule of Appointments to Outside Bodies for the municipal year 2021-22.

Councillor Cook moved that the Schedule be approved.

Councillor Norman seconded the motion.

**RESOLVED that** the Schedule of Appointments to Outside Bodies for the municipal year 2021-22 be approved.

**10. DESIGNATION OF MONITORING OFFICER**

The Leader of the Council moved and the Deputy Leader of the Council seconded the motion.

**RESOLVED – That:**

- (1) Patrick Arran be designated Monitoring Officer for the City Council in accordance with section 5 of the Local Government and Housing Act 1989

**COUNCIL  
24.05.21**

with immediate effect for an interim period of up to 6 months but no more than 12 months.

- (2) To enter into an agreement to second the above mentioned officer from Stroud District Council to Gloucester City Council on terms to be agreed between Stroud District Council, Gloucester City Council and the officer.
- (3) To delegate authority to the Managing Director to agree the terms of the secondment and to sign the secondment agreement on behalf of Gloucester City Council and to make any necessary consequential amendments to the Council's Constitution arising from the agreed terms and any re-assignment of the current Monitoring Officer functions.

**11. NOTICES OF MOTION**

There were no notices of motion from Members.

**Time of commencement: 3.00 pm hours**

**Time of conclusion: 4.45 pm hours**

**Chair**

This page is intentionally left blank



<b>Meeting:</b>	<b>Council</b>	<b>Date:</b>	<b>8 July 2021</b>
<b>Subject:</b>	<b>Platinum Jubilee Civic Honours Competition</b>		
<b>Report Of:</b>	<b>Managing Director</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies, Policy and Governance Manager</b>		
	<b>Email:</b>	<b><a href="mailto:tanya.davies@gloucester.gov.uk">tanya.davies@gloucester.gov.uk</a></b>	<b>Tel: 39-6125</b>
<b>Appendices:</b>	<b>1. Platinum Jubilee Civic Honours Competition Entry Guidelines</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 The purpose of this report is to set out the requirements of the Platinum Jubilee Civic Honours Competition and seek a decision as to whether the council wishes to apply for Lord Mayor status through the competition process.

**2.0 Recommendations**

2.1 Council is asked to **RESOLVE** that that the council enters the Platinum Jubilee Civic Honours Competition for Lord Mayor status and authority be delegated to the Managing Director, in consultation with Group Leaders, to prepare and submit the council’s application.

**3.0 Background and Key Issues**

3.1 As part of celebrations to mark Her Majesty The Queen’s Platinum Jubilee, Her Majesty will, for the first time in 10 years, award civic honours. The Queen has agreed for a competition to be held to grant the prestigious and rare civic honours of ‘city status’ and ‘Lord Mayor or Lord Provost status’, to a select number of worthy towns and cities in the United Kingdom.

3.2 The Civic Honours competition is intended to “provide local authorities with the chance to showcase their civic pride, interesting heritage and record of innovation - putting their hometowns on the map and bringing greater prosperity of opportunity”.

3.3 Gloucester, already a city, can enter the competition for Lord Mayor status, an exceptional distinction given to a small number of long-established and important cities. Given Gloucester’s rich history and heritage, coupled with a strong record of innovation and its diverse and welcoming communities, it is considered that the city is well placed to compete for the prestigious honour.

3.4 The title of Lord Mayor is a ceremonial title conferred by letters patent; it entitles the city’s Mayor to be known as the Lord Mayor during their term of office.

3.5 Should the council decide to enter the competition, an application will need to be prepared in line with the entry requirements (see Appendix 1) and submitted to the Cabinet Office by 4.00pm on 8 December 2021. There is no requirement for a graphic designed submission and local authorities are actively encouraged not to incur any undue expense. It will be necessary to draw on knowledge from across the council to compile the application which must consist of no more than 19 A4 pages of text, statistics and graphics, up to 50 photographs of permanent features of the city and one map showing the main tourist, leisure and entertainment sites and green spaces accessible to the public.

3.6 The entry requirements explain that each entry will be considered on the merits of its contents and that the decisions made by Her Majesty, on Ministerial advice, will be final. Each local authority will be sent brief comments on its entry when the results of the competitions are announced in 2022, but will not be provided with specific reasons on why an application is successful or unsuccessful.

#### **4.0 Social Value Considerations**

4.1 There are no social value considerations associated with the report; however, the council's innovative approach to working with its communities would be a key area to highlight in the application.

#### **5.0 Environmental Implications**

5.1 There are no environmental implications associated with the report; however, information on public open spaces is required for the application.

#### **6.0 Alternative Options Considered**

6.1 The council could decide not to enter the competition, but it would miss out on the possibility of being awarded Lord Mayor status and, if successful, the opportunity to enhance the city's sense of civic pride and capitalise on the other benefits on this prestigious honour.

#### **7.0 Reasons for Recommendations**

7.1 It is recommended that the council submits an application because of the prestige that Lord Mayor status would bring to the city if successful and because it would be fitting for a city with Gloucester's heritage. It would also be a positive point of interest as the city continues its economic recovery following the Covid19 pandemic and would attract positive media coverage that would benefit the visitor economy.

#### **8.0 Future Work and Conclusions**

8.1 Details of the entry requirements are outlined in paragraph 3.5 above and in Appendix 1. As noted in 3.5, the application would require contributions from across the council; most information could be drawn from existing sources.

8.2 It is suggested that delegated authority be given to the Managing Director to prepare and submit the application, following consultation with Group Leaders on a draft, to ensure that there is cross-party support for the final submission.

## **9.0 Financial Implications**

- 9.1 The entry requirements are very clear that councils should not incur any undue expenses in the preparation of their application, therefore, no budget will be allocated to the project. Costs associated with the preparation of the application are expected to be minor and will be met from existing budgets.

(Financial Services have been consulted in the preparation of this report.)

## **10.0 Legal Implications**

- 10.1 There are no legal implications associated with the report. As noted above, the title of Lord Mayor is a ceremonial title conferred by letters patent.

(One Legal has been consulted in the preparation of this report.)

## **11.0 Risk & Opportunity Management Implications**

- 11.1 As with any competitive process, there is a risk that the council's application is not successful, and there will no doubt be significant interest from cities across the country; however, the potential outcomes that are alluded to in paragraph 7.1 above make it an opportunity worth pursuing.

## **12.0 People Impact Assessment (PIA) and Safeguarding:**

- 12.1 A PIA is not required and there are no safeguarding implications.

## **13.0 Community Safety Implications**

- 13.1 There are no community safety implications.

## **14.0 Staffing & Trade Union Implications**

- 14.1 There are no staffing and trade union implications.

**Background Documents:** None

This page is intentionally left blank

## Entry guidelines

### PLATINUM JUBILEE CIVIC HONOURS COMPETITION

#### ENTRY GUIDELINES

**Her Majesty The Queen has agreed that competitions may be held for a grant of city status and Lord Mayor or Provost status to mark Her Platinum Jubilee in 2022.**

1. Any local authority in any part of the United Kingdom, a Crown Dependency or an Overseas Territory, which considers that its area deserves to be granted the rare honour of city status on this very special occasion is welcome to enter the competition by the closing date of 8 December 2021.
2. Lord Mayoralty or Provostship is an exceptional distinction conferred on the Mayoralties or Provostships of a few – usually long-established and important – cities. Local authorities for existing cities in the United Kingdom are welcome to enter the parallel competition for a Lord Mayoralty or Provostship by the same closing date.
3. Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.
4. Although there are no specific criteria for city status or Lord Mayor or Provost status, the Government is asking local authorities to submit their entries in a standard size and format, as detailed in the application form. This is intended to help local authorities minimise the expense of entering the competitions and to provide the Government with a fair basis for comparison and assessment of the entries received.
5. Local authorities are strongly advised not to exceed the limits of the standard size and format as described in application form.
6. The decisions made by Her Majesty, on Ministerial advice, will be final. Local authorities may be assured that each entry will be considered ‘in the round’, on the merits of its contents rather than on the standard of presentation. Each local authority will be sent brief comments on its entry when the results of the competitions are announced in 2022. These brief comments on entries will not provide specific reasons on why an application is successful or unsuccessful.
7. Local authorities should not incur any expenditure on lobbyists for the purposes of influencing the competition.
8. Applications are requested to be submitted by email to reach the Cabinet Office by 4pm on the closing date, 8 December 2021, at [civichonours@cabinetoffice.gov.uk](mailto:civichonours@cabinetoffice.gov.uk). Alternatively, applications can be submitted by post if preferred, the address to be used is:

Constitutional Policy Team  
Cabinet Office  
4th Floor Yellow Zone  
1 Horse Guards  
London  
SW1A 2HQ

9. If submitted by post, entrants are asked to notify the Constitutional Policy Team separately when their entries are dispatched, by sending an email, giving the date of dispatch of the hard copies, the name of the local authority submitting the application, and its full contact details. Entries submitted by post should reach the Cabinet Office by the same time on the closing date as those submitted by email.
10. Acknowledgements will be sent by email when the hard copies have been received. If no acknowledgement is received within 6 working days of the closing date (or of dispatch, if earlier), please send a further email to the above address with 'City status entry enquiry' and the name of the local authority area in the heading.

## **QUESTIONS AND ANSWERS ON ENTRY GUIDELINES**

**Q: Can we involve the public in the compilation of our entry?**

A: Yes, by all means, so long as you do not exceed the standard size and format.

**Q: Can we publish our entry on our website?**

A: Yes, local authorities are welcome to publish their entries if they wish to do so.

**Q: Will the Government keep our entry confidential?**

A: Not necessarily. We will not automatically be publishing applications however you should be aware that these can be requested under the Freedom of Information Act. Requests for disclosure will be considered in accordance with the requirements of the Freedom of Information Act. If a local authority wishes any part of its application to remain confidential it is asked to flag this up with a clear indication for us to take into account in deciding whether the information should be released. Wherever possible we would then alert the local authority before releasing such information.

**Q: We cannot afford a glossy booklet/external publishers/research. Is it still worth our entering?**

A: Yes. The Government does not want local authorities to incur any undue expense entering the competition. It is the quality of the contents of the application, taken as a whole, that will be assessed, rather than the standards of presentation.

**Q: We do not have data on all the points suggested. Does this matter?**

A: No. Please simply provide whatever you have or can readily obtain. The Government does not want local authorities to incur any undue expense by entering the competition.

**Q: Will late entries be accepted?**

A: No. If an entry is received late, evidence that it was dispatched in time to reach us by the closing date will be requested.

This page is intentionally left blank