



# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

7

**Title**

Impact, Recovery and Lessons Learnt from the Cyber Attack in December 2021

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Iain Stark, Head of Transformation and Commissioning

**Wards Affected**

All Wards

**Key Decision**

No

## DECISION:

### RESOLVED that:

- (1) the contents of the report on the cyber-attack are noted;
- (2) it is noted that the Council has learnt a number of lessons from the cyber-attack that occurred in December 2021 and that these will be monitored by the Council's Information Governance Board to ensure they are embedded.

## REASON FOR DECISION:

The disruption caused by the cyber-attack has had a lasting impact on the residents and businesses of Gloucester and the council. The lessons learnt are key to ensuring that in the event of any future incident that damage and impact would be significantly reduced.

## ALTERNATIVE OPTIONS CONSIDERED:

Not embedding the lessons learnt would put the council at risk of last damage from future cyber incidents along with significant reputational and financial damage.

## OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

## CONFLICTS OF INTEREST (including any dispensations granted):

None

## SCRUTINY (including details of call-in procedure where applicable):

This decision will come into force at the expiry of 5 working days from the date of the publication of the decision.

Call-in Deadline: 14 December 2023

**CONFIRMED AS A TRUE RECORD:**

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and is a true and accurate record of that decision:

**Decision Maker:**

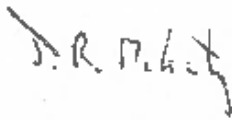
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

8

**Title**

Local Council Tax Support Scheme 2024/25

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Greg Maw, Head of Finance and Resources

**Wards Affected**

All Wards

**Key Decision**

No

## DECISION:

### RECOMMENDED that:

- (1) the current Local Council Tax Support scheme, as the approved scheme for Gloucester City in 2023/24, be adopted for 2024/25;
- (2) the scheme approved be updated to align with any legislation changes in January 2024 and to be implemented from 1<sup>st</sup> April 2024;
- (3) any urgent amendments to the scheme approved, in the event of a national emergency and authorised by the government, be adopted and implemented immediately.

## REASON FOR DECISION:

Gloucester City Council have managed to maintain the current scheme broadly mirroring the original fully funded scheme for ten years, to date. Whilst the Council are facing a range of financial pressures, it is not considered pertinent to amend the scheme at this time. The rising costs of living across the UK continues to impact households with increased food prices and energy bills; the current scheme offers a degree of financial support in uncertain financial times for our residents.

As government funding continues to decrease, we also need to strike a balance between a revised scheme that is fair and affordable for those who receive support, and also for all our residents who receive council services. However, we do remain committed to providing support to our residents with low incomes.

**ALTERNATIVE OPTIONS CONSIDERED:**

Amendments to the scheme have not been considered for the 2024-25 year.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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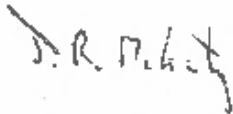
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

9

**Title**

Review of Office Accommodation for Face-to-Face Appointments

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Jayne Wilsdon, Asset Management Officer

**Wards Affected**

All Wards

**Key Decision**

Yes

**DECISION:**

**RESOLVED** that the option to relocate face-to-face appointments to the Eastgate Shopping Centre as soon as is viable is approved.

**REASON FOR DECISION:**

The recommended option of relocating the face-to-face pre-bookable appointments will provide the Council with good suitable office space whilst also delivering significant financial and environmental savings and delivering value for money.

**ALTERNATIVE OPTIONS CONSIDERED:**

As detailed in the report (3.21).

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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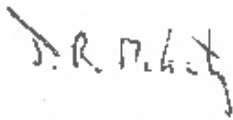
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

Gloucester  
City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

10

**Title**

Car Parking- Tariff Increase & Charging Hours Amendments

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Greg Maw, Head of Finance and Resources

**Wards Affected**

All Wards

**Key Decision**

Yes

## DECISION:

### RESOLVED that:

- (1) Hare Lane North and Great Western Road car parking tariffs are adjusted to reflect the new proposed tariffs (Appendix 1 of the report)
- (2) the tariff options for purchasing tickets for users of the car parks are regularised removing the 1-hour option and including a 2-hour option (where applicable)
- (3) Kings Walk and Eastgate Car Parks are removed from the traffic regulation order
- (4) authority is delegated to the Property and Investment Manager in consultation with the Head of Finance and Resources and the Cabinet Member for Performance and Resources to undertake the necessary statutory procedures to implement the changes outlined in the report
- (5) the contractual arrangements are reviewed for all car parks regarding app-based payments taking into account the new National Parking Platform proposed by the Department for Transport
- (6) GL1 car park remains under the existing chargeable tariff times without change, due to the unique relationship between sports and leisure providers and the Council.

**REASON FOR DECISION:**

Parking tariffs have not been reviewed for over 5 years and are not reflective of current trends or habits. The all-day tariff has not been reviewed for over 10 years. Our current charging regime does not help change people's mindset in relation to other more sustainable transport methods. Our current regime encourages short stays for an hour or less which does not fit with the Council trying to encourage longer stays and more use of our City Centre businesses and actually encourages hopping into the car to drive to multiple places.

**ALTERNATIVE OPTIONS CONSIDERED:**

To maintain tariffs at their current level which will continue to reduce net revenues to the Council creating an unsustainable position in the long term because of the inflationary pressures noted above. This also hinders future investment in the enhancements to the car parking infrastructure required to achieve the Council's carbon neutral aims.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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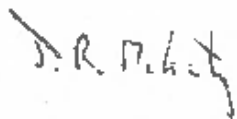
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**Decision Maker:**

Councillor Richard Cook  
Leader of the Council

**Date:** 06 December 2023**Proper Officer:**

Jon McGinty  
Managing Director

**Date:** 06 December 2023





# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

11

**Title**

Financial Monitoring: Quarter 2 2023-24

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Hadrian Walters, Accountancy Manager

**Wards Affected**

All Wards

**Key Decision**

No

## DECISION:

**RESOLVED** that it is noted that:

- (1) the forecast year end position is currently for a decrease to the Council's General Fund balance of £1,078k against a budgeted decrease of £104k;
- (2) the details of specific budgetary issues identified by officers and the actions being taken to address those issues;
- (3) the current level of Capital expenditure as shown in Appendix 1 of the report.

## REASON FOR DECISION:

It is a good practice for members to be regularly informed of the current financial position of the Council. This report is intended to make members any of any significant issues in relation to financial standing and any actions that officers are taking in response to identified variances.

## ALTERNATIVE OPTIONS CONSIDERED:

A wide range of options are being explored by officers in order to reduce budgetary pressure, to achieve savings targets, and to ensure value for money.

## OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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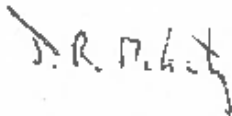
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

12

**Title**

Treasury Management Update - Mid Year Report 2023/24

**Report Of**

Cabinet Member for Performance and Resources (Councillor Hannah Norman)

**Report Author**

Greg Maw, Head of Finance and Resources

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

**RESOLVED** that the contents of the report are noted.

**REASON FOR DECISION:**

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (TMSS, annual and midyear reports). This report covers the six months 1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2023 and therefore, ensures this Council is implementing best practice in accordance with the Code.

**ALTERNATIVE OPTIONS CONSIDERED:**

None.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None.

**CONFLICTS OF INTEREST (including any dispensations granted):**

None.

**SCRUTINY (including details of call-in procedure where applicable):**

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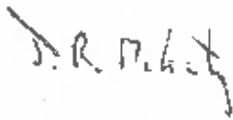
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

# Gloucester City Council

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2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

13

**Title**

Tourism and Destination Marketing Progress Report 2023 & 2024 Objectives

**Report Of**

Cabinet Member for Culture and Leisure (Councillor Andrew Lewis)

**Report Author**

Philip Walker, Head of Culture

**Wards Affected**

All Wards

**Key Decision**

No

## DECISION:

### RESOLVED that:

- (1) the updated Tourism & Destination Marketing objectives for 2024 are approved;
- (2) the Tourism and Marketing Progress Report is noted, and that the progress made against the Marketing Plan in 2023 is endorsed.

## REASON FOR DECISION:

The report shows the team's progress in promoting the city and supporting our visitor economy businesses in 2023.

## ALTERNATIVE OPTIONS CONSIDERED:

Objectives for the Destination Marketing Plan have been created in consultation with and responding to the needs of our partners (visitor economy businesses in the city), via forums including the Destination Marketing Steering Board (now superseded by the Strategic Events & Marketing Group). The 2024 updates to the wording of these objectives are designed to better articulate ongoing work, and as such, any new or alternative objectives, not outlined in this document, would require further consultation with those partners.

## OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

## CONFLICTS OF INTEREST (including any dispensations granted):

None

**SCRUTINY (including details of call-in procedure where applicable):**

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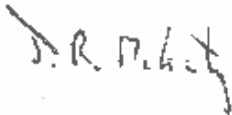
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



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Publication Date

07 December  
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**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

14

**Title**

Cheltenham, Gloucester and Tewkesbury Community  
Infrastructure Levy Joint Committee

**Report Of**

Cabinet Member for Planning and Housing Strategy (Councillor  
Stephanie Chambers)

**Report Author**

Adam Gooch, Planning Policy Team Leader

**Wards Affected**

All Wards

**Key Decision**

Yes

## DECISION:

### RECOMMENDED that:

- (1) it be agreed that the establishment of a Community Infrastructure Levy Joint Committee under s101(5) and s102 Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012;
- (2) it be agreed that the Community Infrastructure Levy Joint Committee Terms of Reference (Appendix 1 of the report);
- (3) it be agreed that the pooling of strategic infrastructure Community Infrastructure Levy monies by the three partner Councils of Cheltenham, Gloucester and Tewkesbury with governance as set out in the Community Infrastructure Levy Joint Committee Terms of Reference;
- (4) engagement with wider infrastructure providers outside the local authorities be entered into to identify any wider infrastructure priorities to be considered by the Community Infrastructure Levy Joint Committee.

## REASON FOR DECISION:

Having considered alternatives, the proposed approach to spending strategic 'infrastructure' CIL monies through a Joint Committee is considered the most effective approach, with appropriate safeguards and scrutiny secured through Terms of Reference.

**ALTERNATIVE OPTIONS CONSIDERED:**

In determining the most effective approach to determining how strategic CIL funds should be spent, a CIL Board has been considered. However, this is not considered the best approach for several reasons, including:

- The concern of the time and administration that would be needed to service a CIL Board and then recall decisions back to each individual council for final approval, building in delay and uncertainty for infrastructure providers.
- Easier and more efficient to engage on a collective basis with infrastructure providers and adds transparency into future CIL allocation and the setting of priorities through the operation of a Joint Committee.
- Commitment from the three councils to define an effective Terms of Reference that build in the safeguards including a full consensus vote, review triggers and scrutiny mechanisms.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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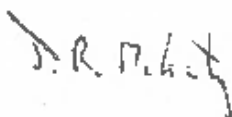
Councillor Richard Cook  
Leader of the Council



**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023





# DECISION RECORD

# Gloucester City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

15

**Title**

Infrastructure Funding Statement 2022/2023 and Annual  
Community Infrastructure Levy (CIL) Rate Summary Statement

**Report Of**

Cabinet Member for Planning and Housing Strategy (Councillor  
Stephanie Chambers)

**Report Author**

Paul Hardiman, CIL Manager for the Joint Core Strategy  
Authorities of Cheltenham, Gloucester and Tewkesbury

**Wards Affected**

All Wards

**Key Decision**

Yes

## DECISION:

### RESOLVED that:

- (1) the publication of the Infrastructure Funding Statement relating to the financial year ending 31<sup>st</sup> March 2023 (Appendix 1 of the report) is approved; and
- (2) it is noted that the annual Community Infrastructure Levy (CIL) Rate Summary Statement (Appendix 2 of the report) will be published alongside the Infrastructure Funding Statement by 31<sup>st</sup> December 2023.

## REASON FOR DECISION:

As detailed in the report (3.1-4).

## ALTERNATIVE OPTIONS CONSIDERED:

None as the production of these statements, including the CIL and s106 reports, are a statutory requirement of the Council.

## OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

## CONFLICTS OF INTEREST (including any dispensations granted):

None

**SCRUTINY (including details of call-in procedure where applicable):**

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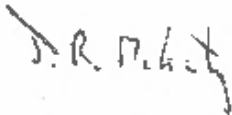
Councillor Richard Cook  
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**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023



# DECISION RECORD

Gloucester  
City Council

Publication Date

07 December  
2023

**Decision Of**

Cabinet

**Date of Decision**

06 December 2023

**Item No.**

16

**Title**

Adoption of Updated Validations Checklist for Planning Applications

**Report Of**

Cabinet Member for Planning and Housing Strategy (Councillor Stephanie Chambers)

**Report Author**

Jon Bishop, Planning Development Manager

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

**RESOLVED** that the updated validations checklist (Appendix 1 of the report) is adopted with immediate effect.

**REASON FOR DECISION:**

Updating the validation checklist is essential to ensure all the necessary information submitted with planning applications so that the LPA can consider applications in the efficient and consistent way while ensuring policy compliant developments.

**ALTERNATIVE OPTIONS CONSIDERED:**

None considered because there is an obligation to have an up to date validation checklist.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:**

None

**CONFLICTS OF INTEREST (including any dispensations granted):**

None

**SCRUTINY (including details of call-in procedure where applicable):**

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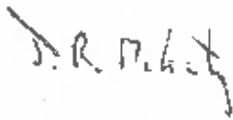
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**Date:** 06 December 2023

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 December 2023

## **CALL-IN PROCEDURE**

Call-in should only be used in exceptional circumstances, such as where Members have evidence which suggests that the Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making) of the Council's Constitution.

Call-in of a decision must be requested within five working days of the publication of an executive decision. The request must be communicated in writing to the Corporate Director of Resources by at least five Members of the Council.

Implementation of a decision that has been called-in is suspended until such time as it has been considered by the Overview & Scrutiny Committee and re-considered by the Cabinet in light of the Overview & Scrutiny Committee's conclusions and any recommendations.

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If you have any queries about the content of Decision Records please contact:

Tanya Davies  
Policy and Governance Manager  
[tanya.davies@gloucester.gov.uk](mailto:tanya.davies@gloucester.gov.uk)  
01452 396125