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Date: 11th June 2025

If calling please ask for: Democratic Services

Dear Sir/Madam,

A meeting of the **Environment and Leisure Overview and Scrutiny Panel** will be held in the Council Chamber, Town Hall, Nuneaton on **Thursday, 19th June 2025 at 6.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

To: All Members of the Environment and Leisure Overview and Scrutiny Panel

Councillors J. Sheppard (Chair), M. Walsh (Vice-Chair), A. Bull, J. Collett, J. Gutteridge, S. Markham, C. Phillips, C. Smith and B. Saru.

AGENDA

PART 1 – PUBLIC BUSINESS

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

Please use the stairs and do not use the lifts. Once out of the building, please gather outside Lloyds Bank on the opposite side of the road.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. **APOLOGIES** - To receive apologies for absence from the meeting.

3. **MINUTES** - To confirm the minutes of the meeting of the Environment and Leisure OSP held on 30th January 2025 (**Page 7**).

4. **DECLARATIONS OF INTEREST/PARTY WHIP** - To receive declarations of Disclosable Pecuniary and Other interests in accordance with the Members' Code of Conduct and of the Party Whip in accordance with the Overview and Scrutiny Procedure Rules 4E, Paragraph 16(b).

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made so that interests that are declared regularly by members can be viewed in a schedule on the Council website ([Councillor Declarations of Interests](#)). Any interest noted in the schedule on the website will be deemed to have been declared and will be minuted as such by the Democratic Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.
2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent).

If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Audit & Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items if notice has been received.

Members of the public will be given three minutes to speak on a particular item and this is strictly timed. The chair will inform all public speakers that: their comments must be limited to addressing issues raised in the agenda item under consideration: and that any departure from the item will not be tolerated.

The chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the chair, the speaker persists, they will be asked to stop speaking by the chair. The chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

6. QUESTIONS TO CABINET – In accordance with Overview & Scrutiny Procedure Rule 4.E.8 c) 20 minutes shall be set aside for questions to a member of the Cabinet from the Panel in relation to matters in respect of which the Panel has powers or duties.
7. INTEGRATED PERFORMANCE REPORT – QUARTER THREE AND QUARTER FOUR 2024/25 – a summary report of the Risk Management and Performance Officer, attached. Full Integrated report available on the website only via a link in the report. **(Page 12)**.
8. MUSEUM UPDATE report of the Museum & Arts Officer **(Page 19)**
9. KERBSIDE RECYCLING AND REFUSE COLLECTION report of the Assistant Director – Environment & Enforcement **(Page 31)**
10. CORPORATE PLAN AND DELIVERY PLAN 2025-2029 – an item for information. The main themes and strategic aims are provided in every Overview and Scrutiny Panel agenda **(Page 5)** and the delivery plan for this panel is attached **(Page 41)**
11. FORWARD PLAN – attached for information **(Page 42)**.

12. WORK PROGRAMME 2025/26 – for approval, attached **(Page 52)**.
 - a) Work Programme Suggestion Form – Cllr Martin Walsh **(Page 51)**
13. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).

THIS PAGE IS FOR INFORMATION ONLY

Nuneaton and Bedworth Borough Council
Corporate Plan
Building Communities 2025 – 2029
United in Achievement.

Theme 1: Place and Prosperity

Strategic Aims:

1. Regenerate Nuneaton Town Centre; completing the Transforming Nuneaton Programme.
2. Establish an increased number of residential properties within the Town Centres
3. Help local businesses thrive, support new business incubation and reduce the number of vacant units.
4. Continue to promote and enable events across the Borough.
5. Continue to develop and help our markets to thrive.
6. Work with the business community to strengthen business in the whole Borough
7. Deliver a regeneration plan for Bedworth Town Centre.
8. Promote, and support our Town Centre economies.

Theme 2: Housing, Health and Communities

Strategic Aims:

1. Deliver the construction and opening of the Bedworth Physical Activity Hub (BPAH).
2. Focus on awareness and promotion of support services for mental health and wellbeing.
3. Facilitate warm, safe, sustainable and affordable housing.
4. Work with public health colleagues and partners to address community inequalities.
5. Promote active travel across the Borough.
6. Extend the housing home building programme to provide more Council homes.
7. Work with partners to prioritise community safety and empowerment.

Theme 3: Green Spaces and Environment

Strategic Aims:

1. Review the grounds maintenance contract for the Borough.
2. Celebrate the heritage within our green spaces, including museums, George Eliot and local industry.
3. Decarbonise our housing stock and promote the decarbonisation of homes in the private sector.
4. Support our residents to recycle more of their household waste.
5. Promote and develop play area facilities in line with the Parks and Green Space Strategy.
6. Reduce the carbon footprint of the Pingles Leisure Centre by 2026.
7. Establish a Climate Change Strategy and Delivery Plan by 2026.
8. Work with partners to improve air quality across the Borough.
9. Explore opportunities to promote, protect and enhance biodiversity in the borough.

Theme 4: Your Council

Strategic Aims:

1. Conduct a Local Government Association Peer Review by 2026.
2. Increase the level of resident engagement and consultation.
3. Deliver a refreshed Council change plan to modernise services.
4. Focus on civic pride, celebrating rich heritage and diverse communities.
5. Deliver continued forward financial planning to safeguard the finances of the Council.
6. Set ambitious and challenging budgets, to ensure taxpayers money is respected, and high-quality services are delivered.
7. Deliver a modern organisation with agile and effective structure that meet the needs of residents.
8. Strive for transparency and accountability in all that we do. Increase public scrutiny

NUNEATON AND BEDWORTH BOROUGH COUNCIL

**ENVIRONMENT AND LEISURE OVERVIEW
AND SCRUTINY PANEL**

30th January 2025

A meeting of the Environment and Leisure Overview and Scrutiny Panel was held on Thursday, 30th January 2025 in the Council Chamber, Town Hall Nuneaton.

Present

Councillor T. Venson (Chair)

Councillors: A. Bull, E. Amaechi, J. Collett, M. Walsh (Vice-Chair) S. Markham, W. Markham and C. Smith.

Apologies: Councillor J. Gutteridge and A. Bull left the meeting due to ill health.

PART I – PUBLIC BUSINESS

EL18 **Minutes**

RESOLVED that the minutes of the Environment and Leisure OSP meeting held on 3rd October 2024 be approved and signed by the Chair.

EL19 **Declarations of Interest**

RESOLVED that the declarations of interest are as set out in the Schedule attached to these minutes.

EL20 **Questions to Cabinet**

The portfolio holder for Leisure, Communities and Health (Councillor T. Jenkins) was in attendance to answer questions from the Panel.

No questions from the panel were asked.

EL21 **Integrated Performance Report – Second Quarter 2024/25**

A report of the Risk Management and Performance Officer. The Panel were presented with a report which seeks to provide appropriate performance measures, budget information and risk data for service areas within the scope of the Panel. The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements), whilst still providing the Panel with sufficient information to monitor results to address issues arising.

The following was raised:

- Agency staff spend is a red risk and has increased from last year. The agency spend is in areas such as refuse where the turnover is high, this is offset by staff vacancy savings
- Member enquiry forms have increased for 2024/25, is this due to more members using MEF rather than customer services? The officer advised that it is likely due to having designated corms for certain service areas such as ground maintenance.
- The museum all attendance total has an 8k difference to the in-person visits. The officer advised that all attendance total includes outreach contacts such

as social media, the panel felt this was misleading and requested the title be amended to better reflect the data presented.

RESOLVED that

- a) the contents of the report be noted; and
- b) the amendment to the museum titles be approved.

EL22 Air Quality Management Report

A report was submitted to the panel by the Senior Environmental Health Officer (SEHO) in response to a deferred Cabinet report on the revocation of Leicester Road gyratory AQMA 1 to consider the data related to the area and to ensure if the removal was approved this would not impact on the monitoring of Air Quality in the Borough.

The following points were discussed:

- The revocation of Leicester Road gyratory will mean that the data readings will not be submitted to DEFRA but the air quality in that area will still be monitored and analysed on a monthly basis. No cost saving of revoking as the tubes will remain and be monitored.
- The tubes are not placed randomly and there is guidance on where tubes will be placed for monitoring.
- A lot of the work that is completed by NBBC relies on partnership working for example with Warwickshire County Council and with an Air Quality Steering group is held annually, NBBC does not have the authority to make decisions on air quality.
- Concerns with the amount of housing development in the Borough that this will affect the air quality levels. The SEHO advised that due to the advancement of car engines the levels are reducing quicker than the new developments are being built.

RESOLVED that it be recommended to Cabinet that the revocation of Leicester Road Gyratory AQMA 1 be approved.

EL23 12 Month Review – Sherbourne Recycling

A report by Richard Dobbs – the Managing Director of Sherbourne Recycling Limited was submitted the panel containing a review of the last 12 months progress.

Councillor S. Markham raised the following questions to be submitted for a response:

- 1) In reference to the fire on 11th December which was caused by batteries/discarded vapes, the plant closed down for 5 days which meant we had to take the recycling to another recycling centre. How much did this cost us? And can you confirm or deny if the batch in question that caused the fire came from NBBC and if so which area? And what have we done to advise the public of the dangers?
- 2) The costs to repair and close the centre must be significant, have costs been covered by insurance or do partners have to pay for the costs? If so, what is the proportion?

In addition, potential dates to a site visit of the Sherbourne Recycling Centre were circulated to the panel prior to the meeting for agreement.

RESOLVED that

- a) the report be noted; and
- b) the panel agreed a date of 18th March at either 10.30am or 3pm for a site visit to Sherbourne Recycling Centre.

EL24 **Forward Plan**

The Forward Plan showing the key decisions that will be made in the four months commencing 1st February 2025, was provided to the Panel for information.

RESOLVED: that the Forward Plan be noted.

EL25 **Work Programme**

The Panel were presented with the Work Programme for the municipal year 2024-2025.

RESOLVED that

- a) the Work Programme be noted; and
- b) the amendments to the Work Programme be approved.

EL26 **Any Other Items**

None

EL27 **Exclusion of Public and Press**

RESOLVED that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraphs 3 of Part I of Schedule 12A to the Act.

EL28 **Everyone Active Annual Report**

A presentation by an SLM representative was given to the panel on the last 12months, in respect of usage, membership/swimming lessons and fitness. In addition to community health and wellbeing and social added value.

RESOLVED that the report be noted.

Chair

Environment and Leisure OSP – Schedule of Declarations of Interests – 2024/2025

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			<p>Granted to all members of the Council in the areas of:</p> <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	E. Amaechi	<ul style="list-style-type: none"> - Employed NHS Wales Shared Services Partnership (NWSSP) - Ricky Global Consultants Ltd - Purple Dove Events Ltd - Director – Techealth Ltd 	<p>The Labour Party (sponsorship)</p> <ul style="list-style-type: none"> - Foundation Governor - Our Lady and St. Joseph Academy, Nuneaton. - Member of: <ul style="list-style-type: none"> - British Computer Society. - Igbo Community Coventry. - Mbaise Community, Coventry. <p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> - Committee of Management of Hartshill and Nuneaton Recreation Ground - EQuIP: Equality and Inclusion Partnership - West Midlands Combined Audit, Risk and Assurance Committee - Pride in Camp Hill (PinCH) 	
	A. Bull	Employed by FedEx	<p>The Labour Party (sponsorship)</p> <ul style="list-style-type: none"> - CWU Trade Union Member <p>Representative of the following Outside Bodies:</p> <ul style="list-style-type: none"> - Age UK (Warwickshire Branch) 	
	J. Collett	<p>Employed by:</p> <ul style="list-style-type: none"> - Director, Research and Insights for Fullbrook Strategies Ltd. 	<ul style="list-style-type: none"> - Nuneaton Conservative Association (sponsorship) <p>Member of:</p> <ul style="list-style-type: none"> - Nuneaton Rugby Club - Nuneaton Town Football Club 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		- Managing Director - Consigliere Strategy Ltd	- Nuneaton Cricket Club	
	J. Gutteridge			
	S. Markham	County Councillor – WCC (Portfolio Holder for Children’s Services)	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charities • Trustee of Abbey Theatre • Bedworth Board • Free Speech Union • Exhall Multicultural Group 	
	W. Markham		Governor at Ash Green School for SEND Member of the following bodies: <ul style="list-style-type: none"> - Unite Union - Free Speech Union - Exhall Multicultural Group 	
	C. Smith	Software Engineer – Prophet PLC	- Member of Labour Party and Unite - Safeguarding – Manor Park RFC Representative on the following Outside Bodies: <ul style="list-style-type: none"> - Astley Charity 	
	T. Venson	Employed by Freightliner Heavy Haul	ASIEF Trade Union The Labour Party Representative on the following Outside Bodies: <ul style="list-style-type: none"> - Building Control Partnership Steering Group - Warwickshire Joint Overview and Scrutiny Committee 	
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager	Trustee of the Nuneaton Scouts Association. Representative on the following Outside Bodies: <ul style="list-style-type: none"> - Hammersley Smith and Orton Charity 	

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: **Environment and Leisure Scrutiny Panel, 19th June 2025**

From: **Risk Management and Performance Officer**

Subject: **INTEGRATED PERFORMANCE REPORT SUMMARY - THIRD AND FOURTH QUARTERS 2024/25**

1. Summary

1.1 Important Note for Panel Members - Additional information

Should panel members require additional information relating to performance **not fully explained by the comments supplied**, the following process is essential for the effectiveness of the meeting (to ensure that all issues can be addressed at the meeting):

- Having reviewed the report, the panel member should either ask for additional information to be provided ahead of the meeting or, if necessary, request that the relevant officer(s) attend the meeting. In either instance, the panel member should contact the Chair at their earliest opportunity
- The Chair will then advise the Committee clerks to make the necessary arrangements

1.2 Financial Data

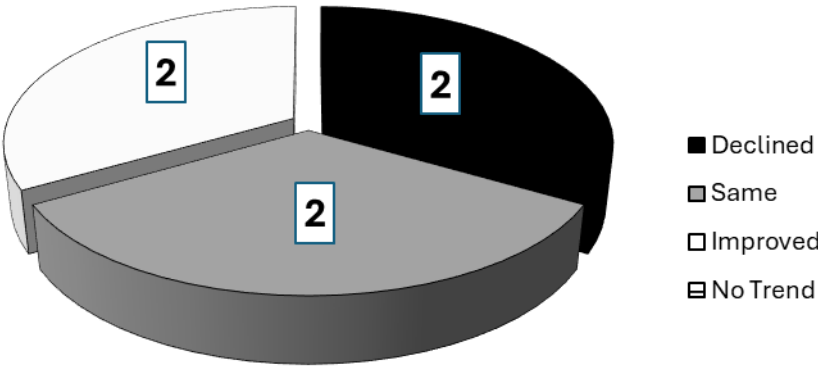
Each OSP should review the Forward Plan and where a decision has been made, members of the OSP should consider calling in an item if they have concerns which need discussing at a future OSP meeting. As per the May 2025 forward plan, the following financial reports are due to be considered by Cabinet in 2025

- General Fund Revenue Outturn (July Cabinet)
- HRA Revenue Outturn (July Cabinet)
- Capital Outturn (July Cabinet)
- Collection fund 2024/25 (July Cabinet)
- General Fund Budget Monitoring Q1 (September Cabinet)
- HRA Budget Monitoring Q1 (September Cabinet)
- Capital Monitoring Q1 (September Cabinet)

1.3 Due to the timings of panel meetings, **this report includes data for both the third and fourth quarters 2024/25. A summary of the third quarter and fourth quarter with a link to the full report follow:**

2. Environment and Leisure OSP Third Quarter 2024/25 Summary Charts

Performance Measures Summary



Strategic Risk Register Summary

See Appendix A Fourth Quarter

Freedom of Information (FOI) / Environmental Information Regulations (EIR) Requests and Complaints Summaries – End of Third Quarter

	Number Received 2024/25 (2023/24)	Completed 2024/25 (2023/24)	Late 2024/25 (2023/24)	Outstanding 2024/25 (2023/24)
FOI / EIR Requests - 20-day target	575 (525)	575 (525)	105 (102)	0 (0)
Complaints -10-day target	1,074 (1,270)	1,074 (1,267)	115 (142)	0 (3)

Member Enquiry Forms (MEFs) Summary
Third Quarter

Number Received	
2023/24	2024/25
111	286

Subject trends identified in current quarter:

FOI / EIR – No trend(s) identified.

Complaints - No trend(s) identified.

MEFs – 171 for Housing and 38 for Leisure and Culture (73%).

2.1 Appendix A - Performance Measures Third Quarter

Two declined trend measures:

- **All uses of the museum** (43,577 in 2023/24, 35,214 in 2024/25).

The profiled target for the end of the third quarter 2024/25 is 28,572. The target for the end of year is 34,063. Performance is above the profiled target for the end of the third quarter and also, at this stage, for the end of year target 2024/25. This is specifically as a result of the performance of the museum's blog where posts, mainly by the Museum Access Assistants, continue to attract users at an unanticipated rate.

- **In-person visits to the museum** (37,201 in 2023/24, 23,019 in 2024/25).

The disparity is caused by the reduction in opening hours at the museum. Last year, during October, the museum was open Tuesday to Sunday, this year the museum was only open Wednesday to Saturday. For November and December, the hours were reduced even further to being open one Friday in four and every Saturday, rather than opening Thursday to Saturday.

Vacant Museum Assistant posts have led to closures of 1 day during this period.

Positive aspects:

- **Kg of Household Waste Collected per Household** (525Kg in 2023/24, 494Kg in 2024/25).

Low is good performance. The target range for 2024/25 is 530 - 570Kg.

- **Percentage of Total Waste Recycled and Composted** (34.67% in 2023/24, 40.18% in 2024/25)

The target for the end of the third quarter is 35 – 42%

It should be noted that the 2024/25 data excludes the applied contamination rate which is subject to a verification process.

2.2 Appendix B – Strategic Risk Register

As this is a “live” document, details are provided in the fourth quarter summary (see section 3)

2.3 Appendix C – Executive Summary of the Strategic Performance Report to Management Team Third Quarter

Of the 15 measures: Eight are “green”, one is “amber” and six are “red”:

“Amber” measure:

- **Health and Safety monitoring** is 77% against the 80% target (80% last quarter)

Six “Red” measures:

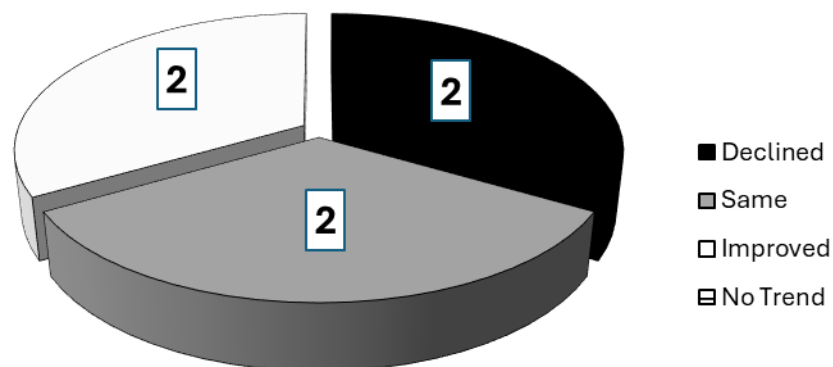
- **Processing of new benefits claims** is 34.64 days (35.24 days last month) against the 22 days good performance benchmark and compared to 21.11 days in December 2023. Improvement month-on-month since September following the issues with a number of experienced leavers / training requirements for new

officers in the first half of 2024/25. This is expected to continue in the final quarter of 2024/25

- **Working days lost to short term sickness absence** is 3.32 days per full time equivalent (FTE) against the profiled target of 2.61 days/FTE at the end of December (3.42 days/FTE at the end of December 2023)
- **Working days lost to long term sickness absence** is 5.49 days per full time equivalent (FTE) against the profiled target of 3.95 days/FTE at the end of December (5.27 days/FTE at the end of December 2023)
- **Short term return to work interview compliance** rolling average is 56.15% within 3 days (53.91% last month). The average time to complete all interviews is 1.92 days (1.60 days last month)
- **Agency staff spend** £822,094 as at the end of December compared to £577,435 at the end of December 2023. This is netted against an estimated £1.74m salary underspend, creating a NET underspend of £912k across the general fund and HRA budgets
- **Building a Better Borough (BaBB) monitoring** is 66% against the 80% target at the end of the third quarter (70% last quarter)

3. Environment and Leisure OSP Fourth Quarter 2024/25 Summary Charts

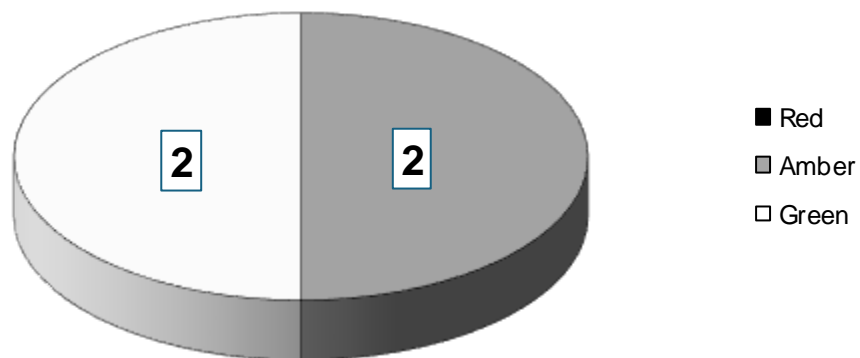
Performance Measures Summary



Freedom of Information (FOI) / Environmental Information Regulations (EIR) Requests and Complaints Summaries – End of Fourth Quarter

	Number Received 2024/25 (2023/24)	Completed 2024/25 (2023/24)	Late 2024/25 (2023/24)	Outstanding 2024/25 (2023/24)
FOI / EIR Requests - 20-day target	775 (744)	775 (739)	150 (150)	0 (5)
Complaints -10-day target	1,516 (1,584)	1,516 (1,581)	155 (173)	0 (3)

Strategic Risk Register Summary



Member Enquiry Forms (MEFs) Summary Fourth Quarter

Number Received	
2023/24	2024/25
109	187

Subject trends identified in current quarter:

FOI / EIR – No trend(s) identified.

Complaints - No trend(s) identified.

MEFs – 59 for Housing and 39 for Leisure and Culture (52%).

3.1 **Appendix A - Performance Measures Fourth Quarter**

Two declined trend measures:

- **All uses of the museum** (52,482 in 2023/24, 42,099 in 2024/25).
Performance is above the end of year target 2024/25 (34,063). This is specifically as a result of the performance of the museum's blog where posts, mainly by the Museum Access Assistants, continue to attract users at an unanticipated rate..
- **In-person visits to the museum** (43,615 in 2023/24, 27,992 in 2024/25).
The disparity is caused by the reduction in opening hours at the museum. Last year during January to mid-February the Museum was open Thursday to Saturday but this year hours were reduced even further to being open one Friday in four and every Saturday. Also for the period mid-February to March we were only open Thursday to Saturday rather than Wednesday to Saturday. Holiday Activities only took place on 2 days rather than 3 days due to the reduction in hours.
Vacant Museum Assistant posts have led to closures of 1 day during this period and there was one day closure due to planned protests.

Positive aspects:

- **Kg of Household Waste Collected per Household** (532Kg in 2023/24, 494Kg in 2024/25).
Low is good performance. The target range for 2024/25 is 530 - 570Kg.
- **Percentage of Total Waste Recycled and Composted** (31.82% in 2023/24, 36.73% in 2024/25)
The target range for 2024/25 is 35 – 43%
It should be noted that the 2024/25 data excludes the applied contamination rate which is subject to a verification process.

3.2 **Appendix B – Strategic Risk Register Fourth Quarter**

There are four strategic risks within the remit of the panel. Two are “net amber” and two are “net green”.

“Net Amber” Risks

- R22 - Operation of sub-regional recycling facility in partnership with other authorities and operational costs / realisation of income
- R25 - Noncompliance with regulations relating to Freedom of Information, Environmental Information and General Data Protection resulting in penalties applied by the Information Commissioner's Office

3.3 **Appendix C – Executive Summary of the Strategic Performance Report to Management Team Fourth Quarter**

Of the 15 measures: Eight are “green” and seven are “red”.

Seven “Red” measures:

- **Processing of new benefits claims** is 33.67 days (34.35 days last month) against the 22 days good performance benchmark and compared to 21.43 days in March 2024. Improvement month-on-month since September continues but again, not at the anticipated rate at the end of the final quarter 2024/25
- **Working days lost to short term sickness absence** is 4.41 days per full time equivalent (FTE) against the profiled target of 3.50 days/FTE at the end of March (4.84 days/FTE at the end of March 2024)
- **Working days lost to long term sickness absence** is 6.88 days per full time equivalent (FTE) against the profiled target of 5.25 days/FTE at the end of March (6.94 days/FTE at the end of March 2024)
- **Short term return to work interview compliance** rolling average is 55.70% within 3 days (57.09% last month). The average time to complete all interviews is 1.69 days (1.79 days last month)
- **Agency staff spend** is £1,084,441 as at the end of March compared to £779,066 at the end of March 2024. This is netted against an estimated £2.24m salary underspend, creating a NET underspend of £1.15m across the general fund and HRA budgets.
- **Building a Better Borough (BaBB) monitoring** is 66% against the 80% target at the end of the fourth quarter 2024/25 (also 66% last quarter)
- **Health and Safety monitoring** is 72% against the 80% target at the end of the fourth quarter 2024/25 (77% last quarter). Targets have not been met for Legionella linked to the new contract starting in March 2025, risk assessment reviews and recycling monitoring inspections

4. Please click the following link to access the full report:
[Full Integrated Performance Report](#)

5. **Recommendation**

The panel is asked to scrutinise the performance information contained in this report and make any recommendations to the relevant Cabinet portfolio holder and/or Cabinet.

The panel may decide to establish an OSP Review Working Party, proposed, voted and agreed at an OSP itself, to review a specific item/activity. This would be made up of members from the OSP and the OSP would be required to set a clear scope and remit for the review.



AGENDA ITEM NO.8

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure OSP

Date: June 19th 2025

Subject: Museum Update

From: Brady Hughes

Portfolio: Leisure and health

Corporate Plan – Theme: **Theme Green Spaces and Environment**

Corporate Plan – Aim: **Protecting our Natural Environment**

OBJECTIVES OF SCRUTINY

To provide the panel with information on the performance of the museum service during the financial year 2024-5.

WHAT IS THE PANEL BEING ASKED TO CONSIDER?

The members of the panel are being asked to consider the information in this report.

WHAT INFORMATION WILL BE PRESENTED?

A summary of the activities of the museum during 2024-5. Plans for work during 2025-6 will also be outlined.

Recommendations

That the attached report be accepted by the panel.

Background to the Museum

Nuneaton Museum & Art Gallery opened over 100 years ago on April 1st 2017. Its donor Edward Melly always envisioned it as a community asset for local people where they could find enjoyment, take a break from their busy lives and learn about the world through its collections. Whilst the museum continues to provide all these things it also plays a role in **Place and Prosperity** – driving footfall to Nuneaton and providing a focus for civic pride both through its presentation of history and its showcasing of current creative talent. **Housing, Health and Communities** - the museum building provides a safe place to visit welcomed by a team committed to providing valuable experiences. This provides a welcoming place to those who are lonely or who want to come together with others. Our temporary exhibitions can spotlight local communities, groups and interests providing recognition and understanding. **Green Spaces and Environment** – Our talks and exhibitions programme includes subjects which aid people's knowledge of the natural world. The museum team are thoughtful about using resources, we recycle from exhibitions and endeavour to provide value for money.

1.1 Vision

Nuneaton Museum & Art Gallery uses and develops its collections to strengthen local communities, explore life in the past and present, expand horizons and offer inspiration, learning and enjoyment. In doing this it will help to make Nuneaton and Bedworth a pleasant environment for those who live, work or visit the borough.

1.2 Key Aims

- To tell the key stories of Nuneaton and Bedworth up to the present day.
- To create opportunities for engagement in the community which celebrate local heritage and instil a sense of pride in the local community.
- To actively provide learning opportunities across all age groups and backgrounds.
- To develop the service as a key asset for the borough in encouraging day visits.
- To offer visitors a fun and enjoyable experience.
- To achieve a high level of custodianship of the collection on behalf of the local community, making it increasingly accessible and relevant.
- To increase awareness of the museum service and its collections amongst the local community and potential visitors within an hour's drive.
- To make best use of resources in delivering the service for local communities.
- To increase the sustainability of the museum service.

1.3 Objectives

- Create and host exhibitions that are enjoyable, inspirational and offer stimulating learning opportunities.
- To use the scratch process with our audiences to understand the stories they want to see told about Nuneaton and Bedworth.
- Continue to utilise a range of methods and approaches to ensure that the interpretation of our collections is appropriate to all learning styles.
- Continue to provide activities which offer opportunities for learning.
- Seek to further develop and diversify our audiences particularly through our outreach activities.
- Utilise a variety of tools to publicise its services.
- Offer a high-quality accessible experience to our visitors and users.
- Continue our dialogue with users and non-users to strengthen our offer.
- Employ high standards of care for our well documented, researched and relevant collection.
- Improve our knowledge of the collections which we care for.
- Identify and apply for grants and other types of support which help the museum achieve its aims.
- Ensure income targets for the museum are reached.
- Develop opportunities for individual giving amongst the museum's supporters.

2 Overview

This report covers the financial year of 2024 - 5. This year began with absorbing further cuts which led to reduced opening hours particularly over the winter. Despite the cuts the museum still delivered a well-received programme of activity.

The museum is also still identifying the best way to deliver with only two specialist staff particularly the challenges of marketing effectively.

3 Performance Management

In Person Visits to the Museum

- 3.1 Further cuts to the staffing budget for 2025-6, led to reduced opening hours during the summer being Wednesday to Saturday rather than Tuesday to Saturday. The Winter opening hours were Saturdays, with one Friday in every four weeks. It should be stated that a Cabinet decision means that the opening hours for the year to come will be Thursday to Saturday all year around.

To help with comparison the visitor figures are presented with the number of hours open to provide context. If we evaluate the figures the performance was down about 1.5%. This is probably attributable to a delay in the production of the What's On Guide which left a two month gap. The production of this leaflet is time-consuming but examination of

figures does show a correlation between its publication and distribution and the museum's footfall

	2022-3	Hours Open	2023 - 4	Hours Open	2024-5	Hours Open
April	5671	142	4298	128	2334	87
May	5068	144.5	4129	151	3071	114
June	5178	142	5679	139	2935	105
July	6788	144.5	4687	136	3134	96
August	7399	148	6855	154	4111	113
September	2456	127.5	4428	142	2722	88
October	2797	132.5	4153	133	2693	105
November	2164	60	1886	63	1348	49.5
December	1357	60	1086	63	671	22
January	1593	60	1983	63	1076	33
February	2447	83.5	1893	79.75	1033	47.5
March	3610	148	2538	102	2864	62
Total for Year	47,239	1392.5	43,615	1,353.75	27,992	922
Planned Budget for the year	£387,390		£306,634		£268.880	

- 3.2. It will take some time to embed the new opening hours with existing and potential visitors. We still have people trying to visit on days that we are closed. The museum has updated online data where it has access, but it is the nature of the digital world that we are still discovering sites which show former opening hours. We will continue to work with platforms to reduce the incidence of out-of-date information.

3.3 Income

Considering the reduction in both temporary exhibitions and opening hours during 2024-2025 the income from Art Sales and donations was very encouraging. Room hire was of necessity reduced during the year as a result of fewer opening days.

Calendar year	2022 - 3	2023 -4	2024-5
Shop Sales	£2225.18	£2028.66	£750.60
Commission on art Sales	£608.75	£974.50	£170.60
Donations	£2,489.94	£1,869.72	£2,341.87
Room Hire	709.64	£811.10	£320.50
	£6033.51	£5,683.98	3,583.57

To put our results in context a recent survey by Heritage Pulse identified that 50% of sites surveyed had seen reductions in shop and donation income. The same report identified that family attendance was being

driven by events. It also noted that visits were increasingly being led by grandparents who were less likely to spend. Given the economic climate there was sensitivity about pricing. [Family Visit Snapshot: Insights from Across the Sector - UK Heritage Pulse](#)

The museum now only delivers two family events per years due to resources. These results make it clear that the museum will need to keep these as part of our annual programme.

Our shop income was also down because the budget to buy stock was removed from the budget last year. This has been restored in the budget for 2025-6, but given the national trends it is unclear how

4. **Museum Programme**

4.1 **Temporary Exhibitions**

In addition to our permanent galleries dedicated to Local History, George Eliot and fine art the museum has three spaces it uses for temporary exhibitions. The aim is to show a range of exhibitions to meet the varying tastes and interests of the local community.



Exhibitions last year included:

- **Wiv Luv Larry** this exhibition produced in house was a repeat of the previous year's exhibition with some additional recently donated objects
- **Fifty years of Change**, this exhibition celebrated the 50 years of borough status with objects that captured the changes we have all experienced over the last 50 years.

- **Festival Of Arts, Winners** – the museum didn't have the capacity to host the Festival of Arts exhibitions, but it did host a display of the winners from the Art, photography and Craft and Needlecraft Sections
- **From Town to Town** was a popular exhibition put together about Nuneaton Borough Football Club put together with their supporters
- **Endangered and Extinct by Val Hunt** was a stunning, colourful exhibition of animals created from recycled materials which proved a hit with all ages.
- **Cusp by Anne Guest**- this exhibition of cyanatopes featured the natural world
- **Walking with Trees by Hilary Morris**, this popular local artist shared her watercolours made during lockdown which featured local landscapes.
- **Wild Winter**- this touring exhibition used stunning images to show how animals adapt to winter.
- **A Lifetime in Art by Melvyn Gunn** featured works including painting, photography and collage created over 60 years.
- **Convoy by Alisha Miller** this exhibition showed the work behind the amazing lorry artwork created as part of Creative Explorers. The work was reproduced for the gallery setting and featured a film.
- **Portrait of a Town by GRIT** this was another Creative Explorers project, these portraits of local people celebrated the borough
- **Life in 3D** this well received exhibition brought together sculpture, ceramics, woodwork, metal work and ivory all from the museum collection to show life in 3D.

In the course of these exhibitions the museum worked with two community groups, featured the work of 50 artists and exhibited 395 objects normally in store

4.2 **Event Days**

Our first event took place on the cusp of the financial year and was Victorian themed.

The museum's event in November based on a second World War theme was the first which the Friends of the Museum supported. They helped set up, deliver the activities and ran a second-hand book shop on the day.

4.3 **Lunchtime Talks**

We organised 11 lunchtime talks covering topics as diverse as Morris Dancing, Bamboo, Bodices and Bloomers and The Christmas Truce. Attendances were 306, we have noticed that we are getting a significant level of no shows which is sad as we had waiting lists for a couple of talks this year. We will continue to iterate to people when booking that we appreciate people letting us know of cancellations so we can reallocate seats

4.4 **Children's Activities**

We offer free children's activities on one Saturday in the month as well as activities on weekdays in school holidays. Our reduced days of opening meant that we offered 41 days of activity however we still delivered to 805 children.

4.5 **Hands on History**

We are acutely aware that we can only exhibit so much of the museum collections at any one time, so we also offer handling sessions led by our Museum Access Assistants. This is where visitors can get hands on with actual items from the collection usually in store. These take place one Saturday of the month. These activities are designed for all ages and over the financial year we gave access to more than 200 objects.

4.6 **Storytelling**

As part of our service to pre-schoolers and their families we offer a story and rhymes session once a month. The changes in opening hours have led to the session changing its day which has affected attendances. We are in the process of developing the session to include craft activities and are experimenting with the best day to hold the session.

4.7 **Adult Workshops**

During previous consultation exercises, people have asked that we offer more craft/art workshops for adults. Budgets mean that we need to charge for these types of activity. We offered two workshops over the winter with artist Jennifer Collier. Attendance was modest though feedback for the day itself was positive. Conversations have revealed that some were unable to attend due to the workshops being scheduled for weekdays. In planning future workshops we would look to try and see if a Saturday date would boost attendances.

5. **Visitor Feedback**

5.1 **Exhibition Comments**

The keyway we gather feedback is through our Comments Forms which are sited in our temporary exhibitions.

Overall, we received 374 Comments of which 370 were positive so a 98% success rate. Negative comments were to do with prohibition on photography in the spaces and positioning of labelling. The majority are related to the temporary exhibition programme e.g.

"Well Researched Well displayed Congratulations"

"Did a good job filling the gaps in my knowledge"

Fifty Years of Change Exhibition

“Thank you to museum staff for a great exhibition. Up the boro”

From Town to Town

“Great Work Children loved it”

Endangered and Extinct

We also receive general comments on the museum such as liking the new flooring or the overall experience

“Good Artwork, Great Displays Granddaughter loves it here”

“Best Museum in the Area- Great stuff”

“We’re lucky to be able to see work of this calibre in Nuneaton”

5.2 **Surveys and Questionnaires**

We didn’t have the capacity to carry out visitor questionnaires last year but did do a small survey with lunchtime talk attendees. The What’s On was a significant factor in people’s knowledge about the talks. The quality of the speakers was a feature of feedback. Most of the attendees were local. A couple of people have mentioned that they find the chairs uncomfortable.

6 **Marketing and Social media**

- 6.1 Marketing is incredibly time consuming, but necessary and the team currently struggles to keep on top of the work. It used to be shared between the four professional staff). The museum is currently looking to recruit a volunteer that can help to support this work moving forward.
- 6.2 Print, the museum produced two What’s On during this period to reduce costs. Feedback from users reinforces the need for the museum to produce print in addition to online marketing.
- 6.3 The museum is currently part of a digital training project organised by the Arts Fund. It’s expected that it will lead to a review of current practices to look at how we can extend reach, provide access to collections on line and stimulate footfall to the museum
- 6.4 Facebook, the museum currently has two accounts, one part of the council’s site the other an independent. We were notified that Facebook would be closing down our individual account hence the move to the council’s site. Ultimately Facebook hasn’t closed our original page so both are being maintained currently. As part of our digital review we need to see which is the most productive in extending reach, providing access to

collections and driving footfall so that we only service one in the longer term.

- 6.5 Instagram – it has been difficult to maintain posts on this site due to staffing shortages. As we settle into our new opening hours and with a full front of house team, we are hoping to pick this up once more.
- 6.6 Our Museum Access Assistants have continued to write blogs for our museum blog which give people an insight into our collections. We know from comments and queries that these blogs are both read and also used to support people's historical research.
<https://nuneatonmuseum.wordpress.com/>

7 Collections

- 7.1 This financial year saw a change in Curator, with Sinead Behan being appointed to the role in November.
- 7.2 The museum has around 15,000 items in the collection. New items are accepted in line with the Museum's Collection Development Policy
- 7.3 We received two large collections of material last year, one related to Larry Grayson the other Bedworth Civic Hall
- 7.4 The museum undertakes 2 types of documentation, one is when Items enter the collection which is called accessioning. 180 items were accessioned this financial year. This process also frequently includes photography or scanning.
- 7.5 The second type of documentation is retrospective. We have been carrying out an audit for some years now to properly capture every item in the collection. We are having to do this because there were periods in the past where items were not properly recorded, or their location was not kept updated. Progress on this area has been slower in recent years as the Curator post now has to share duties with the Museum and Arts Manager which were once covered by the Learning and Engagement Manager of Exhibition Officer.
- 7.6 Currently between 50 and 100 objects are audited per month, To speed up the Collections Audit we have just recruited two volunteers to help us carry this out. We still need to complete auditing in the Main and Picture Stores. We have not begun auditing the Town Hall stores. We estimate that there are still some 5,000 items to audit.
- 7.7 The museum also carries out preventative conservation through controlling the environment with humidifiers and dehumidifiers, these need almost daily attention. Alongside this is a programme of regular cleaning,

deep cleaning and pest monitoring and management to try and slow the rate of degradation in objects so they can be enjoyed for years to come.

8 Refurbishment and Projects

- 8.1 The museum's Yellow Gallery flooring was replaced in May last year because of funds from the UKSPF. Money was also found to replace lighting in this gallery. The kitchen area of the museum tearoom was also refurbished during December.
- 8.2 The museum team provided support for the Creative Explorers Project, providing elements of project management, administration, issuing purchase orders and dealing with invoices. They also hosted two exhibitions related to the Project and hosted visits and capacity training events.

9 Volunteering and the New Friends of Nuneaton Museum.

- 9.1 Since Covid the museum has not hosted as many volunteers. It takes time to train new volunteers to work safely and effectively and the remaining team struggled to find capacity to do this. However, a student from the local college assisted our Museum Access Assistant with their work across the winter months. Another person spent some time supporting collections work.
- 9.2 As stated elsewhere in this report the museum is now recruiting; we are in the process of starting two new volunteers to support the Collections Audit. We also wish to recruit a volunteer to support marketing and another to support exhibitions work. We will also be looking to find support for our children's activities.



- 9.3 Last year we held a meeting to see if people were interested in coming together to support a Friends Group. This fledgling group of 8 have already supported the museum in delivering our WW2 event last November and participating in VE Celebrations this May. We would have

struggled to deliver these events without them. Over the next year they will be helping us to deliver further events and activities and we hope to grow their numbers.

10 The Coming Year

- 10.1 As has already been stated we are looking to recruit volunteers and grow the fledgling Friends Group to support the service we provide.
- 10.2 The museum is hosting a wide variety of exhibitions including “Made in the Middle Craft Show which has already been receiving national coverage. A Travel art show to mark the Railway 200 anniversary. We will also be creating exhibitions related to Nuneaton school of Art and facilitating a reminiscence event for past alumni.
- 10.3 We have recently received a portrait on Loan of George Eliot as a young woman from the George Eliot Fellowship enhancing our already nationally significant collection.
- 10.4 We are participating in the Art Funds Digital Skills Project and will look to review our current practices to ensure that the resource we can spend on this area of delivery is used well
- 10.5 The museum has been lucky to undertake some refurbishment work as a result of the UKSPF. The cancellation of the museum’s Reimaging Nuneaton museum & Art Gallery Towns Fund project did not only affect the extensions to the building but also cancelled a refurbishment scheme for the whole building. The museum staff are currently researching what grants exist to further some of this work as well as what matching funding might be required to support bids.
- 10.6 A calendar of activity for the museum covering up to end of December 2025 appears at the Appendix 1

Appendices

The following information has been submitted and is appended to this paper: -

Appendix A –

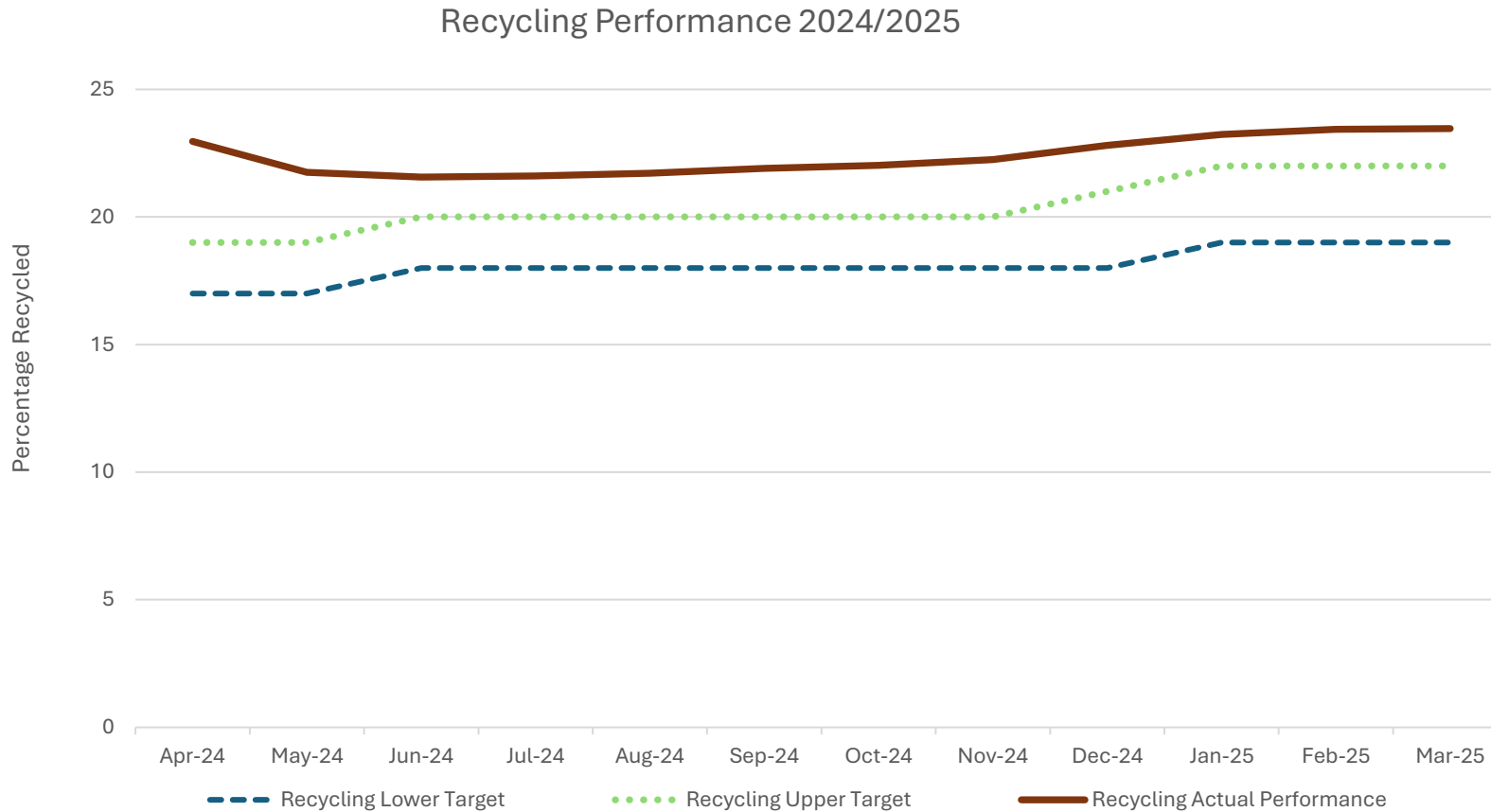
Dates	Item
September 22nd to September 26th	Clear Nicky Thompson's exhibition and Us & Them Put exhibition in Made in the Middle in the White Gallery and Yellow Gallery
September 27th	Launch of Made in the Middle Exhibition at 10am Picture Gallery/White Gallery/Meeting Room
September 30th – October 3rd	Take down Anker Morris Display Put up Nuneaton Art School Display
October 4th	Made in the Middle Make and Take
October 11th	Family Events Day
October 18th	Bakers Dozen
October 24th	GE Talk
October 30th and 31st	Half Term activities
November	Make and Take
	Lunchtime Talk
	Hands on History
November 24th – 28th	Take down White and Yellow Gallery put up Nuneaton Art School Alumni Show (Landing Exhibition extended until January)
December 1st - 5th	Hang Yellow Gallery
December 6th	Possible Poetry Spa
December 6th	Make and Take
December 13th	Hands on History /Art School Reunion
tbc	Talk
tbc	Friends and Volunteers Christmas event
December 24 th – December 31st	Christmas Close down Re-open New Years Day with New Years Trail
January 1st	New Years trail
January 2nd	Children's Activities

Environment and Leisure OSP

Performance update on recycling targets
and the recycling and refuse collection
service



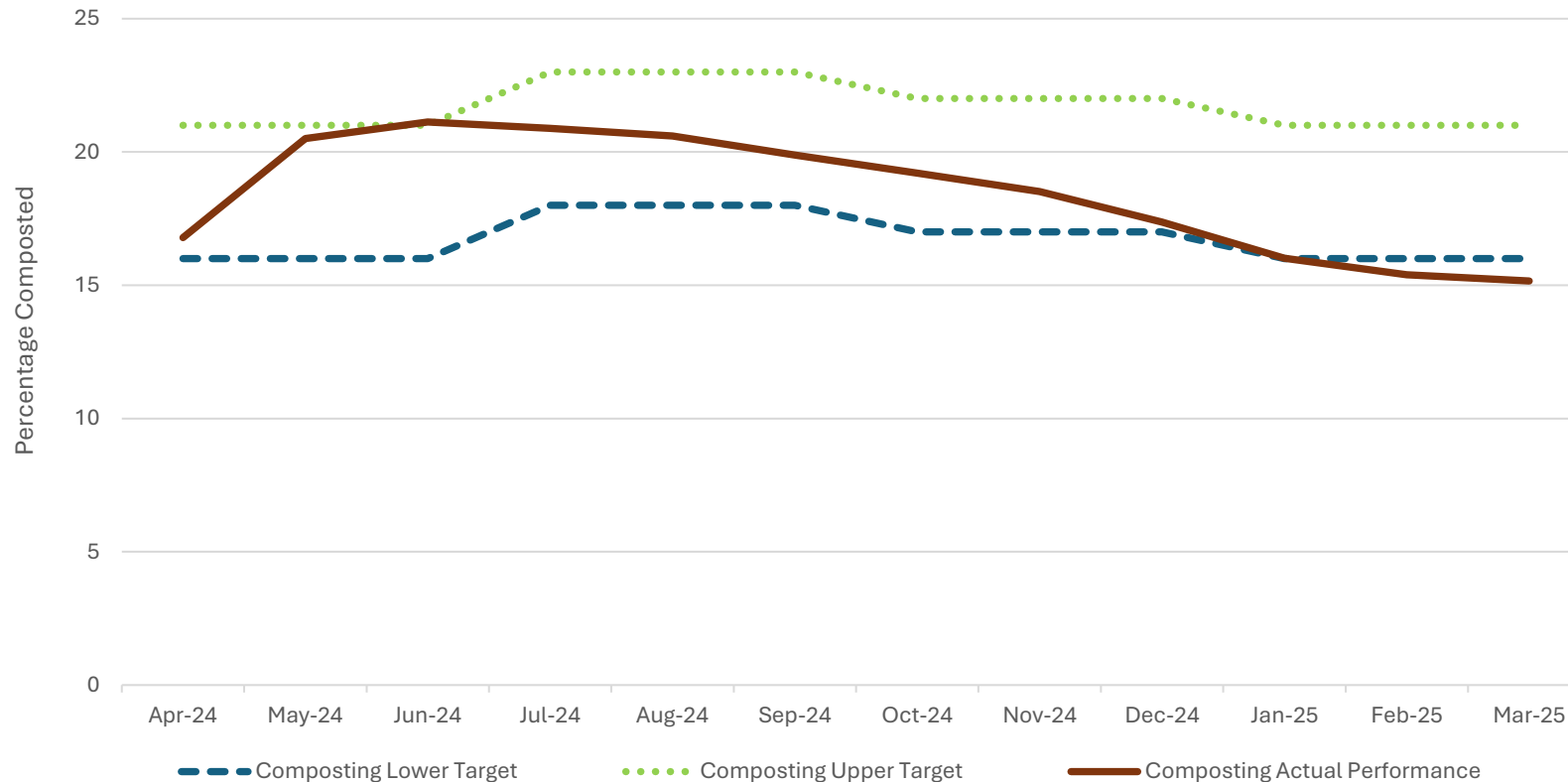
2024/2025 Dry Recycling Performance



- Dry recycling performance (brown lidded bin) was above the upper target (NBBC set) each month
- Total for the year was 23.46% for dry recycling

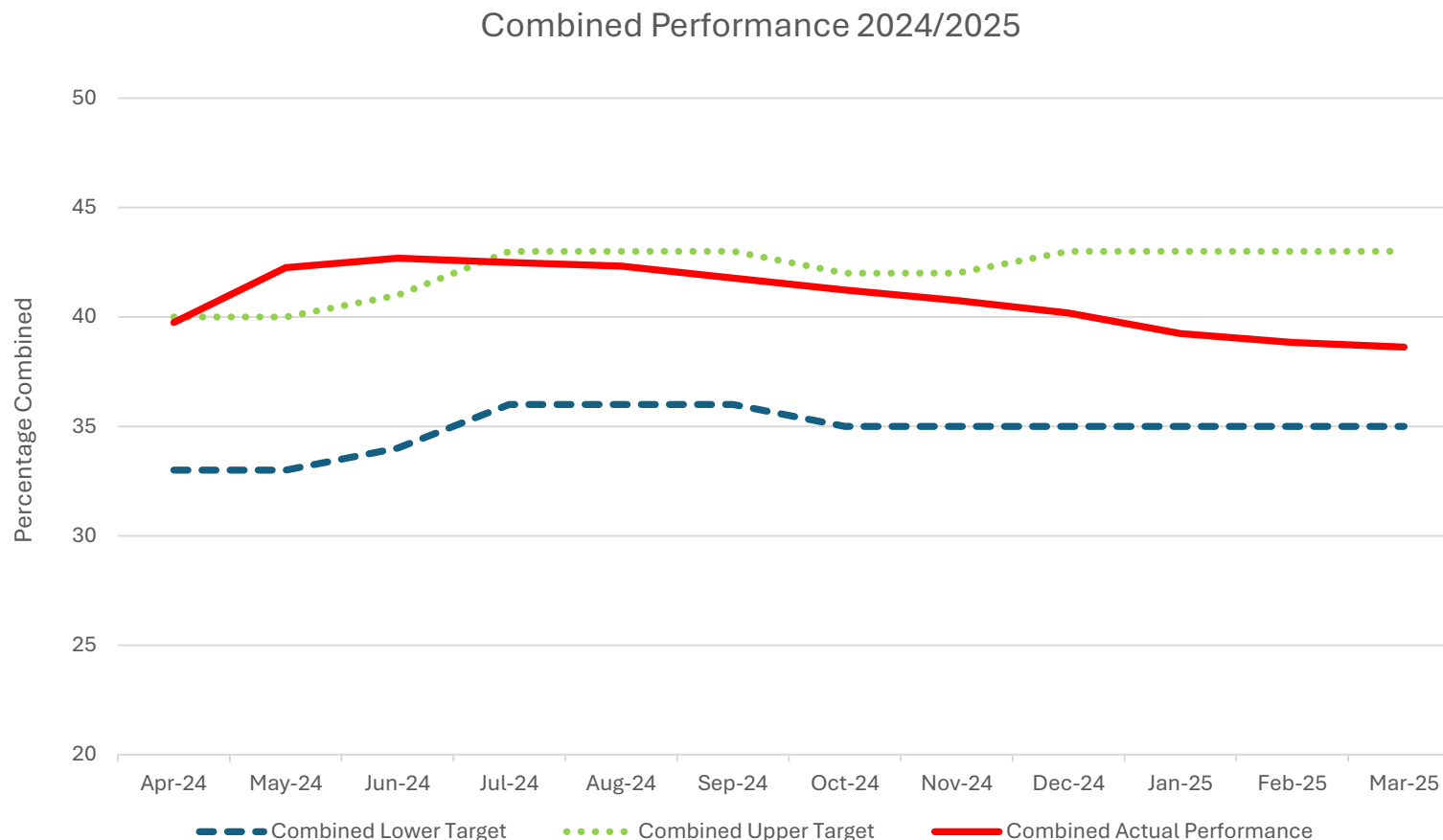
2024/2025 Composting Performance

Composting Performance 2024/2025



- Composting performance for the year was 15.3% for the year in total
- The lower target was 16% and upper target 21%
- Autumn and winter months fell below upper targets indicating NBBC targets need reviewing next year

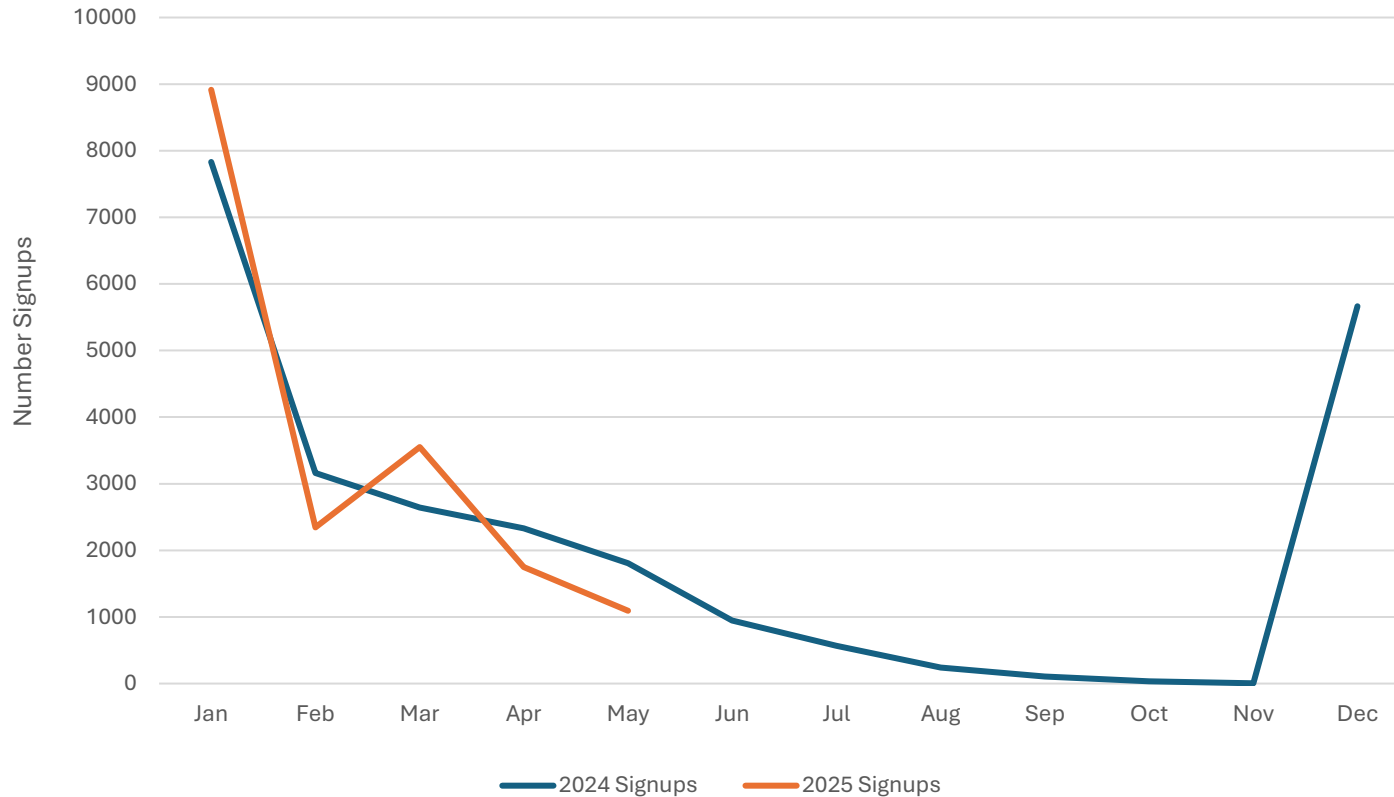
2024/2025 Combined Recycling Performance



- Combined recycling and composting rate was 36.73%
- Performance is close to the upper target until late autumn and winter when the high compost target creates a gap

Compost Service 2024 & 2025

Green Bin Service Signups



- Price increased from £40 to £45 in April 2025
- Signups show a reduced number of customers so far since the price change
- Weather in April and May may also have limited the number of customers signing up given the weather was mild and very dry reducing garden growth at that time of year
- We are currently reviewing the service to establish an accurate cost model to help instruct future charging decisions for the service

Improving Recycling

- Waste composition analysis has been undertaken and report delivered showing contents of residual waste bin
- Report Shows over 50% of material in waste bins could be recycled with around 35% of this being food waste
- Targeted communications will be developed and delivered to households to target the findings of this report and help increase recycling across the borough
- Recruitment about to be undertaken for a waste and recycling engagement officer, who will lead a lot of this promotional and communication work and deliver programmes to help improve recycling rates and participation in the services provided

Coventry Recycling Collections

- Recycling collections provided by Coventry through contract arrangements
- Some issues around Christmas and New Year saw services to NBBC residents suffer delays and errors
- Through good contract management these issues were resolved and changes made by Coventry –the service is now running much better and performance much closer to NBBC delivered services in regard to completion, complaints etc.

Future of Recycling Collections

- Work is being undertaken to consider the options for how these collections are done moving forward with a view to future reports being brought forward for decisions as appropriate
- The options include:
 - remain with Coventry providing recycling collections
 - bring the recycling collections in house
- Retaining collections with Coventry would be subject to affordability checks but with the exception of minor contract amends and finance considerations to try and reduce the contract costs would largely be the same as is now
- Bringing collection in house requires several other matters need to be considered to facilitate that decision being taken

Future of Recycling Collections cont.

- To bring waste and recycling collections in house several aspects need further consideration and work to determine the feasibility of this:
 1. Depot space – the depot external spaces are running close to capacity in the current use and layout model. A specialist surveyor team have been contracted to review the external depot spaces with a view to making proposals on possible layout changes and traffic systems to try and help develop further space. This work has been done started but plays an essential part in determining if recycling services can be brought back in house as this would require circa 7 additional RCV's being parked in the depot space.
 2. If we can find options for accommodating the required number of vehicles for the recycling service (we also need space for at least 7 food trucks) we then need to consider if bringing the service in house is cost effective. This requires careful consideration of the services provided including the impacts of TUPE, vehicle maintenance, procurement and annual running costs

Environment Act

- Report is being created for Cabinet in June- the report asks for permission to procure vehicles and containers to meet the implementation requirements and timeline of March 2026
- Other elements of simpler recycling required include collection of plastic film by April 2027 - Sherbourne are now accepting this as a core material and our collections can now accept this, given the limited market for this material currently we are not seeking to immediately promote this change but will bring this in and promote to customers in future service literature
- Recycling collections are compliant with requirements of simpler recycling with regards materials being collected
- A TEEP report is being produced to evidence we get high quality recycling levels for paper and card to mitigate the requirement to collect this material separate from other recycling

Theme	
Green Spaces and Environment	
Reference	Aims
GSE1	Protecting our Natural Environment
GSE2	Improving Air Quality
GSE3	Creating Sustainable Communities

Reference	Objectives	Reference	Specific Actions	Measurement	Timelines	Portfolio	Lead Officer
GSE1	Review the Grounds Maintenance contract for the Borough	GSE1.1	Scope contract options	Report to Cabinet	Apr-25	Leisure, Communities & Health	AD: Recreation & Culture
		GSE1.2	Commence a review of procurement and delivery options	Report to OSP and Cabinet	Mar-26	Leisure, Communities & Health	AD: Recreation & Culture
		GSE1.3	Implement a new grounds maintenance delivery model	Report to Cabinet and Council	Oct-26	Leisure, Communities & Health	AD: Recreation & Culture
GSE1	Celebrate the heritage within our green spaces, including museums, George Eliot, and local industry.	GSE1.4	Create a Public Art Strategy to compliment borough heritage	Report to OSP and Cabinet	Mar-26	Leisure, Communities and Health	AD: Recreation & Culture
		GSE1.5	Achieve continued Arts Council accreditation for the Museum	Obtain accreditation and publish on website	Apr-26	Leisure, Communities and Health	Museum & Arts Officer
		GSE1.6	Work with funding partners and other stakeholders to develop and deliver a programme of cultural activities across the borough	Report to OSP and Cabinet	Apr-26	Leisure, Communities and Health	AD: Recreation & Culture
		GSE1.7	Continue to embed the Cultural Strategy	Reports to OSP	Apr-26	Leisure, Communities and Health	AD: Recreation & Culture
GSE3	Decarbonise our Housing Stock and promote the decarbonisation of homes in the private sector	GSE3.1	Formulate and adopt a Social Housing Heating Strategy to improve energy efficiency and affordability	Report to OSP and Cabinet	Mar-26	Housing	Service Manager: Housing Capital Investment
		GSE3.2	Promote and enforce Minimum Energy Efficiency Standards to improve the energy efficiency of private rented housing.	No. of promotion campaigns No. of enforcement actions	Mar-26	Housing	Private Sector Housing Manager
		GSE3.3	Improve the energy efficiency of private sector homes through a mixture of direct delivery, facilitated schemes and promotional activities.	No. of homes improved annually.	Mar-27	Housing	Private Sector Housing Manager
		GSE3.4	Improve the energy efficiency of private sector homes by applying for Government decarbonisation funding, as and when it becomes available	No. of applications v grant availability	Mar-26	Housing	Private Sector Housing Manager
GSE3	Support our residents to recycle more of their household waste	GSE3.5	Review resident usage of services and produce targeted communication plans to improve rates	Communication with residents and updates on website	Jun-25	Environment and Public Services	Neighbourhood Services Contract Manager
		GSE3.6	Working with Councillors and strategic partners, design and implement weekly food waste collections	Implementation of weekly food waste collections	Apr-26	Environment and Public Services	Service Manager - Neighbourhoods
GSE1	Promote and develop play area facilities in line with the Parks and Green Space Strategy	GSE1.8	Adopt the Parks & Green Space Strategy.	Report to Cabinet and Council	Apr-25	Leisure, Communities and Health	Parks & Green Spaces Manager
		GSE1.9	Commence delivery of the five year play area capital refurbishment programme.	Report to OSP and web site promotion of the works completed	Mar-29	Leisure, Communities & Health	Parks & Green Spaces Manager
GSE3	Reduce the carbon footprint of the Pingles Leisure Centre	GSE3.7	Installation of energy saving equipment at Pingles Leisure Centre	Completion of the decarbonisation project	Mar-26	Leisure, Communities and Health & Planning and Enforcement	AD: Recreation & Culture
GSE3	Establish a climate change strategy and delivery plan	GSE3.8	Work as one council and consult with partners to develop and adopt a climate change strategy and action plan	Report to OSP and Cabinet	Mar-26	Planning and Enforcement	AD: Planning
GSE2	Work with partners to improve Air Quality across the Borough	GSE2.1	Continue to actively monitor air quality in designated areas and submit Annual Status Reports to Defra	Submission of annual reports	Mar-26	Planning and Enforcement	Head of Safety & Environmental Health
		GSE2.2	Organise annual multi partner Steering Group meetings to progress and monitor the Air Quality action plan	Steering Group meeting organised	Mar-26	Planning and Enforcement	Head of Safety & Environmental Health
GSE1	Explore opportunities to promote, protect and enhance biodiversity in the borough	GSE1.10	Work with Warwickshire County Council to maximise bio diversity in the borough from Bio Net Gains legislation	Biodiversity credits achieved	Ongoing	Planning and Enforcement	AD: Planning
		GSE1.11	Continue to ensure planning policy supports the protection and enhancement of biodiversity in the borough	Adoption of Borough Plan Review	Sep-25	Planning and Enforcement	AD: Planning
		GSE1.12	Delivery of biodiversity projects / offsets across the Borough	Number of completed projects	Apr-26	Leisure, Communities and Health & Planning and Enforcement	Parks & Green Spaces Manager

Nuneaton and Bedworth Borough Council

FORWARD PLAN SHOWING THE KEY DECISIONS THAT WILL BE MADE IN THE 4 MONTHS BEGINNING 1ST JULY 2025 AND EXEMPT INFORMATION DECISIONS THAT ARE TO BE MADE DURING JULY, 2025.

The table below shows the likely date the listed key decisions will be made and by whom and also lists the subject of decisions to be made under Exempt Information rules. Please contact the officer mentioned in the seventh column if you wish to know:-

- ◆ the groups or organisations whom the decision maker will consult before making the decision;
- ◆ how such consultation will be undertaken;
- ◆ what documents the decision maker will consider in making that decision; or
- ◆ how, and by when, you can make any representations about the proposed decision.

Items highlighted in **yellow** are new or amended items for this publication.

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
31/03/25	BPAH / Leisure Procurement update	Cabinet	No		June 2025	Katie Memetovi c-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure & Health	Env & Leisure
30/04/25	Housing Ombudsman Housing Annual Complaints report and self assessment	Cabinet	No		June 2025	Nicola Botterill ☎02476 376523	Dawn Dawson ☎02476376408	Housing	Housing & Communities

30/04/25	2024/25 Tenant Satisfaction Measures	Cabinet	No		June 2025	Nicola Botterill ☎02476 376523	Dawn Dawson ☎02476376408	Housing	Housing & Communities
31/03/25	Local Government Reform	Cabinet/Council	No		June/July 2025	Tom Shardlow ☎02476 376004	Tom Shardlow ☎02476 376004	Resources & Central Services	Health & Corporate Resources
31/01/25	Recycling Contract	Cabinet	No		June 2025	Alistair Blunkett ☎02476 376143	Kevin Hollis ☎02476376143	Communities & Public Services	Env & Leisure
31/03/25	Pingles Decarbonisation Update	Cabinet	No		June 2025	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure & Health	Env & Leisure
28/06/24	Grounds Maintenance Procurement	Cabinet	No		July 2025	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure & Health	Env & Leisure
31/03/23	Parks & Green Spaces Strategy	Cabinet	No		July 2025	David Truslove ☎02476 376569	Kevin Hollis ☎02476 376143	Leisure & Health	Env & Leisure

28/02/25	Fees and Charges Policy	Cabinet	No		July 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/24	General Fund Revenue Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/24	HRA Revenue Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/24	Capital Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/24	Collection Fund 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/24	Treasury Annual Report 2024/25	Council	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources

31/05/23	Capital Strategy and Asset Management Plan	Cabinet	No		September 2025	Jonathan White/ ☎02476 376549 Liam Brown ☎02476 376275	Maria Bailey ☎02476 376144 Victoria Summerfield ☎02476 376002	Business & Regeneration / Resources & Central Services	Business, Regen & Planning/ Health & Corp Resources
23/09/24	General Fund Budget Monitoring Q1	Cabinet	No		September 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
23/09/24	Housing Revenue Account Budget Monitoring Q1	Cabinet	No		September 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
23/09/24	Capital Monitoring Q1	Cabinet	No		September 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
24/12/24	Borough Plan Review adoption	Cabinet	No		October 2025	Louise Hryniw ☎02476 376310	Maria Bailey ☎02476 376144	Planning and Enforcement	Business, Regen & Planning

31/03/25	Local Development Scheme	Cabinet	No		October 2025	Louise Hryniw ☎02476 376310	Maria Bailey ☎02476 376144	Planning and Enforcement	Business, Regen & Planning
31/03/25	Local Government Reform	Cabinet	No		November 2025	Tom Shardlow ☎02476 376004	Tom Shardlow ☎02476 376004	Business & Regeneration	Business, Regen & Planning
30/11/24	General Fund Budget Monitoring Q2	Cabinet	No		November 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/11/24	Housing Revenue Account Budget Monitoring Q2	Cabinet	No		November 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/11/24	Capital Monitoring Q2	Cabinet	No		November 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	General Fund Budget 2026/27	Cabinet/Council	No		February 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources

28/02/25	Housing Revenue Account Budget 2026/27	Cabinet/Council	No		February 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	Treasury Strategy 2026/27	Council	No		February 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	Capital Budget 2026/27	Cabinet/Council	No		February 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/03/25	General Fund Budget Monitoring Q3	Cabinet	No		March 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/03/25	HRA Budget Monitoring Q3	Cabinet	No		March 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/03/25	Capital Monitoring Q3	Cabinet	No		March 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources

31/03/25	Pingles Decarbonisation Closure	Cabinet	No		April 2026	Katie Memetovi c-Bye ☎02476 376147	Kevin Hollis ☎02476 376143	Leisure & Health	Env & Leisure
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Cabinet – Exempt Items

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
28/02/25	Regeneration Projects Update	Cabinet	Yes	The report will contain information relating to the financial or business affairs of any particular person (including the Authority holding the information)	June 2025	Jonathan White ☎02476 376549	Maria Bailey ☎02476 376144	Business & Regeneration	Business, Regen & Planning

Individual Cabinet Member Decisions								
Date entered:	Item - Description	Portfolio Holder	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	OSP
Individual Cabinet Member Decisions – Exempt Items								
	None							

Officer Decisions									
Date entered:	Item - Description	Directorate	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabin et Portfo lio	OSP
	None								
Officer Decisions – Exempt Items									

The Cabinet Members are:

Housing (Leader)	-	Councillor C. Watkins
Resources & Central Services (Deputy Leader)	-	Councillor S. Hey
Communities & Public Services	-	Councillor K. Price
Leisure & Health	-	Councillor B. Hughes
Business & Regeneration	-	Councillor N. King
Planning & Enforcement	-	Councillor T. Venson

Observer:		
Leader of the Main Opposition Group	-	Councillor K. Wilson

Dated: 30th May, 2025

Signed: C. Watkins (Leader of the Council)



SCRUTINY WORK PROGRAMME SUGGESTION FORM

When suggesting a Work Programme item, consideration needs to be given to the following questions:

- Why is the issue being suggested for review?
- What difference could be made by looking at this item?

Suggested Work Programme Item – please provide as much detail as possible	
<p>A review of the use of agency staff over all departments as opposed to the employment of full/part time employees .</p>	<p>Please consider:-</p> <ul style="list-style-type: none"> • Why should there be a review • Any links to Council vision or priorities • What benefits would there be to residents or the Council
Reasons for this suggestion – please provide as much information as possible	
<p>The cost of agency staff is ever increasing, and although we are told that overall there is saving on our total staffing costs. Employing full/part time permanent staff would create and more consistent and cohesive workforce.</p>	<p>Please consider:-</p> <ul style="list-style-type: none"> • What are the facts • Any evidence to support it • Any particular documents or organisation you wish to refer to • Possible witnesses
Desired outcome of the review	
<p>To find the right solution with regards to the use of agency as opposed to full/part time permanent staff.</p>	<p>Please consider:-</p> <ul style="list-style-type: none"> • What you would like to happen from the review • How might this be achieved
Name: Cllr Martin Walsh	Date: 11 June 2025

Please return completed form to :- committee@nuneatonandbedworth.gov.uk

Environment and Leisure OSP – Work Programme 2025/26Meeting dates: 19th June 2025, 16th October 2025, 5th February 2026

Date Added	Lead Officer	Title	Description	Scrutiny/ Overview	Proposed Committee Date	Include in 2026/27 Work Programme	On Agenda 2025/26 or Briefing Note
	Steve Gore	Integrated Performance Report	Quarterly Benchmarking Report		19 th June 2025 16 th October 2025 5 th February 2026		
	Catherine Nisbet	Museum	Update including outreach work. Arts development funding. Identify the strategy that is in place, what progress is being made.	Performance monitoring	19 th June 2025		
	Alastair Blunkett	Kerbside Recycling and Refuse Collection	Performance update on recycling targets and the recycling and refuse collection service.		19 th June 2025		
	David Truslove	Monitoring the Ground Maintenance Contract	Performance report on the Glendale contract for grounds maintenance.	Performance Monitoring	16 th October 2025		
	David Truslove	Arboriculture Update	To receive an update on the arboriculture/tree strategy	Briefing Report/Update	5 th February 2026		
	David Truslove	Allotment Action Plan	As part of the Allotment Strategy the Action Plan will be monitored by the OSP. This will form part of the Parks and Greenspace Strategy which can only be adopted after the adoption of the Borough Plan.	All member briefing	16 th October 2025		
	Gurmukh Bains	SLM Annual Report	Annual report of SLM to update and provide performance information for Members on how its work is meeting the corporate aims of the Council and its		5 th February 2026		

			contract. Including Passport to Leisure update				
	Kevin Hollis / Alastair Blunkett	Sub-Regional Materials Recycling Facility	Update on the progress of the facility		5 th February 2026		
	Rachel Fleeson/ Andrew Snowden	Air Quality Management	Monitoring of the 2 current AQMAs and what is being done to mitigate these,		5 th February 2026		
	Maria Bailey	Climate Action and Sustainability Plan	Currently out for public consultation.	All member briefing	16 th October 2025		
3/10/24	Katie Memetovic- Bye/ David Truslove	Collection of waste from bins in parks and greenspace	To look at creating cohesion between the Council and Glendale collections, the size of the bins and budget implications	Briefing note	TBC		