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Date: 8th July 2025

Dear Sir/Madam,

A meeting of the **CABINET** will be held in the Council Chamber, Town Hall, Nuneaton,
on **Wednesday, 16th July 2025 at 6.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

To: Members of Cabinet

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

Observer

Councillor Kris Wilson

- Leader of the Main Opposition Group

AGENDA

PART I

PUBLIC BUSINESS

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds, please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Lloyds Bank on the opposite side of the road.

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.

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. DECLARATIONS OF INTEREST

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

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 and 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.

4. MINUTES - To confirm the minutes of the Cabinet meeting held on the 18th June 2025 (**Page 9**).
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. GENERAL FUND REVENUE OUTTURN 2024/25 a report of the Assistant Director – Finance attached (**Page 16**)
7. HRA REVENUE OUTTURN 2024/25 a report of the Assistant Director – Finance attached (**Page 27**)

8. CAPITAL OUTTURN 2024/25 a report of the Assistant Director – Finance attached (**Page 33**)
9. COLLECTION FUND 2024/25 a report of the Assistant Director – Finance attached (**Page 48**)
10. PARKS AND GREENSPACE STRATEGY AND ALLOTMENT STRATEGY a report by the Assistant Director – Recreation & Culture attached (**Page 55**)
Appendix 1 and 2 the Parks & Greenspace Strategy and Allotment Strategy available online only.
11. GROUPS MAINTENANCE PROCUREMENT – a report of the Assistant Director – Recreation & Culture attached (**Page 67**)
12. CONDUCT PUBLIC CONSULTATION ON CHANGES TO POOL BANK STREET CAR PARK a report of the Strategic Director – Housing & Community Safety attached (**Page 73**)
13. SKILLED MIGRANT WORKERS POLICY AND PROCEDURE a report of the Assistant Director –Central Operations attached (**Page 77**)
14. IMPLEMENTATION OF SHAREPOINT AS THE CORPORATE DOCUMENT MANAGEMENT SOLUTION a report of the Assistant Director –Central Operations attached (**Page 108**)
15. BEDWORTH MARKET REFURBISHMENT PROJECT – a report of the Assistant Director – Economy & Regeneration attached (**Page 113**)
Appendices A and B the Feasibility Report and Conditions Survey available online only.
16. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANELS
i) **Business, Regeneration and Planning OSP – 12th June 2025**
At the meeting of Business, Regeneration and Planning OSP held on 12th June 2025 the following recommendation was made to Cabinet:

BRP 4 – Integrated Performance Report – Third and Fourth Quarters 2024 – 25

A summary report of the Risk Management and Performance Officer provided Panel Members with appropriate performance measures, budget information and risk data for service areas within the scope of the Panel.

Public Speaker: County Councillor K. Kondakor

The Panel discussed and asked questions on the following:

- *Market stalls – concerns about numbers of stalls and footfall decreasing.*
- *The loss of carparking, and some car parks are in need of repair.*
- *Need ideas to increase footfall in both towns, improve car parks and markets.*
- *The measuring of footfall by use of sensors picking up mobile signals.*
- *Improving communication with stall holders.*

- *The move to 'self erect' in Nuneaton has been a positive step.*
- *Looking at what impact regeneration will have, and the need for more promotion to attract market traders.*
- *Concerns were raised about roadworks, traffic and the state of the roads having a negative impact on people visiting the Towns, and the fact roadworks could be better planned to have less of an impact on resident. The Panel agreed the relevant Cabinet Member (with support from Cabinet) should be asked to liaise with the County Council and County Highways on a regular basis to look at the need for better planning in relation to roadworks and how to improve the poor state of the roads.*

RESOLVED *that*

- a) the contents of the report be considered and noted; and
b) **IT BE RECOMMENDED TO CABINET** that the relevant Cabinet Member be asked to liaise with the County Council and County Highways on a regular basis to try and improve the state of roads, improve traffic issues and improve planning of roadworks to reduce impact residents.

ii) Business Regeneration and Planning OSP – 12th June 2025

At the meeting of Business, Regeneration and Planning OSP held on 12th June 2025 the following recommendation below was made to Cabinet.

BRP5 - Update on Regeneration Projects

A report of the Strategic Director – Place and Economy, provided the Panel with an update on the progress of regeneration projects taking place within the Borough.

Public Speakers: **Councillor J. Collett**
County Councillor K. Kondakor

The Panel discussed and asked questions on the following:

- *The Saints project– Members raised concerns that the historical St George’s Hall was being renamed, and given its history and tradition Members agreed that Cabinet should be requested to give their support to retaining the name ‘St George’s Hall’.*
- *Bedworth skatepark – needs replacing.*
- *Grayson Place – it is hoped all buildings will be in use soon.*
- *The need to have more EV charging points in the Town Centres – Members were advised that negotiations are ongoing to increase the numbers of EV charging points for public use, particularly in Nuneaton Town Centre.*
- *Bridge to Living – looking at attracting people to the Town.*
- *Looking at celebrating 800 years of Market Charter Status in 2026 – Members agreed Cabinet should be asked to look into starting the process for celebrating this, and it should fit in with the regeneration projects.*

RESOLVED that

- a) *the contents of the report be considered and noted; and*
- b) **IT BE RECOMMENDED TO CABINET THAT**
 - i) *Cabinet be requested to give their support to retaining the name 'St Georges Hall'; and*
 - ii) *Cabinet be asked to look into starting the process for celebrating 800 years of Market Charter status is 2026.*

iii) Health & Corporate Resources OSP – 26th June 2025

At the meeting of Business, Regeneration and Planning OSP held on 12th June 2025 the following recommendation below was made to Cabinet. A copy of the report and policy is attached **(Page 127)**

HCR5 Fees and Charges Policy

RESOLVED that

- a) *the Fees and Charges Police be reviewed and the contents noted; and*
- b) **IT BE RECOMMENDED TO CABINET** *that the Fees and Charges Policy be approved and adopted from August 2025.*

17. **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)

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

CABINET

18th June 2025

A meeting of Cabinet was held on Wednesday 18th June, 2025 in the Council Chamber at the Town Hall.

Present

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

CB07 **Apologies**

None

CB08 **Declarations of Interest**

RESOLVED that the Declarations of Interest for this meeting are as set out in the Schedule published on the website.

CB09 **Minutes**

RESOLVED that the minutes of the Cabinet meeting held on 21st May 2025, be approved, and signed by the Chair

CB10 **Community Orchard Licence Agreement**

The Assistant Director – Recreation & Culture and Assistant Director – Social Housing & Community Safety submitted a report regarding Keresley Village Residents Association who have requested to turn land at Top Park, Keresley End into a Community Orchard for the benefit of the residents.

RESOLVED that

- a) delegated authority be given for the Assistant Director of Culture & Recreation and Assistant Director of Social Housing & Community Safety to issue and enter into a licence agreement with Keresley Village Residents Association; and;
- b) the land identified at Top Park, Keresley End, be approved to be transferred from the Housing Revenue Account (HRA) to the General Fund (GF)
- c) that an error in 5.1 of the report be amended to confirm that land will be appropriated from the HRA to the GF

Speakers:

County Councillor Keith Kondakor
Councillor Sue Markham

Options

- a) Approve both recommendations in full
- b) Not approve both recommendations and suggest alternative wording

Reasons

Enabling Keresley Village Residents Association to have a licence for the land and turn this into a community orchard for the benefit of local residents, through accessing funding and improving the environment.

CB11 Tenant Satisfaction Measures 2024/25

Assistant Director – Social Housing and Community Safety submitted a report providing an update of the results of the Tenant Satisfaction Measures (TSM's) survey 2024/25. These measures will be reported to the Regulator of Social Housing by 30th June 2025.

RESOLVED that

- a) the content of the report be noted;
- b) the Assistant Director – Social Housing and Community Safety be required to work with the Portfolio Holder for Housing and the Strategic Director for Housing & Community Safety, to utilise the results of the TSM's to improve services and service delivery;
- c) the Assistant Director be required to consult with the Housing & Communities Overview and Scrutiny Panel upon any such service and/or service delivery improvements identified; and
- d) the report be marked not subject to call-in due to the deadline for submitting the report to the Regulator for Social Housing being 30th June 2025 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution. Failure to submit before the deadline will result in regulatory notices, including financial and reputational risk to the Council.

Speakers: Councillor Michele Kondakor

Options:

To note the content outlined in the report

Reasons:

The Regulator of Social Housing has created a system to see how well social housing landlords in England are doing at providing good quality homes and services. This includes a set of tenant satisfaction measures (TSMs) that social housing landlords, including local authorities like us, must report on.

CB12 Housing Annual Complaints Performance and Service Improvement Report 2024/25

The Assistant Director – Social Housing & Community Safety submitted a report that provides the details of the Social Housing Complaint Handling Code Self-

Assessment 2024/2025, along with the Housing Complaints Annual Report for 2024/2025, both of which must be submitted to the Housing Ombudsman Service (HOS) by 30th June 2025.

RESOLVED that

- a) the contents of the Housing Complaints Annual Report and Complaint Handling Code Self-Assessment attached at Appendix A of the report are noted by Cabinet;
- b) noting the requirements of the HOS, Cabinet receives comments from the Housing and Communities Overview and Scrutiny Panel, held on 5th June 2025;
- c) Cabinet make comments as per the requirements of the HOS; and
- d) the report be marked not subject to call-in due to the deadline for submitting the report to the Housing Ombudsman Service being 30th June 2025 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution. Failure to submit before the deadline will result in regulatory notices, including financial and reputational risk to the Council.

Speakers: Councillor Kris Wilson

Options:

- 1. To not note the report and provide comment.
- 2. To note the report and provide comment.

Reasons:

It is a requirement of the HOS Complaint Handling Code for the Cabinet to consider and comment upon the Annual Housing Complaint Performance & Service Improvement Plan. By noting the report and providing comment, the Council will be legislatively compliant.

CB13 Leisure Operator Procurement Update

The Assistant Director – Recreation and Culture submitted a report to provide an update on the outcome of the Leisure Operator Procurement and its Award of Contract.

RESOLVED that

- a) the Award of the Leisure Operator Contract to Sport & Leisure Management (SLM) trading as Everyone Active (EA) for NBBC be noted and grant delegated authority to the Strategic Director for Public Services and Assistant Director for Recreation & Culture to sign the new contract;
- b) it be recommended to Council that funds be allocated within the 2025/2026 capital programme up to £1.5million to support the Leisure contract Variant 1 bid proposal;
- c) it be recommended to Council that subject to b), delegated authority be given to the Strategic Director for Corporate Resources and Strategic

Director for Public Services in consultation with the Assistant Director for Recreation & Culture, the Portfolio Holders for Leisure & Health and, Resources & Central Services to instruct the Operator to deliver the agreed refurbishment areas at the Pingles Leisure Centre; and

- d) it be recommended to Council that subject to b), delegated authority be given to the Strategic Director for Corporate Resources, Strategic Director for Public Services in consultation with the Assistant Director for Recreation & Culture, the Portfolio Holders for Leisure & Health and Resources & Central Services to agree, following advice from legal representation (upon completion of the lease), and subject to operator programming, to use the capital funds at the Pingles Leisure Centre in advance of the contract coming into effect in January 2026.

Speakers:

County Councillor Keith Kondakor
Councillor Sue Markham

Options:

1. Cabinet note recommendation 1 and approve the recommendations 2 and 3 be reported to Council.
2. Cabinet do not approve recommendation 2 or 3 and amend the recommendations.
3. Cabinet reject the capital investment option and remain with the standard bid with reduced financial return and no facility improvement.

Reasons:

The leisure procurement exercise and opportunity within that process to undertake refurbishment works at the Councils leisure facility, provides an effective and efficient opportunity to deliver these capital works.

CB14 Pingles Decarbonisation Update

The Assistant Director – Recreation and Culture submitted an update on the progress of the decarbonisation of the Pingles Leisure Centre and Pingles Stadium, following successful funding from Sport England and Salix to install PV Panels, pool covers and heat source technology.

RESOLVED that

- a) the progress update on the Pingles Decarbonisation project be noted;
- b) it be recommended to Council that budget provision is identified in year, to support the additional costs for the Pingles substation of £150K; and
- c) the report be marked not for call-in to enable a confirmation order from the Pingles to National Grid (the only supplier) to carry out essential electrical connection works in the timescales required to deliver the project by March 2026 and prevent any loss of government funding.

Speaker: County Councillor Keith Kondakor

Options:

Cabinet approves the recommendations.

Reasons:

The Pingles decarbonisation project will provide a sustainable energy efficiency delivery at the Pingles Leisure Centre and Stadium, as well as providing replacement to obsolete heating systems.

CB15 Recycling Contract: Environment Act 2021 – Food Waste Collections

The Assistant Director – Environment & Enforcement submitted a report to seek delegated authority for officers to begin the effective planning, procurement and implementation of the domestic food waste collections as required by the Environment Act 2021.

RESOLVED that

- a) delegated authority be given to the Assistant Director – Environment & Enforcement in consultation with the Portfolio Holder Communities and Public Services to commence procurement of the relevant necessary vehicles and containers as set out in Appendix A of the report; and
- b) a future report be brought to Cabinet on the delivery mechanisms for food and waste collection service.

Speakers:

County Councillor Keith Kondakor
Councillor Sue Markham
Councillor Michele Kondakor
Councillor Jeff Clarke

Options:

Not implementing domestic food waste collections would mean Nuneaton and Bedworth Borough Council is in breach of legislative requirements and could face restrictions or removal of future Extended Producer Responsibility payments.

Reasons:

The delegation of authority to begin procurement is necessary to begin the implementation process and build the full service parameters and service roll-out plan.

Delaying the procurement process will only further extend the roll-out timeframe and leave Nuneaton and Bedworth Borough Council in breach of statutory legislation.

CB16 Local Government Reform

The Chief Executive submitted a report to Cabinet to:

- inform on the activities undertaken by Nuneaton and Bedworth Borough Council in relation to Local Government Reform since April 2025;
- update on the Government's feedback regarding the 'Interim Plans' submitted by Warwickshire Councils; and
- to present the outcomes of work undertaken on behalf of the District and

Borough Councils of Warwickshire concerning future governance options

RESOLVED that

- a) the contents of this report be noted;
- b) it be recommended to Council that a two unitary council model as follows:
 - i) Based on existing boundaries of North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council,
 - ii) Based on the existing boundaries of Stratford on Avon District Council and Warwick District Council be put forward as the preferred governance option for Warwickshire.

be put forward as the preferred governance option for Warwickshire; and

- c) it be recommended to Council that delegated authority be given to the Chief Executive Officer to represent and act on behalf of Nuneaton and Bedworth Borough Council in all matters relating to Local Government Reform and reorganisation, in consultation with the Leader of the Council.

Speakers:

County Councillor Keith Kondakor

Councillor Kris Wilson

Mr Sam Margrave (written statement submitted and circulated to Cabinet)

Options:

Cabinet could choose not to form a recommendation and instead leave the matter to open debate at Council. Equally as the final submission is not due until November, Cabinet could delay forming a recommendation for a short period.

Reasons:

On 16 December 2024, the Ministry of Housing, Communities and Local Government published the *English Devolution White Paper: Power and Partnership: Foundations for Growth*. Nuneaton and Bedworth Borough Council are required to submit a formal submission by November 2025.

CB17 Recommendations from Overview and Scrutiny Panels

None

CB18 Any Other Items

None

Chair

PUBLICATION DATE: 23RD JUNE 2025

DECISIONS COME INTO FORCE: 1ST JULY 2025

AGENDA ITEM NO.6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16th July 2025

Subject: General Fund Revenue Outturn 2024/25

Portfolio: Resources & Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Deliver continued forward financial planning
to safeguard the finances of the Council.

Ward Relevance: All

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1. To present the final outturn position for 2024/25 for the General Fund and approve the earmarked reserve balances at 31st March 2025.

2. Recommendations

- 2.1. That the 2024/25 outturn position for the General Fund be noted.
- 2.2. That the earmarked reserve balances as detailed in Appendix 2 are approved.

3. Body of report

- 3.1. The approved General Fund revenue net expenditure budget for 2024/25 of £19,131,423 was approved in February 2024 with a

contribution expected to general reserve of £2,113. The final outturn position has resulted in net expenditure of £21,153,375 with a contribution to general reserve of £250,661.

- 3.2. Cost and income pressures have been seen during the year and have been reported in the quarterly monitoring reports. Alongside the pressures however, savings and additional income have also been generated. A summary of the final outturn is listed in the following table with further detail included in Appendix 1.

General Fund Variances	£'000
Reduced Sherbourne MRF Income	341
Contribution to reserves for Planning Fee Surplus	339
Net Loss of Income on Commercial Property	281
Hampton By Hilton pre-opening Bank Account	273
No contribution from Earmarked Reserves budgeted for within Services to fund expenditure	271
Increased Subsidy losses from providing Temporary Accommodation	182
Additional Audit Fees	160
Additional Vehicle Hire costs	135
Additional Contractor Payments for Recycling	134
Increased Insurance Costs	112
Additional costs due to delay of Civic Hall lease	110
Contract costs for Closing the Pingles	86
Additional Court Costs	77
Increased costs for Revenues and Benefits system	51
Additional Borough Plan Costs	40
Increased Costs / Losses in Income	2,592
Net saving on vacancies, agency expenditure and pay award provision	(383)
Improved Planning Fee Income	(339)
Underspends on Grounds Maintenance Contract	(178)
Additional Homeless Prevention Grant Received	(110)
Additional Income for Eaton House	(95)
Reduced Environmental Sustainability spend	(45)
Additional Borough Street Cleansing	(42)
Additional income for Green Waste	(38)
Savings / Increases in Income	(1,230)
Net Variance from Services	1,362
No contribution from Earmarked Reserves	1,921
Additional payments to Pensions	418
Increased funding from business rates	(1,984)
Increased investment income and reduced interest costs	(1,561)
Additional Government Grants	(285)
Reduced Minimum Revenue Provision	(122)
Net Variance	(251)

- 3.3. In addition to the Portfolio budgets, there are a number of budgets not allocated specifically to service areas. These budgets consist of interest income and expenditure, depreciation, transfers to and from reserves and provisions. These budgets and the outturn position are also included in Appendix 1 and the table above.
 - 3.4. The forecasted underspend in March 2025 was expected to be approximately £73k, inclusive of an earmarked reserve draw down. The actual underspend is reported as £251k and does not require the utilisation of reserves.
 - 3.5. During the financial year, increased investment income, business rates income and vacancy savings have largely mitigated the in-year pressures. These funding sources cannot be relied upon for future years and the Council will need to continue to deliver efficiencies to ensure financial sustainability moving forward. On this basis the Council has been prudent in contributing to reserves to provide funds to support the Council's transformation.
4. Core Funding
 - 4.1. The Council receives funding to provide services through Business Rates, Council Tax and general Government Grants.
 - 4.2. Income through Council Tax was as budgeted whereas Business Rates exceeded budget assumptions and resulted in a surplus of £1,984k.
5. Earmarked Reserves
 - 5.1. Earmarked reserves are held for specific purposes and transfers to and from reserves have been made in year for both revenue and capital purposes.
 - 5.2. As at 31 March 2025, the Council held £18.99m in specific earmarked reserves. Capital earmarked reserves total £3.34m with revenue reserves totalling £15.65m. A detailed list of all of the reserves held is listed in Appendix 2.
 - 5.3. Contributions to earmarked reserves during 2024/25 have either been in relation to grants, for example food waste, asylum dispersal and new burdens funding or are linked to underspends for carry forwards to allow for provisions to be in place for when the expenditure is necessary.
 - 5.4. The provisions relate to bridge repairs, funding for a car park strategy, funds towards the parks strategy and asset management needs.

- 5.5. Planning also had a large surplus in year due to planning fee income, and this has been contributed to earmarked reserves to be utilised within the service area in the future.

6. Conclusion

- 6.1. It has been a challenging year for the Council, but additional business rates, investment income paired with reduced external interest costs and a hold off recruiting to vacancies has assisted in the outturn position.
- 6.2. The Council is still experiencing cost rises in relation to renewing contracts and inflationary increases. The on-going challenges with homelessness have eased in comparison to recent years but is still an issue for the Council.
- 6.3. No reliance on the reserves of the Council to fund in year expenditure has been required due to the additional income via business rates and has allowed more financial resilience to be built up for future needs. Although these reserves have been added to, these cannot be used as a longer-term sustainable plan and caution must be taken when looking to commit to any future targets.
- 6.4. An updated medium-term financial strategy will be presented to Cabinet including the known risks and potential pressures during the budget setting process for 2026/27.

7. Appendices

- 7.1. Appendix 1 – General Fund Outturn 2024/25
- 7.2. Appendix 2 – General Fund Earmarked Reserves 2024/25

8. Background Papers

- 8.1. General Fund Revenue Budget 2024/25 reported February 2024

9. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

Officer Email Address: liam.brown@nuneatonandbedworth.gov.uk

Appendix 1

General Fund	2024/25 Budget	2024/25 Outturn	2024/25 Variance	Comments
	£	£	£	
MARKETS & STREET TRADING	146,116	202,420	56,305	Overspend in relation to net agency costs and salary savings which are slightly offset by reduced utility costs and increased income.
TOWN CENTRE MANAGEMENT INC. MARKETS	226,740	187,155	(39,585)	Reduced utility costs for Christmas decorations and reduced capital charges.
WEST MIDLANDS COMBINED AUTHORITY	30,000	30,000	0	
CAR PARKS	35,158	550,607	515,449	Additional costs for staffing and materials are slightly offset by reduced business rates. The majority of the overspend is in relation to capital charges.
PUBLIC PASSENGER TRANSPORT	49,120	75,931	26,811	Increased costs for property maintenance.
PUBLIC CONVENIENCES	135,475	123,005	(12,470)	Underspends on utilities.
MARKETING, PROMOTIONS AND PUBLICITY	55,526	35,628	(19,898)	Underspends on staffing and event costs.
ECONOMIC DEVELOPMENT	455,559	206,002	(249,557)	Underspends due to vacancies and reduced spend due to capacity issues with the delivery of economic development.
COMMERCIAL PROPERTY	(1,420,380)	(757,690)	662,690	Reduced rental income for commercial properties and additional costs in relation to the hotel.
INDUSTRIAL ESTATES	(190,165)	(237,776)	(47,611)	Increased rental income on industrial properties and underspends on utilities.
ESTATES (Incl. Land and Property)	172,773	107,652	(65,121)	Vacancy savings.
Business & Regeneration	(304,078)	522,935	827,013	

RENT ALLOWANCES	82,510	(186,780)	(269,290)	Reduced bad debt contributions due to the levels of outstanding debtors.
RENT REBATES	740,602	924,323	183,721	Increased costs in relation to rent rebates slightly offset by reduced bad debt contributions due to the levels of outstanding debt.
ELECTORAL REGISTRATION	80,355	111,043	30,688	Variance due to not having to contribute new burdens funding for costs.
ELECTION EXPENSES	116,362	134,365	18,003	Variance due to not having to contribute new burdens funding for costs.
EQUAL OPPORTUNITIES	1,150	0	(1,150)	
EMERGENCY PLANNING	31,400	19,462	(11,938)	Contingency budget not utilised.
DEMOCRATIC REPRESENTATION AND MANAGEMENT	334,375	165,808	(168,567)	Contributions from the HRA in relation to democratic services were not budgeted for.
REVENUES	1,318,990	1,149,153	(169,836)	Vacancy underspends experienced.
CORPORATE MANAGEMENT	9,851,527	11,086,764	1,235,237	Overspend due to increased contributions to risk reserves and increased insurance costs which are slightly offset by vacancy savings across the central services.
MAYORALTY	16,290	12,077	(4,213)	
Resources and Customer Services	12,573,560	13,416,214	842,653	
CEMETERIES	47,808	43,291	(4,517)	
ALLOTMENTS	(1,590)	(1,676)	(86)	
PARKS	2,111,604	1,957,837	(153,768)	Increased costs for ground maintenance are offset by increased income for sports facilities and reduced capital charges.
COMMUNITY DEVELOPMENT	1,950	677	(1,273)	
VOLUNTARY BODIES	138,090	140,610	2,520	

COMMUNITY SAFETY	91,837	15,953	(75,884)	Underspends mainly due to vacancy savings alongside reduced capital charges.
HEALTH PROMOTION & INEQUALITIES	0	0	0	
COMMUNITY RECREATION	1,094,325	1,075,459	(18,866)	Additional costs for closing the Pingles Leisure Centre for steel work repairs are offset by reduced capital charges.
SPORTS DEVELOPMENT	22,420	18,056	(4,364)	
CIVIC HALL	337,165	178,822	(158,343)	Reduced capital charges are slightly offset by overspends on repairs and utilities whilst there was a delay in signing the lease for the Civic Hall
MUSEUM	209,390	(9,601)	(218,991)	A refund on business rates charges dating back to 2017/18 accompanied with additional income for room rents and reduced spend on materials have caused a large underspend.
ARTS DEVELOPMENT	40,150	42,800	2,650	
COMMUNITY CENTRES	69,937	(3,326)	(73,263)	Reduced capital charges.
Leisure, Communities and Health	4,163,086	3,458,902	(704,184)	
REFUSE & CLEANSING	3,755,559	3,809,965	54,406	Overspends in relation to additional hire vehicle costs and agency staffing offset by additional income for bulky waste and reduced contractor payments.
RECYCLING	1,534,883	1,810,898	276,015	Reduced recycling income and increased contractor costs are slightly offset by reduced capital charges and more income for green waste services.
FOOTPATH LIGHTING	5,300	4,883	(418)	
ENVIRONMENTAL PROJECTS	63,425	54,179	(9,246)	

ENVIRONMENTAL SUSTAINABILITY	45,000	0	(45,000)	The environmental sustainability strategy is still being worked on and no spend was utilised in 2024/25.
Environment and Public Services	5,404,168	5,679,925	275,757	
HOUSING ADVICE CENTRE	(504,664)	(729,451)	(224,787)	Additional homelessness prevention grant and additional grants have been utilised to offset increased subsidy costs, additional income for Eaton House income are slightly offset by additional staffing and agency costs.
PRIVATE SECTOR GRANTS	80,993	111,113	30,120	Higher capital charges and contributions to the flare system have caused an overspend.
HOUSING STRATEGY	0	85	85	
PRIVATE SECTOR HOUSING STANDARDS	(9,021)	43,854	52,874	No earmarked reserve have been used to offset costs due to surpluses being utilised.
MOBILE HOME SITES	(94,450)	(43,244)	51,206	Increased capital charges have caused an overspend.
Housing	(527,142)	(617,644)	(90,502)	
ENVIRONMENTAL PROTECTION	175,067	172,067	(3,000)	
FOOD & OCCUPATIONAL SAFETY	264,165	220,158	(44,007)	Vacancy savings.
LAND DRAINAGE WRKS	0	0	0	
STREET NAMEPLATES	8,660	7,537	(1,123)	
BUILDING CONTROL	51,045	53,657	2,612	
DEVELOPMENT CONTROL	(540,224)	(525,067)	15,157	Increased planning fee income offset by increased court costs, agency staff and a contribution to earmarked reserves to utilise the planning surplus in future years.

PLANNING POLICY & APPLICATIONS	348,361	351,619	3,259	
LAND CHARGES	(58,979)	(89,891)	(30,912)	Income budget for LLC1 had been removed due to the launch of the digitalisation of national registry; however, this appears to still be in process which allowed for the services to continue to generate income in 24/25.
LICENCES	(94,930)	(135,114)	(40,184)	Higher numbers of licences related to cabs generated higher income.
HEALTH & SAFETY	109,358	105,357	(4,001)	
Planning and Enforcement	262,522	160,323	(102,199)	
Portfolio Total	21,572,116	22,620,655	1,048,539	
Central Provisions	(104,057)	313,809	417,866	
Depreciation & Impairment	(3,096,530)	(2,764,627)	331,903	Any capital charges discrepancies within the portfolios have been offset by the adjustment which causes a net nil effect on the General Fund bottom-line.
Contributions To/From Reserves	(1,435,806)	486,000	1,921,806	No contributions from reserves were necessary due to other variances causing a surplus for the general fund.
Financing of Capital Expenditure	1,200,000	1,185,088	(14,912)	Reduced costs for financing capital due to underspends on projects.
PWLB Premiums	21,120	21,120	0	
Investment Income	(582,508)	(1,595,557)	(1,013,049)	Increased investment income due to treasury practices in year.
Minimum Revenue Provision	580,290	458,892	(121,398)	Reduced Minimum Revenue Provision due to the delay of capital projects from 2023/24.
External Interest	976,798	427,995	(548,803)	Reduced External interest costs due to treasury practices in year.
Total Council Net Expenditure	19,131,423	21,153,375	2,021,952	

Council Tax	(10,566,339)	(10,566,216)	123	
New Homes Bonus	(1,180,874)	(1,180,874)	0	
General Government Grants	(552,494)	(837,930)	(285,436)	Increased government grants received in-year.
Business Rates Retention	(5,529,042)	(7,513,645)	(1,984,603)	Additional income in relation to business rates.
NDR Collection Fund (Surplus)/ Deficit	(1,351,683)	(1,351,683)	0	
Council Tax Collection Fund (Surplus)/ Deficit	46,896	46,312	(584)	
Total Funding	(19,133,536)	(21,404,036)	(2,270,500)	
(Surplus) / Deficit	(2,113)	(250,661.02)	(248,548)	

Appendix 2

General Fund	Opening Balance 2024/25 £'000	Net Movement 2024/25 £'000	Closing Balance 2024/25 £'000
Borough Plan	(210)	0	(210)
Carry Forward Requests	(107)	(476)	(583)
Provisions	0	(325)	(325)
Parks Strategy	0	(300)	(300)
Collection Fund	(387)	0	(387)
Community Development	(109)	0	(109)
Covid Resilience	(276)	0	(276)
Financial Planning	(763)	0	(763)
Food Waste	0	(216)	(216)
Future High Street/ Towns Fund	(76)	0	(76)
GF Rev Budget	(71)	(34)	(105)
HEART	(262)	(206)	(468)
Homelessness	(871)	(663)	(1,534)
Innovations/ Invest to Save	(65)	0	(65)
Insurance	(620)	0	(620)
IT	0	0	0
LAMS	(89)	0	(89)
Levelling Up Fund	(166)	0	(166)
Local Welfare Scheme	(17)	0	(17)
Museum Donations	(27)	(2)	(29)
NDR Retention	(4,315)	(900)	(5,215)
New Burdens R&B	(430)	(143)	(573)
Other	(1,129)	(62)	(1,191)
Other Reserves	(5)	0	(5)
Planning	0	(428)	(428)
Planning for Future	(481)	0	(481)
Repossession Grants	(92)	0	(92)
Skills & Development	(182)	0	(182)
Transformation	(796)	0	(796)
Transforming Nuneaton & Bedworth	(347)	0	(347)
REVENUE EARMARKED RESERVES	(11,891)	(3,756)	(15,647)
Computer Reserves	(249)	(100)	(349)
Target Hardening	(100)	0	(100)
COMF - WCC	(162)	0	(162)
CCTV Replacement Fund	(135)	0	(135)
Etone Astroturf	(226)	0	(226)
Cemeteries Development Fund	(126)	(4)	(130)
Skate Parks	(126)	(8)	(134)
General Fund - Capital	(632)	0	(632)
Vehicle Replacement	(394)	(683)	(1,077)
Other Capital Reserves	(269)	(127)	(396)
CAPITAL EARMARKED RESERVES	(2,418)	(921)	(3,339)
TOTAL GENERAL FUND RESERVES	(14,309)	(4,677)	(18,986)

AGENDA ITEM NO.7

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16th July 2025

Subject: Housing Revenue Account Revenue Outturn
2024/25

Portfolio: Housing and Resources & Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Housing, Health and Communities and
Your Council.

Corporate Plan – Aim: Facilitate warm, safe, sustainable and
affordable housing.
Deliver continued forward financial planning
to safeguard the finances of the Council.

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1. To present the final outturn position for 2024/25 for the Housing Revenue Account (HRA) and approve the HRA reserve balances at 31st March 2025.

2. Recommendations

- 2.1. That the 2024/25 outturn position for the HRA be noted.
- 2.2. That the reserve balances as detailed in Appendix 2 are approved.

3. Body of report

- 3.1. The HRA revenue net expenditure budget for 2024/25 of £0 was approved in February 2024 with a contribution from general reserve expected of £5k. The final outturn position has resulted in net surplus of £409k which is an underspend of £409k.
- 3.2. Although cost pressures were expected for utility price increases, expenditure was not at the levels initially anticipated and other underspends have offset increased depreciation costs which are utilised to fund the capital programme. Savings have been seen in relation to salaries due to vacancies, transport costs and grounds maintenance costs with more detail outlined in the table at point 3.4.
- 3.3. The main savings areas to note are within rental income and service charge income. The main areas of overspend are within repairs and maintenance and disrepair claims.
- 3.4. The following table lists out all of the key variances seen within the HRA during 2024/25:

HRA Key Variances		£'000
Additional Costs for Repairs and Maintenance for gas maintenance, scaffolding, damp proofing and legionella works accompanied with clearing a backlog of reactive repair jobs.		715
Additional charges in relation to increased Disrepair Claims		80
Recharges for Support Services have increased mainly due to increased insurance costs		38
Total Overspends		833
Additional Rental Income		(453)
Additional Income from Other Service Charges		(396)
No Additional Contribution to Major Repairs Reserve required		(369)
Net saving on vacancies, agency expenditure and pay award provision		(329)
Increased interest income & reduced interest costs		(144)
Reduced costs for all utilities incl. Council tax		(126)
Reduced Transport costs		(48)
lower Grounds Maintenance costs than anticipated		(33)
Other		7
Total Underspends		(1,891)
Increased Depreciation Charges (depreciation charges are contributed to the Major Repairs Reserve and are ring-fenced for capital spend)		2,753
Reduction in capital expenditure financed by HRA revenue due to the increase in depreciation charges		(2,104)
Total Capital Financing Changes		649
Total Underspends		(409)

4. Reserves

- 4.1. Reserves are held for both revenue and capital purposes and there was no budget to fund expenditure from earmarked reserves in 2024/25
- 4.2. As at 31 March 2025, the HRA held £5,496k in reserves. Capital reserves total £3,773k with revenue reserves totalling £1,723k Capital reserves. A detailed list of all of the reserves held is included in Appendix 2.
- 4.3. The HRA contributed to reserves for underspends in relation consultancy for the housing management system which is expected to be used in 2025/26 and also for underspends on gas servicing due to the backlog of works needing to be completed.
- 4.4. Due to the scheduled repayment of loans taken out under self-financing, there is a risk that during 2024/25 the HRA may need to borrow externally if internal funds are not available to cover.

5. Conclusion

- 5.1. During 2024/25 the HRA has faced increased costs for reactive repairs, but increased income has allowed the absorption of this and more with some of the backlog of works now being completed. Increased depreciation charges which will finance capital expenditure has been managed by reducing the funding from revenue. With the updated business plan being reported February 2025 slippage will need to be built into the 2025/26 capital programme and the funds resources will need to be managed.
- 5.2. Anticipated rises in salary costs and the need to complete the backlog of repairs work will continue to add pressures where revenue savings will still be necessary to ensure these issues can be managed.
- 5.3. An updated medium-term financial strategy will be presented to cabinet including the known risks and potential pressures during the budget setting process for 2026/27.

6. Appendices

- 6.1. Appendix 1 – HRA Outturn 2024/25
- 6.2. Appendix 2 – HRA Reserves 2024/25

7. Background papers

7.1. General Fund and HRA Budget 2024/25 reported February 2024

8. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

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Appendix 1

	Approved Budget 2024/25	Outturn 2024/25	Variance
Supervision & Management - General	7,349,685	7,351,738	2,053
Supervision & Management - Special	3,899,325	3,778,046	(121,279)
Repairs & Maintenance	6,118,725	6,957,308	838,583
Depreciation	8,724,000	11,476,682	2,752,682
Capital Expenditure Funded By HRA	2,492,620	388,809	(2,103,811)
Interest Payable	2,004,395	1,987,973	(16,422)
Capital Financing Costs	13,221,015	13,853,464	632,449
Dwelling Rents H.R.A	(28,531,771)	(28,851,496)	(319,725)
Interest Receivable	(36,806)	(164,365)	(127,559)
Non-Dwelling Rents	(590,038)	(724,029)	(133,991)
Other Income - Independent Living Schemes	(1,502,973)	(1,791,548)	(288,575)
Other Income - General Purpose Schemes	(688,253)	(796,151)	(107,898)
Other Income - Rechargeable Repairs	(22,000)	(21,966)	34
Income	(31,371,841)	(32,349,555)	(977,714)
Appropriations To / (From) MRR	368,870	0	(368,870)
Employee Benefits	419,665	0	(419,665)
Appropriations To/ (From) Revenue Reserves	(5,444)	0	5,444
Appropriations	783,091	0	(783,091)
Housing Revenue Account Revenue	0	(408,999)	(408,999)

Appendix 2

Housing Revenue Account	Opening Balance 2024/25 £'000	Net Movement 2024/25 £'000	Closing Balance 2024/25 £'000
Revenue Reserves			
Housing & Planning Act Changes	(350)	0	(350)
Service Delivery Improvements	(152)	0	(152)
Planning for the Future	(179)	0	(179)
Grounds Maintenance & Tree Works	(60)	0	(60)
Other Revenue Reserves	(797)	(186)	(983)
Total Revenue Reserves	(1,537)	(186)	(1,723)
Capital Reserves			
General Capital	(3,160)	0	(3,160)
Computer Strategy	(613)	0	(613)
Total Capital Reserves	(3,773)	0	(3,773)
Total Housing Revenue Account Reserves	(5,310)	(186)	(5,496)

AGENDA ITEM NO.8

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16th July 2025

Subject: Capital Outturn 2024/25

Portfolio: Resources & Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Deliver continued forward financial planning
to safeguard the finances of the Council.

Ward Relevance: All

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1. To update on the Council's outturn position on capital expenditure for both the General Fund and Housing Revenue Account (HRA). The report is structured in the 2024/25 Cabinet Portfolios.

2. Recommendations

- 2.1. To consider of the final capital outturn position for 2024/25 for the General Fund and HRA.
- 2.2. That the updated capital budget for 2025/26 detailed in Appendix 2 is recommended to Council for approval.
- 2.3. To note the capital reserve position at the end of 2024/25.

3. Background

- 3.1. Nuneaton and Bedworth Borough Council has a large capital programme to provide community value and improve facilities. The outturn position for 2024/25 updates on how the programme is progressing.

4. Body of report

- 4.1. The Council's capital programme covers many projects for both the General Fund and Housing Revenue Account.
- 4.2. General Fund projects are developed in line with strategies reported to Cabinet/Council and are funded through Section 106 developer contributions, grant funding (from the Government and other external providers), internal and external borrowing plus capital receipts generated through asset sales.
- 4.3. HRA projects are mainly for refurbishment of council houses, disabled adaptations to council housing plus new build. They are funded from HRA reserves, capital receipts from Right to Buy plus grant income.
- 4.4. The capital budget for 2024/25 of £76,092,727 was approved in February 2024 at Council with a updated budget requirement reported of throughout 2024/25 which finalised the budget at £77,395,282. The budget profile for 2024/25 was altered to give a three-year plan for capital spend rather than an annual update to prevent large movements in the budget in year.
- 4.5. A summary of the General Fund and HRA actual expenditure versus budget is below. The Expenditure in year was fully funded

Expenditure	Actual 2024/25 £'000	Amended Budget 2024/25 £'000	Variance £'000
Business & Regeneration	16,748	20,600	(3,851)
Resources and Customer Services	348	395	(47)
Housing	8,279	8,453	(174)
Planning and Enforcement	0	0	0
Leisure, Communities and Health	10,773	26,007	(15,233)
Capital: General	0	100	(100)
General Fund	36,149	55,555	(19,406)
Housing Revenue Account	16,579	21,841	(5,262)
Total Capital Expenditure	52,728	77,395	(24,667)

Financing	Actual 2024/25 £'000	Amended Budget 2024/25 £'000	Variance £'000
Earmarked Reserves / Revenue	1,414	5,363	(3,949)
Capital Grants / Contributions	29,932	45,979	(16,047)
Major Repairs Reserve	11,477	8,724	2,753
Capital Receipts	396	100	296
Prudential Borrowing	9,509	17,229	(7,720)
Total Financing	52,728	77,395	(24,667)

General Fund

- 4.6. The General Fund capital programme has underspent by £19.406m in year but a large proportion of the underspend is in relation to the regeneration projects and the build for the new Bedworth Physical Activity Hub.
- 4.7. Nuneaton & Bedworth is one of only 10 local authorities that have been included on the Pathfinder Pilot which was implemented by the Government in response to issues with delivery of projects. This enables transfers of funding between projects in a more streamlined and simplified way with the overall intention being to ensure regeneration of towns continues.
- 4.8. The Bridge to Living project and Parks Revival project have both been pushed back and will be completed in 2025/26 causing the majority of underspend on Business & Regeneration.
- 4.9. The biggest underspend seen in year is on the Bedworth Physical Activity Hub where the majority of the budget was re-profiled into the 2025/26 budget approved in February 2025. The project is still progressing well and expected to be delivered on time.
- 4.10. All other variances are small with projects either being completed or slipped into the 2025/26 programme. The detail for the variances are attached in Appendix 1 with any slippage or acceleration being highlighted in Appendix 2 which shows the effect on the 2025/26 capital programme.

UKSPF

- 4.11. The UKSPF projects outlined in Appendix 1 show an underspend, but the capital element of the project was fully spent in 2024/25.
- 4.12. This is due to the underspend on Bedworth Market being utilised to fund Bedworth Physical Activity hub due to delays with

procuring a contractor to complete the works. The amendment was submitted and authorised by the Department of Levelling Up, Housing and Communities. This allowed other resources to be alleviated and fund the project for completion in 2025/26 as the UKSPF money had to be utilised by 31st March 2025.

HRA

- 4.13. The capital budget for the HRA was approved as £22,079,988 in February 2024 but an updated budget position was reported to Cabinet in July 2024 of £21,840,625 to include changes due to slippage and acceleration of projects from 2023/24.
- 4.14. Management of the HRA capital programme is based on scheduled works and progression of new build and acquisition targets. The budget as a whole is utilised by need of the customer and the most efficient use of resources to ensure value for money and will therefore fluctuate against the initial forecasted expenditure by line in any one year.
- 4.15. The main variances against the revised budget are on construction of new properties which are in the pipeline but are experiencing delays.
- 4.16. The EWI programme commenced in April 2023 and still has some work to be completed in 2025/26. The budget proposed in Appendix 2 is to be funded from the Major Repairs Reserve to complete the programme.
- 4.17. With the business plan going for approval in February 2025, the profiling of the 2025/26 budget is sufficient and replaces any carry forwards for smaller underspends on other projects.

Capital Reserves

- 4.18. Reserves are held by the Council for capital purposes either generated through sales of assets, setting aside sums from underspends or receipts of grants for capital purposes.
- 4.19. The Council's capital reserve position at the end of March 2025 is as follows.

	2024/25 £
Capital Receipts	622,011
Capital Grants	15,112,116
Earmarked Reserves	3,338,937
GF Total	19,073,064
Capital Receipts	1,532,667
1-4-1 Receipts	3,670,289
Earmarked Capital	3,773,387
Major Repairs Reserve	1,830,421
HRA Total	10,806,764
Total Capital Resources	29,879,828

4.20. Capital reserves are allocated against specific projects with no residual unallocated amount available. This poses risks to any movement in the projected capital expenditure as there is nothing available to cover any fluctuations in expenditure.

5. Conclusion

5.1. The capital programme is fully funded and for 2024/25 there has been slippage in the programme. There are still risks associated with borrowing costs and changes in the economic landscape, but these have been mitigated as far as possible.

5.2. Any impact to the programme after tender will be reviewed and further options appraisals completed if they fall outside of the budgetary provision. Interest rates on projects where prudential borrowing is required will be carefully assessed for affordability prior to progressing.

6. Appendices

6.1. Appendix 1 – Capital Outturn 2024/25

6.2. Appendix 2 - Updated Capital Budget 2024/25 and Carry Forwards

7. Background papers

7.1. Capital Budget 2024/25 reported February 2024

8. Report Writer Details:

Officer Job Title: Assistant Director - Finance

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Appendix 1

GENERAL FUND CAPITAL OUTTURN

Project	Revised Budget 2024/25	Actual 2024/25	Variance	Comments
General Fund Capital	55,554,656	36,148,912	(19,405,744)	
Business & Regeneration	20,599,787	16,748,458	(3,851,329)	
Grayson Place	16,395,904	15,971,089	(424,815)	Project spans a number of years and is on target for completion, but the profiling has now changed.
Bridge to Living	712,508	52,906	(659,602)	There were delays in vacating the final shop unit, so demolition is now re-scheduled for 25/26
George Eliot Visitor Centre	222,500	0	(222,500)	This project has hit delays as it is a historic building but should move ahead in 25/26
Parks Revival	1,652,541	0	(1,652,541)	Project started April 2025
E-mobility Hub	302,800	0	(302,800)	This project is linked to the progress of Grayson Place so will be completed within 25/26
Corporation Street/Queens Road	390,000	0	(390,000)	
Transforming Bedworth	0	8,987	8,987	Overspend for project funded from revenue contribution.
The Saints	623,534	571,181	(52,353)	Project will be completed in 25/26.
Car Parking Machine Upgrades	300,000	144,294	(155,706)	The majority of the new pay machines have been installed, Rope Walk and the system upgrade will be completed within 25/26
Resources and Customer Services	395,000	347,598	(47,402)	
ICT Strategy Programme	100,000	125,092	25,092	Overspend funded from revenue contributions.
Camp Hill - Early final phase	200,000	150,868	(49,132)	One property remains outstanding but will be completed in 25/26
Invoice Capture	0	24,464	24,464	Business Case approved in 24/25 and project complete
Planning and Land Charges Software	95,000	47,174	(47,826)	Project has experienced delays and expects to be completed in 2025/26
Housing	8,453,258	8,279,365	(173,893)	
Empty Homes - Works in Default	40,000	0	(40,000)	This is a demand led budget

Disabled Facilities Grants - HEART	5,125,000	6,024,859	899,859	We received additional grant allocation which is not reflected in the budget. Also, a new project and team was agreed to utilise unspent grant monies from previous years.
Empty Property Loans	100,000	0	(100,000)	No Officer in post during 24/25
Green Homes Grant	1,734,856	1,250,146	(484,710)	Project successfully completed in year with an underspend due to delays in starting this grant funded project.
Homeless Hostel Conversion	162,218	162,218	0	Project complete
Abbey Street Conversion (UKSPF)	0	90,000	90,000	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Anti-Vandalism Harefield & Rope Walk Car Park (UKSPF)	0	19,310	19,310	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Museum Lift (UKSPF)	0	17,380	17,380	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Stockingford Community Park (UKSPF)	0	43,948	43,948	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Sherbourne Play Area (UKSPF)	0	122,617	122,617	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
New Road Play Area (UKSPF)	0	22,579	22,579	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Attleborough Community Park (UKSPF)	100,000	134,367	34,367	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Marlborough Community Park (UKSPF)	150,000	122,567	(27,433)	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Sorrell Road Community Park (UKSPF)	225,000	161,370	(63,630)	The budget does not reflect the budget rollovers from 23/24. Project fully funded from UKSPF
Bedworth Market (UKSPF)	716,184	104,520	(611,664)	The budget does not reflect the budget rollovers from 23/24. All projects are now complete with the exception of Bedworth Market which will be completed in 25/26 (£612k)

Boundary Paddock Toilet Block Improvements	100,000	0	(100,000)	Negotiations in relation to this project are on-going and Cabinet will be updated in the near future.
Shelter - Eaton House	0	3,483	3,483	Completion of project started in 23/24
Planning and Enforcement	0	0	0	
Leisure, Communities and Health	26,006,611	10,773,492	(15,233,119)	
Leisure Strategy	112,639	6,631	(106,008)	Remaining budget required for Leisure Facilities Strategy currently in development
BEDWORTH PHYSICAL ACTIVITY HUB (BPAH)	20,471,736	7,795,441	(12,676,295)	The project is progressing well with the underspend required in 25/26
Buttermere Recreation Ground Redevelopment	266,327	220,106	(46,221)	Project delivered within budget
Community Centre Grants	73,017	0	(73,017)	Demand led budget
Play Areas various	75,000	0	(75,000)	Demand led budget
Sandon/Weddington Cycleway	0	6,073	6,073	Initial costs for a project which has been budget for within 25/26
Coronation Walk Footpath/Cycleway	0	6,075	6,075	Initial costs for a project which has been budget for within 25/26
Fly Tipping Cameras	5,000	0	(5,000)	
Pauls Land Pavilion	10,500	0	(10,500)	Agreed terms have not yet been met
Sandon Park/Jack Whetstone Pavilion	26,859	0	(26,859)	Agreed terms have not yet been met
Ambleside Sports Club - Table Tennis Provision	22,750	18,000	(4,750)	Project completed within budget
Pingles LC Decarbonisation	2,378,783	2,155,299	(223,484)	2 year project to be completed in 25/26
Pingles Steel Columns	280,000	3,245	(276,756)	Project to be delivered in 25/26
Cemetery Extension	16,000	17,234	1,234	Ground Investigation costs
Cemetery Flooding Works	84,000	59,389	(24,611)	Project to be completed within 25/26
MAJOR REPAIRS	250,000	172,540	(77,460)	Underspends are being carried forward for future years
Environment Bill Food Waste Grant	981,000	0	(981,000)	Project to be delivered in 25/26
Vehicle & Plant Replacement	953,000	313,459	(639,541)	Refuse Vehicles to be delivered in 25/26
Capital: General	100,000	0	(100,000)	
Miscellaneous Projects	100,000	0	(100,000)	

HRA CAPITAL OUTTURN

Housing Revenue Account: Capital	21,840,626	16,579,091	(5,261,535)	
Decent Homes	1,200,000	1,323,289	123,289	Window and door programme reduced to cover the extra works identified to keep on top of the decent home's standard.
Roof Coverings/Modifications	900,000	833,161	(66,839)	Again, slight underspend to help cover increased costs of other projects.
Windows & Doors	800,000	570,279	(229,721)	Reduced programme to cover the increased costs of other projects.
Sheltered Alarm Call System	40,000	6,893	(33,107)	Programme halted and to be reviewed
Door Entry Scheme	0	96,171	96,171	Retention payment not accrued for in 23/24
CCTV Renewal - GP Flats	0	8,517	8,517	Retention payment not accrued for in 23/24
Shop Improvements	15,000	74,493	59,493	Programme budget was increased due to major works identified.
New Properties (Construction)	6,032,768	1,467,023	(4,565,745)	Delays with Armson and Cheveral with planning and site investigation etc but will start in 25/26
Byford Court - Rebuild	221,712	343,001	121,289	Project complete - think there was an issue with this budget the £222k is the approved rollover from 23/24 but there was also a budget of £459k approved for 24/25
Conversion of The Gables	324,391	233,866	(90,525)	Project completed under budget
Fire Safety Works	2,400,000	2,348,441	(51,559)	The project will be ongoing in 25/26
Conversion 196-198 Church Road	0	16,447	16,447	Final retention release funded.
Independent Living Unit - Remodelling	150,000	150,000	0	Complete
Clever Gardens	360,000	168,339	(191,661)	This project was completed by WCC and was completed under their predicted budget
Warm Air Units	200,000	0	(200,000)	It was agreed that this project should not proceed at present.
Electric Storage Heating	300,000	81,253	(218,747)	This programme was put on hold
New Street	1,365,000	0	(1,365,000)	Issues with the site so offer withdrawn
Community Safety	0	69,736	69,736	Funded by UKSPF Grant
Acquisition of Properties	115,473	451,550	336,077	2 properties were approved from the 23/24 budget but rollover incorrect and a delegated authority was approved for the 3rd purchase from S106 funding
25 Cheveral Place - Conversion of Wardens	68,555	69,176	621	Conversion completed and flats occupied

Concrete/Structural Repairs	190,000	305,120	115,120	A number of sites requires urgent remedial works - Lexington Court balconies & structural repairs at The Gables and Sunnyside Court
Level Access Showers	700,000	512,073	(187,927)	Demand led budget
Aids & Adaptations	1,000,000	787,020	(212,980)	Demand led budget
Central Heating	720,000	602,586	(117,414)	The contract was suspended for a while during the year so works delayed.
Garages	15,000	9,690	(5,310)	
Slabs to Tarmac	256,727	265,457	8,730	
Lift Renewal Works	50,000	0	(50,000)	Agreed no spend this year and original budget moved into 25/26 in order to complete a larger lift replacement.
District Heating Upgrade Works	150,000	166,143	16,143	
PIR Electrical Works	396,000	738,517	342,517	A vast amount of work was identified and needed to be completed to compile with standards
Voids	800,000	1,257,653	457,653	Agreed increase in programme due to the large number of voids
Stock Condition Survey	0	104,160	104,160	This was required to complete the survey and was funded by underspends on other projects
Structural/Concrete Repairs	2,400,000	3,145,048	745,048	Project has overspent due to mis-understanding with external consultant regarding the budget. And will need £755k in 25/26
Environmental Works	0	(5,508)	(5,508)	Project complete and the accrual from 23/24 was overstated
Contingency	200,000	78,443	(121,557)	Investigation costs
Capital Salaries	470,000	301,055	(168,945)	Numerous vacancies in year.

Appendix 2

Project	2025/26 Approved Budget	2023/24 Carry Forward Correction	2024/25 Budget Carry Forward / Adjustment	2025/26 Final Budget	Comments
Grayson Place	7,049,773	6,307,641	424,815	13,782,229	Budget incorrectly carried forward from 2023/24 incorrectly and underspend from 2024/25
Bridge To Living	0		659,602	659,602	Underspend from 2024/25
Towns Fund	2,733,307		137,312	2,870,619	Carry forward from 2024/25 for Parks Revival and the Saints
Bedworth Market	0		611,664	611,664	Carry forward from 2024/25
Car Park Ticket Machine Upgrade	0		155,706	155,706	Carry forward from 2024/25
Business & Regeneration	9,783,080	6,307,641	1,989,099	18,079,820	
ICT Strategy Programme	100,000			100,000	
Camp Hill	0		200,000	200,000	New budget to finalise Camp Hill purchases - Expenditure is claimed back from Barretts as per legal agreement.
Planning & Land Charges Software (IDOX)	0		47,826	47,826	Carry forward from 2024/25
Resources and Customer Services	100,000	0	247,826	347,826	
Empty Homes Works in Default	40,000			40,000	
Disabled Facilities Grants - HEART	6,359,027			6,359,027	
Empty Property Loans	100,000			100,000	
Boundary Paddock - Utility Block	100,000			100,000	
Warm Homes Local Grant	2,300,000			2,300,000	
Housing	8,899,027	0	0	8,899,027	
Planning and Enforcement					
Bedworth Physical Activity Hub (BPAH)	18,664,193		(1,283,817)	17,380,376	
Pingles LC Decarbonisation	1,957,307		223,484	2,180,791	Carry forward from 2024/25

Pingles External Steel Columns	0		276,756	276,756	Carry forward from 2024/25
Sandon/Weddington Cycleway	244,567		(6,073)	238,494	Acceleration for project starting in 2024/25
Coronation Walk Footpath/Cycleway	248,488		(6,075)	242,413	Acceleration for project starting in 2024/25
Clovelly Way Footpath	31,675			31,675	
Lilleburne Play Area	26,448			26,448	
Bermuda Balancing Lake	19,835			19,835	
Leisure Strategy	0		106,008	106,008	Carry forward from 2024/25
Marleborough Road Community Park	0		23,460	23,460	Carry forward from 2024/25
Sorrell Road Community Park	0		63,630	63,630	Carry forward from 2024/25
Pauls Land Pavilion	0		10,500	10,500	Carry forward from 2024/25
Sandon Park/Jack Whetstone Pavillion	0		26,859	26,859	Carry forward from 2024/25
Cemetery Works	0		24,611	24,611	Carry forward from 2024/25
Community Centre Grants	0		73,017	73,017	Carry forward from 2024/25
Buttermere Recreation Ground Redevelopment	0		22,100	22,100	Carry forward from 2024/25
Major Repairs	350,000		77,460	427,460	Carry forward from 2024/25
Environmental Bill - Food Waste	0		981,000	981,000	Carry forward from 2024/25
Vehicle & Plant Replacement	674,000		639,541	1,313,541	Carry forward from 2024/25
Leisure, Communities and Health	22,216,513	0	1,252,461	23,468,974	
Miscellaneous Schemes	50,000			50,000	
Capital: General	50,000	0	0	50,000	
General Fund Capital	41,048,620	6,307,641	3,489,386	50,845,647	

Project	2025/26 Approved Budget	2023/24 Carry Forward Correction	2024/25 Budget Carry Forward	2025/26 Final Budget	Comments
Decent Homes	1,199,000			1,199,000	
Roof Coverings/Modifications	1,500,000			1,500,000	
Windows & Doors	764,451			764,451	
Door Entry Scheme	12,375			12,375	
Shops Improvements	50,000			50,000	
New Properties (Construction)	4,146,790		1,415,557	5,562,347	Carry forward from 2024/25
District Heating Smart Meters	0			0	
Byford Court - Rebuild	44,803			44,803	
Conversion of The Gables	0			0	
Fire Safety Works	2,288,833			2,288,833	
Cleaver Gardens	120,000			120,000	
Electric Storage Heating	80,000			80,000	
External Areas for Improvements	130,093			130,093	
Road Surfacing	25,000			25,000	
Drainage Renewals	12,940			12,940	
Balconies and Balustradies	18,352			18,352	
External Fabric	304,843			304,843	
EPC Programme	70,000			70,000	
Concrete/Structural Repairs	402,188			402,188	
Level Access Showers	530,888			530,888	
Aids & Adaptations	950,000			950,000	
Central Heating	950,000			950,000	

Garages	25,000			25,000	
Slabs to Tarmac	130,356			130,356	
Lift Renewal Works	100,000			100,000	
District Heating Upgrade Works	50,000			50,000	
PIR Electrical Works (Sheltered Housing & Communal)	450,000			450,000	
Voids	1,113,750			1,113,750	
Stock Condition Survey	0			0	
EWI	0		755,300	755,300	New additional budget to be funded from Major Repairs Reserve
Housing Management System	200,000			200,000	
Contingency	200,000			200,000	
Capital Salaries	0			0	
Housing Revenue Account: Capital	15,869,662	0	2,170,857	18,040,519	

AGENDA ITEM NO.9

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16th July 2025

Subject: Collection Fund Outturn 2024/25

Portfolio: Resources and Central Services

Responsible Officer: Strategic Director – Corporate Resources

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Deliver continued forward financial planning
to safeguard the finances of the Council

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1. To report the final position on the Collection Fund for 2024/25.

2. Recommendations

- 2.1. That the Collection Fund position as detailed in the report is considered and approved.

3. Background

- 3.1. The Collection Fund is a statutory requirement collating all income collected by the Council through National Non-

Domestic Rates (NNDR) and Council Tax on behalf of Warwickshire Preceptors.

4. Body of report and reason for recommendations

- 4.1. The Council is classed as a Billing Authority for both Council Tax and NNDR and is responsible for distributing charges annually to the residents and businesses located within the Borough.
- 4.2. Estimates of expected income to be generated from taxation charges are reported annually to the relevant Government Department as part of the Council Tax Base and NNDR1 returns.
- 4.3. The returns are used to determine the precept due in the following financial year to the Preceptors and the Council's share will be reported to Council as part of the Budget round in February.
- 4.4. Any surplus or deficit generated on the Fund during the previous financial year is allocated to the relevant Preceptor as part of the annual forecast reporting.

Council Tax

- 4.5. Council Tax was introduced as a charge on households on 1 April 1993 and each residential property is allocated a band according to their open market value on 1 April 1991. Detail of the bands is listed below:

Band	Between	
A	£0	£40,000
B	£40,001	£52,000
C	£52,001	£68,000
D	£68,001	£88,000
E	£88,001	£120,000
F	£120,001	£160,000
G	£160,001	£320,000
H	£320,001	and above

- 4.6. The amount of Council Tax payable by an individual household is calculated using the band allocation less deductions for national and local exemptions.
- 4.7. As part of the forecast for the following years precepts, the Council is required to calculate estimated chargeable

dwellings, revised for estimated exemptions as noted above. An average Band D equivalent tax base is then determined and is used as the basis for Council Tax setting by each of the Preceptors, including the Council.

- 4.8. The precept for each Preceptor is calculated using the estimated tax base multiplied by the Band D value. The Band D for the Council is reported annually to Council as part of the General Fund Revenue Budget Report. An additional report for formal Council Tax setting is reported to Council or Council Tax Setting Committee in February and lists the precept demands for the Preceptors plus the banded charges.
- 4.9. The approved Band D and precept demands as set in February 2024 for 2024/25 are included below:

	Band D (£)	Precept (£)
Nuneaton & Bedworth Borough Council	263.59	10,566,216
Warwickshire County Council	1736.19	69,596,565
Warwickshire Police & Crime Commissioner	289.71	11,613,248
	<u>2,289.49</u>	<u>91,776,029</u>

- 4.10. The Council had a surplus for Council Tax of £789k versus an estimated surplus of £1,081k in 2024/25. The impact of a thorough review of bad debt during 2022/23 led to deficits on the fund which are now levelling out.
- 4.11. Growth of the taxbase between years has been good and it is anticipated that a surplus in year is likely.
- 4.12. A surplus of £1,081k was forecast on the Fund in January 2025 and this will be paid to the Preceptors in line with their allocated split during 2025/26.

NNDR

- 4.13. Taxation to fund local services has been in existence for over 50 years but under the Local Government Finance Act 1988, a consistent administrative assessment from 1 April 1990 in England and Wales was introduced in relation to property taxes.
- 4.14. The Valuation Office Agency (VOA) is responsible for setting the rateable value of business premises which is

the average rental that could be achieved per annum at a fixed valuation date using assumptions set by statute.

- 4.15. A business within the borough is charged annually by the Council based on the rateable value set by the VOA multiplied by the non-domestic rating multiplier which is set by the Government.
- 4.16. The chargeable amount can be altered with mandatory and discretionary reliefs and the overall rateable value can also be challenged and appealed by a business.
- 4.17. The retention of business rates for local authorities changed significantly on 1 April 2013. Prior to this date, business rates were collected by authorities and paid over to the Government, and this was then redistributed across the country by a set formula.
- 4.18. The introduction of a new funding system provided a direct financial incentive for authorities to work with local businesses to create a favourable environment for growth, but this also added more risk as bad debts, business failures and appeals are now partially borne by the authority.
- 4.19. Under the new system, a Start-up Funding Assessment was determined for each authority which reviewed the income required to fund services. The assessment set out a Baseline Need and this was split between Revenue Support Grant (RSG) and business rates.
- 4.20. To fund the Baseline Need, local authorities each had an expected level of business rates to be collected which was referred to as the NDR Baseline. For authorities with a Baseline Need that is higher than their NDR Baseline, a Top Up grant would be required. When the Baseline Need is lower than the NDR Baseline, a Tariff is payable by the authority. The Council pays a Tariff of £11m per annum.
- 4.21. Authorities that collect a higher level of income than their NDR Baseline are rewarded through the scheme as they are able to keep a proportion of the growth. Where there is growth above the Baseline however, a levy becomes payable to the Government.
- 4.22. Where an authority does not achieve its allocated NDR Baseline, a safety net system was also introduced to

ensure that income achieved below 92.5% of the Baseline would be reimbursed centrally. The first 7.5% would need to be covered locally. The safety net is funded by the levy noted in 4.20.

4.23. Authorities were able under the new scheme to combine into a Pool to retain more of the business rates income locally. All Top Up and Tariff allocations are combined as part of the Pool and one levy rate and safety net rate is then applied to any income growth/loss in the Pool.

4.24. The Council joined the Coventry and Warwickshire Business rates Pool in 2013/14 after being reported to Cabinet on 17 October 2012. The Council contributes to the Pool annually due to the growth above the Baseline, but the contribution is far lower than the levy imposed by the Government had the Pool not been in existence.

Local Performance

4.25. Through the Collection Fund Account, precepts are paid to the Government (50%), Warwickshire County Council (10%) and Nuneaton and Bedworth Borough Council (40%). The Council also has to fund the Tariff noted above which reduces the actual income retained to approximately 16%.

4.26. The NNDR1 return is completed in January each year, and this provides the forecasted income for the following financial year for all Preceptors. Within the return the surplus or deficit from the previous financial year is split between the Preceptors and paid/recovered as part of the precept payment. A summary of the return for 2024/25 is included below.

	Precept (£)	Surplus Payment (£)	Total (£)
Nuneaton & Bedworth Borough Council	17,002,358	1,351,683	18,354,041
Warwickshire County Council	4,250,590	337,921	4,588,511
Government	21,252,947	1,689,604	22,942,551
	42,505,895	3,379,208	45,885,103

4.27. The Fund has performed well in year. A surplus of £403k was forecast in January 2024 and paid to the Preceptors during 2024/25 but, the surplus on the Fund for 2024/25

was £529k. The closing surplus balance on the Fund is £3.1m which is payable to Preceptors in 2026/27.

4.28. The Council set-aside £5.38m at the end of 2020/21 to help mitigate the losses from business rates on the General Fund due to the pandemic. There is £5.60m currently in this reserve as contributions have been made in year but the uncertainty surrounding a proposed Business Rates reset plus the risks surrounding the top up / tariff arrangement, it is recommended that this reserve is held to support revenue for any potential future impact.

5. Consultation with the public, members, officers and associated stakeholders

5.1. Portfolio holder and Preceptors aware of the fund position.

6. Financial Implications

6.1. Included within the report.

7. Legal Implications

7.1. Statutory accounting function.

8. Equalities implications

8.1. No assessment is required.

9. Health implications

9.1. No specific health implications have been identified.

10. Climate and environmental implications

10.1. No direct climate and/or environmental implications have been identified.

11. Section 17 Crime and Disorder Implications

11.1. No direct Section 17 crime and disorder implications have been identified.

12. Risk management implications

12.1. No direct risk management implications have been identified.

13. Human resources implications

13.1. No direct human resource implications have been identified.

14. Options considered and reason for their rejection

14.1. Not applicable.

15. Conclusion

15.1. The Collection Fund is a statutory requirement, and the Council is obliged to account for all transactions relating to taxation as a Billing Authority and report the outturn position on the Fund to Cabinet and the Preceptors.

16. Appendices

16.1. Please note there are no appendices attached to this report.

17. Background papers

17.1. None.

18. Report Writer Details:

Officer Job Title: Strategic Director – Corporate Resources

Officer Name: Vicki Summerfield

Officer Email Address: Victoria.summerfield@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.10

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	16 th July 2025
Subject:	Parks and Green Space and Allotment Strategy
Portfolio:	Leisure and Health
Responsible Officer:	Assistant Director – Recreation and Culture
Corporate Plan – Theme:	Green Spaces and Environment
Corporate Plan – Aim:	Protecting our Natural Environment
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. **Purpose of report**

- 1.1 To provide Cabinet with the Parks and Green Space Strategy and Allotment Strategy for formal adoption and delivery of the play area capital programme.

2. **Recommendations**

- 2.1 Subject to the approval of the General Fund Revenue Outturn 2024/25 report (Agenda Item 6) the Parks and Green Space Strategy and Allotment Strategy be adopted; and
- 2.2 Subject to 2.1 the 3-year Capital Programme from 2025 – 2028 at Appendix 3 of the report, using the allocated s.106 funds received, and earmarked reserves of 300k be approved.
- 2.3 That delegated authority be given to the Assistant Director – Recreation and Culture to carry out procurement exercises in

accordance with the Council's Contract Procedure Rules to deliver the play area capital programme in line with the strategy in Appendix 3.

- 2.4 That delegated authority be given to the Assistant Director – Recreation and Culture to approve the allocation of Allotment s106 moneys received by NBBC for the purposes of increasing plot capacity and improved facilities, specifically as set out in each individual legal s106 agreement.

3. Background

- 3.1 In 2022 the Parks and Green Space team appointed Jon Sheaff Associates (JSA) to conduct the critical data and analysis to form the basis of the Parks & Green Spaces Strategy.
- 3.2 JSA's extensive work included:
- Auditing Park and play facilities
 - Mapping and analysing audit data
 - Producing a technical report that underpins this strategy
 - JSA, in partnership with Eftec consultancy, also provided Natural Capital Accounts to quantify public benefits from park and greenspace areas.
- 3.3 The Parks and Green Space Officers used the data collated to write the strategy in Appendix 1.
- 3.4 The strategy aims to:
- Improve the quality and accessibility of parks and greenspaces
 - Promote health and wellbeing through active lifestyles
 - Enhance biodiversity and environmental sustainability
 - Ensure efficient use of resources while addressing budget constraints
 - Leverage increased public interest in local greenspaces post-COVID to drive sustained engagement and use

4. Body of report and reason for recommendations

4.1 Parks and Green Space Strategy (P&GSS)

- 4.1.1 Using nationally recognised methodologies, including those from the Office of National Statistics (ONS), the NCA revealed that NBBC's annual expenditure of £1,892,000 (as of 2021) on parks and greenspaces generates substantial public benefits amounting to £16,500,000 annually. These benefits are categorised into four key outputs:

- Recreation: £10,100,000
- Physical Health: £5,500,000

- Air Quality: £700,000
- Carbon Sequestration: £200,000

4.1.2 NBBC currently manages 380 hectares of significant recreational greenspace across 75 sites, these are made up of formal parks and wild space (areas designed to support wildlife habitats).

4.1.3 Additional to NBBC owned spaces, there are 22 hectares of new greenspaces formed via housing developments across the Borough, initially managed by developers before being transferred to NBBC or residents' management companies.

4.1.4 The review shows that the current provision in the Borough meets minimum requirements, however, future planning needs to ensure continued access to high-quality greenspaces as the population grows. This includes prioritising fewer, higher-quality sites within reasonable walking distances, balancing accessibility with financial sustainability.

4.1.5 The P&GS strategy findings are broken down into key areas:

- Accessibility: The mapping reveals comprehensive accessibility to recreational greenspaces within the Borough, with few significant gaps. Continued monitoring ensures timely action if opportunities arise to address remaining deficiencies, particularly in identified areas of need. Overall, residents enjoy good access to various forms of recreational greenspaces, contributing positively to their well-being and quality of life.
- Quality: The audit assessments of park and greenspace provision within NBBC reveals open spaces with variable quality. To address this, NBBC's focus needs to shift from providing the correct number of parks to enhancing the quality of existing provisions. The strategy outlines an evidence-based approach to improve park and greenspace quality, guided by detailed audit data and evidence-led decision-making. Given budget constraints, NBBC will prioritise targeting the poorest-performing parks, greenspaces, and play areas in terms of quality.
- Play Area Provision: NBBC provides 55 equipped play areas of differing sizes. In addition to NBBC owned facilities three play areas managed by other local authorities on the edge of the Borough enhance overall coverage. However, gaps in provision remain, particularly at the Community and Destination levels. The quality assessment of NBBC play areas reveals significant room for improvement. While many sites fail to meet even the basic criteria, strategic upgrades, and adherence to best practices can enhance the overall play experience. By implementing improvements in design, safety, and inclusivity along with establishing a sinking fund for all new facilities, higher quality and more inclusive play areas will be achieved.

- 4.1.6 Short, medium and long term priorities & recommendations have been identified throughout the strategy, detailing what should be the focus for achieving.
- 4.1.7 NBBC are responsible for managing and maintaining large and diverse public spaces across the Borough. These include parks and recreational open spaces, as well as large areas of open water. It is important that the Council ensures these spaces are clean and safe so they can be enjoyed by everyone.
- 4.1.8 While the Council takes steps to try and support the right behaviours, enabling visitors to dispose of litter and dog waste responsibly through the use of waste bins, some residents still chose to not use them or even pick up their dog's waste. To hold those who fail to act responsibly to account, the Council can use its enforcement powers. These powers range from the issuing of fixed penalty notices through to Community Protection Notices.
- 4.1.9 The Council also put in place a Dog Control Public Space Protection Order under the Anti-Social Behaviour, Crime and Policing Act 2014. The Order requires owners to:
- Clear up when a dog had fouled
 - Keep dogs on a lead in some areas
 - Keep dogs out of some areas (such a play areas)
 - Put dogs on a lead when asked to do so
- 4.1.10 The penalty in relation to any offence issued through the Dog Control Public Space Order is a fixed penalty notice in the sum of £100.
- 4.1.11 In additional to the use of Dog Control Public Space Order the Council is also considering what steps it can take to ensure safety around and within the open water it is responsible for. Proposals around this, as well as strengthening the Councils enforcement team are currently being explored to as to improve the experience of visitors.

4.2 Allotment Strategy

- 4.2.1 The Allotment Strategy (2023-2033) in Appendix 2 presents an analysis of the allotment landscape within Nuneaton and Bedworth Borough, highlighting its importance as a vital component of greenspace and community well-being. Currently, the borough has twenty-eight allotment sites, providing over 37 hectares of growing space, with a notable demand reflected in a waiting list of an average of four people per site.
- 4.2.2 Allotments serve various functions, including food cultivation, social interaction, and biodiversity support. The council's past strategy expired in 2022, necessitating the development of a new plan to address current needs and future planning.

- 4.2.3 The document outlines the statutory obligations and historical context of allotment legislation, as well as planning frameworks guiding allotment provision at national and local levels.
- 4.2.4 Allotments offer significant social, environmental, and economic benefits, contributing to health and well-being, biodiversity, and food security.
- 4.2.5 Current and future allotment provision is assessed quantitatively and spatially, with strategies outlined for meeting demand through planning processes and new developments.
- 4.2.6 The management structure, including lease agreements, funding mechanisms, and service level agreements, is detailed, emphasising community engagement and the promotion of allotment benefits.
- 4.2.7 An action plan is proposed, focusing on securing allotment land, ongoing maintenance, community engagement, and a strategy review every five years.
- 4.2.8 In summary, the Allotment Strategy for NBBC highlights the importance of allotments as valuable assets for community health, environmental sustainability, and social cohesion. Through strategic planning, effective management, and community engagement, the council aims to continue and expand allotment provision and maximize their benefits for residents.
- 4.2.9 The Allotment Strategy Action Plan includes a short-term action to Publish the allotment s106 contributions document, detailing the process by which Allotment Associations can apply for funding to increase capacity and provide ancillary facilities. It is proposed that allotment societies that have s106 funds allocated to them will be contacted and invited to send in project proposals for spending the contribution (including plot increases required) on allotment improvements. It is anticipated that s106 contributions will be allocated to allotment associations from 2025/26 financial year onwards, as more contributions will come into NBBC over time.
- 4.2.10 As of May 2025 the Council received £91k in allotment contributions:

NBBC Allotment	s106 in
Aberdeen Allotment Association	£16,800.20
Bulkington Allotment Association (Barnacle Lane)	£1,123.08
Bulkington Road Allotment Association	£12,425.13
Greenmoor Allotment Association	£4,262.48
Higham Lane Allotment Association	£14,650.75
Mount Pleasant Allotment Association	£243.87
Queen Street Allotment Association	£529.26

Ryders Hill Allotment Association	£17,253.08
School Lane Allotment Association	£6,116.06
Weddington Allotment Association	£12,956.44
Wheelwright Lane Allotment Association	£4,830.20

4.2.11 The Council has also applied for £10k of 2025/26 UKSPF funding to allocate to seven allotments that do not and will not in the future have any s106 contributions allocated to them. This will ensure that all allotment sites and associations have an opportunity to improve their sites over the coming years.

5. Consultation with the Public, Members, Officers and Associated Stakeholders

5.1 A period of consultation with key stakeholders took place for a four-week period between 23rd September 2024 until 28th October 2024 to gain comments and feedback on the proposed Allotment Strategy.

5.2 Consultation was undertaken with internal NBBC departments and with partners at Warwickshire County Council during the drafting of the Parks and Green Space Strategy.

6. Financial Implications – Parks & Green Spaces Strategy

6.1 The key strategy finding of some significant deficiencies and significant variability in the quality of recreational greenspaces involves multiple factors affecting our resident's experience of using the sites. Capital investments that modernise, add to and enhance park infrastructure and facilities at the sites will not singlehandedly address or overcome all such identified issues but do have a very significant role to play.

6.2 At some sites in the vicinity of new housing developments 'section 106' sums to create additional facilities and capacity will help to raise the overall standard of provision - but availability of such sums is not neatly aligned with the location of the most poorly performing sites. As such the Parks and Greenspace team will also need to try to secure other capital funds - potentially internally by bringing forward new business cases for capital funding - and also externally if it is going to be able to successfully address the quality issues identified in poorly performing sites.

6.3 Capacity though to pursue external funding and to deliver additional capital projects is very limited due to a wide range of s106 sums having been secured in recent years and the pressing need to deliver those s106 sum driven investments which sit with a finite amount of time to deliver projects and utilise the sums.

6.4 Further and more detailed work will next be undertaken following on from the strategy to quantify any additional financial implications and to

then bring forward any further relevant business cases and reports for consideration.

- 6.5 In terms of play facilities, a high-level review of potential cost implications has now been undertaken based on how old the play area is, assumes they only last 20 years and estimates how much it would cost to replace. It then estimates when the Council would need to replace it and fills in the amount needed each year to refurbish if a sinking fund is formed. It would therefore be prudent to continue to include a play area sinking fund budget moving forward that is reflective to the state of the play areas. A sinking fund for long-term delivery and repairs, plus capital sinking fund to invest in those that need full refurbishment where no external funding is applicable.
- 6.6 Based on the review of play areas, 23 Council play areas would require a refurb within the next five years. The estimated cost to complete these works is approximately £2m (NB. further work required to be robust in relation to this figure). Some are supported via anticipated s106 collection, however based on the very initial high-level review there is approximately £500k of works outside of s106 required.
- 6.7 The proposed three-year capital programme of works for adoption is detailed within Appendix 3.

7. Legal Implications

- 7.1 Legal Officer guidance will be followed when entering any s106 agreement or funding.
- 7.2 Further work and analysis of sites will be required working with the Strategic Director for Housing and Communities Safety to understand land ownership and future use. Several plays areas were sited many years ago on Housing Revenue Account (HRA) land and these need investigating for future options or transferring to General Fund.

8. Equalities implications

- 8.1 The Strategy has reviewed accessibility to parks and green spaces for residents, this includes accessible equipment within play areas.

9. Health implications

- 9.1 Access to parks and open green space and allotments support an environment for improving the health and wellbeing for residents to access and take part in physical activity at all levels across the Borough.

- 9.2 A Health Equity Assessment Tool (HEAT) was completed.

10. Climate and environmental implications

10.1 Parks and Greens Spaces are a natural habitat for multiple species – as detailed within the Strategy having designated wild space that support wildlife habitats, carbon sequestration and Air quality.

11. Section 17 Crime and Disorder Implications

11.1 The facilities and accessibility to parks and green open space to residents of the Borough support improved outcomes for crime and disorder, whereby opportunities are taken up by young people in particular instead of other less desirable activities

12. Risk management implications

12.1 The strategies identified the condition of Council open space and allotment sites, and the standards that should be adhered to ensure optimum safety.

13. Human resources implications

13.1 No direct HR implications identified at this time.

14. Options considered and reason for their rejection

14.1 In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	There is a requirement for the existing strategies to be updated and relevant.
B	Not adopting the 3-year play area capital programme	The Council have collected s106 to enhance facilities and if delivery of projects is not delivered, the funds would have to be handed back to Developers.

15. Appendices

Appendix 1 –Parks and Green Space Strategy 2025 - 2040 (see separate document online only)

Appendix 2 – Allotment Strategy (see separate document online only)

Appendix 3 - Three Year Capital Programme

16. Background papers

16.1 Please note there are no background papers attached to this report.

17. Report Writer Details:

Officer Job Title: Assistant Director – Recreation and Culture

Officer Name: Katie Memetovic-Bye

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Appendix 3 - Three Year Capital Programme

2025/26

Project	Estimated Cost	Funding	Funding amount	Capital funding required	Notes
Sandon/Weddington cycleway	£244.5k	s106	£244,567.00	£0.00	s106 received in 2017 to improve and extend the Weddington Walk cycleway including a new bridge over the River anker at Sandon park and a new cycle path link across Sandon Park to join Weddington Walk to Weddington Road
Coronation walk footpath/cycleway	£248.5k	s106	£248,488.39	£0.00	App 35279 paid 2024. s106 "Cycleway from bridged crossing of change brook through Change Brook Park (Coronation Walk) to Weddington Road."
Lilleburne play area - refurbishment	£26.5k	s106	£26,448.00	£0.00	s106 funding received in 2018/19. Project will remove some play equipment and add new whilst upgrading the safer surfacing.
Bermuda balancing lake - natural play trail	£20k	s106	£19,835.00	£0.00	s106 received in 2019 for additional natural play around the lake.
Clovelly Way footpath	£31.5k	s106	£31,675.74	£0.00	Footpath contribution 034401, near Clovelly Way play area. S106 Received June 2020

2026/27

Project	Estimated Cost	Funding	Funding amount secured	NBBC Capital funding required	Notes
Chaucer Drive	£165k	s106	£165,278.44	£0.00	034600 received 2023. "for the provision of play equipment, pathways and ancillary equipment (inc bins, signs). Current wooden play equipment is old, small and needs replacing.
Tiverton	£257k	s106/ NBBC capital	£172,160.85	£85k	s106 "provision of a green gym and cycleway works". NBBC capital amount required to replace the ageing wooden play area at the same time - no s106 for this. (£172k received 2019 on 033157)
Greenmoor	£44k	s106	£44,458.67	£0.00	s106 "Towards Route B from Rothsay Close to Jubilee Centre" s106 received.
	£466k		£381,897.96	£85k	

2027/28

Project	Estimated Cost	Funding	Funding amount secured	Capital funding required	Notes
St Giles	£300k	s106	£220k	£80k	Concept plan required for phased delivery. £80k already received in 2023, with £140k potentially later on (from EMP7 and 039592). Concept planning in 2026 will confirm whether any NBBC capital is required.
Heckley	£280k	s106	£280k	£0	Concept plan required with phased development. £147k already received on app 35503. Due £133k on app 39136 (Wilsons Lane development)
Bulkington	£147K	s106	£147k	£0	Concept plan required with phased development. First phase teen play, green gym, signage, bike racks, bench and path improvements. (money from 33160 £12k and 36491 £135k). Further s106 of up to £400k in time.
Whittleford	£125k	s106	£125k		Start to deliver concept plan with s106 monies already received. First phase will be path and entrance improvements made of several smaller s106 sums.
	£852k		£772k	£80k	

AGENDA ITEM NO. 11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	16 th July 2025
Subject:	Ground Maintenance Procurement
Portfolio:	Leisure and Health
Responsible Officer:	Assistant Director – Recreation and Culture
Corporate Plan – Theme:	Green Spaces and Environment
Corporate Plan – Aim:	Protecting our Natural Environment
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1 **Purpose of report**

- 1.1 To provide Cabinet with options to consider for the future management of the Grounds Maintenance Contract, on expiry of the current outsourced contract.

2. **Recommendations**

- 2.1 That delegated authority be given to the Strategic Director for Public Services in consultation with the Assistant Director for Recreation & Culture and the Portfolio Holder for Leisure & Health to proceed with a timetable for the procurement exercise of the future Grounds Maintenance Contract.
- 2.2 Delegated authority be given to the Strategic Director for Public Services in consultation with the Assistant Director for Recreation & Culture and the Portfolio Holder for Leisure & Health to procure a

consultant/s to support in the delivery of a new grounds maintenance contract and specification in accordance with Contract Procedure Rules and Procurement Regulations.

- 2.3 Delegated authority be given for the Assistant Director for Recreation & Culture in consultation with Assistant Director for Central Operations to procure a grounds maintenance software system to support future delivery of the grounds maintenance contract.
- 2.4 If approved (section 5.2) and following feedback from a cross-party members working group, a further report be brought back to Cabinet on the future new specification tender and evaluation themes be approved.

3. Background

- 3.1 The existing Grounds Maintenance Service currently with Glendale, has been outsourced for several years and was due to expire in October 2026 following an initial two-year extension.
- 3.2 A Delegated Decision was published on 24th May 2024, Decision reference DO/03/2024 (KH) which detailed the contract extension period up until October 2026.
- 3.3 There are further contract extensions that could be awarded under the contract after October 2026 which are currently being executed via delegated powers, that are in place with the incumbent contractor to extend for up to a further two years if NBBC wish to proceed.
- 3.4 A review of the current contract bills of quantities has commenced, to ensure that data for the new specification is up to date and accurate including mapping systems.
- 3.5 The grounds maintenance data is not held on an up-to-date software and these needs addressing to ensure accuracy going forward and future efficiency of service delivery and monitoring of the contract.
- 3.6 To ensure that all possible options are considered for the Council's future Grounds Maintenance management, Consultants were appointed to undertake a review of the Council's current Grounds Maintenance services with a view of considering the range of potential future delivery options available.
- 3.7 In order to successfully deliver the procurement timetable, Consultant support will be required to support with capacity and expertise from a legal and industry perspective.
- 3.8 The current mapping and grounds maintenance software used within Parks and Greenspaces requires a significant refresh and a more efficient and up to date system. Officers have market tested a number of alternative software's and will procure this prior to entering a new contract.

4. Body of report and reason for recommendations
- 4.1 The review provided by the consultants has provided the Council with the Strengths, Weaknesses, Opportunities and Threats associated with a range of options, including:
- Contract make up.
 - Procure a third party via competitive tender.
 - Bring current service in-house.
 - Contract with a neighbouring Council to use either.
 - In House Team or
 - Third Party contractor (LATCo or other).
- 4.2 The consultants have undertaken a high-level consideration of the potential Procurement routes to clearly identify a range of Service delivery options available to the Council and the review has provided a detailed description of each of the identified options and highlighted the main Pros and Cons of each option.
- 4.3 The review has been based on the existing technical specification for the Grounds Maintenance Services, which includes, but not limited to:
- Horticulture Features (Rose Beds, Hedges, etc).
 - Grass Cutting.
 - Sports Provision.
 - Cemetery Internment and discretionary works.
 - Non-Horticultural Features (Paths, Litter, War Memorials, Christmas lights Decoration, etc).
- 4.4 The results of the SWOT analysis indicate that the Council are following a favourable route, by continuing to pursue the option of outsourcing the Services. While there are pro's and con's to each potential delivery mechanism, the benefits of out-sourced approach, included:
- Contractor profit margin is explicit and annual maximum contract cost agreed which allows clarity for budgeting purposes (subject to some elements of variable works).
 - Any changes to base costs are transparent and paid by responsible party.
 - LGPS only applies to initial transferees from in-house service (may be passed through directly), so pension liability remains with the external contractor.
 - Access to experienced operational management team.

- Best Value demonstrated via procurement process.
 - Continuation a known entity / delivery mechanism removing risks associated with the change.
5. Consultation with the public, members, officers and associated stakeholders
- 5.1 The Portfolio Holder for Leisure & Health, and Council Leader were consulted following receipt of the consultant's review of the Council's current Grounds Maintenance services and range of potential future delivery options available.
- 5.2 It would be recommended that a request for a cross-party member working group be instigated to be involved in the creation of the new specification and evaluation themes for the tender evaluation for the Contract, taking members feedback into consideration.
6. Financial Implications
- 6.1 There will be a financial commitment required during the procurement for consultant support, this will support with capacity and expertise from a legal and industry perspective. These funds have been identified through the 2025/2026 budget approval and budget has been put aside to support these costs.
- 6.2 A new mapping and grounds maintenance software system is required to be implemented prior to a new contract starting, to ensure that the data, systems and processes are accurate and efficient. Officers are looking at options for the systems that are the most cost effective for the Council.
7. Legal Implications
- 7.1 All legal matters will be lead via the Council legal team and the Council's Contract procedures Rules (CPR's) will be followed.
- 7.2 External Legal support may be required to support the procurement and contract documentation; the new Legal Services Framework will be an option to support this process.
8. Equalities implications
- 8.1 The management and maintenance of the parks and green spaces ensures that footways and access points are accessible for all residents that are the Councils responsibilities.
9. Health implications
- 9.1 Access to parks and open green space support an environment for improving the health and wellbeing for residents to access and take part in physical activity at all levels across the Borough.

10. Climate and environmental implications

10.1 The Grounds Maintenance contract supports with maintaining parks and green spaces which support the environmental habitats.

11. Section 17 Crime and Disorder Implications

11.1 The facilities and accessibility to parks and green open space to residents of the Borough support improved outcomes for crime and disorder, whereby opportunities are taken up by young people instead of other less desirable activities.

12. Risk management implications

12.1 No direct risk management implications have been identified, however the management of the Councils Grounds Maintenance contract is managed and reviewed via the Councils risk register for monitoring.

13. Human resources implications

13.1 The following human resource implications have been identified:

- There are varying levels of HR implications and support to be required and therefore the HR Business Partner will be involved in all elements of the process.
- The alteration of the specification may result in TUPE implications.

14. Options considered and reason for their rejection

14.1 In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	The delivery of a procurement exercise is required to ensure that the Council is not without a ground's maintenance contract at the end of the current contract.
B	Not utilising external consultation support	Concerns around NBBC officer capacity to deliver the procurement within the timescale

15. Conclusion

- 15.1 The SWOT analysis indicated that other options from the current outsourced service would require more time to explore and investigate and potentially carry a greater level of risk for the Council. This suggests that the preferred option for the Council would be to continue to externalise the Service through a re-tender exercise to the market, as opposed to reverting this Service to an in-house model.
- 15.2 It would be recommended that a request for a cross-party member working group be instigated to be involved in the creation of the new specification and evaluation themes for the tender evaluation for the Contract, taking members feedback into consideration.
- 15.3 To deliver the procurement exercise it is anticipated to take a minimum of 15 months inclusive of a three-month mobilisation period post contract award.
- 15.4 It would also be recommended to look at the mobilisation period being in the late Autumn period to allow the contractor to familiarise themselves with the new contract, outside of the peak grass mowing period of the contract.

16. Appendices

- 16.1 Please note there are no appendices attached to this report.

17. Background papers

- 17.1 Please note there are no background papers attached to this report.

18. Report Writer Details:

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AGENDA ITEM NO.12

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	16 th July 2025
Subject:	Conduct public consultation on changes to Pool Bank Street Car Park
Portfolio:	Business and Regeneration and Communities and Public Services
Responsible Officer:	Assistant Directors for Economy and Regeneration and Social Housing and Community Safety
Corporate Plan – Theme:	Housing, Health and Communities
Corporate Plan – Aim:	Work with partners to prioritise community safety and empowerment.
Ward Relevance:	St Mary's
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

-
1. Purpose of report
 - 1.1. To provide an overview of matters arising, and to seek authority to carry out a community consultation on changes proposed to Pool Bank Street Car park.
 2. Recommendations
 - 2.1. That authority is delegated to the Strategic Director, Housing and Communities and the Communities and Community Safety Manager to carry out a community consultation with regards the installation of additional security measures at this site.

- 2.2 That it be noted that a future report will be presented to Cabinet detailing options and recommendations, based upon the outcome of the consultation.

3. Background

- 3.1. This car park is located near to the town centre and adjacent to Pool Bank recreation ground. There are a number of community organisations in the immediate vicinity of the car park who use this car park, particularly in the evening and weekends.
- 3.2. The area is also impacted by a range of community safety challenges such as anti-social behaviour (ASB) and serious violence. As a result, the recreation ground is underused by the local community due to the fear of crime and high-profile incidents historically.
- 3.3. The aim is to carry out a consultation to make improvements, that will seek to benefit residents as well as other stakeholders.

4. Body of report and reason for recommendations

- 4.1. Local residents have been raising a number of issues with both the local authority and Police that include ASB in the evenings, speeding vehicles, vandalism and drug use.
- 4.2. In order to address these concerns, consultation on the installation of additional gates that will alleviate some of these issues, is proposed. This will allow the area to be secured when not required but still enable local organisations to use the car park when required.

5. Consultation with the public, members, officers and associated stakeholders

- 5.1. The Council is eager to consult local residents and community organisations as to the impact of this change. It is proposed that the consultation will take place over a three week period via the Council's website and other channels in early August, with adequate publication of this consultation via the Council's website and other media.

6. Financial Implications

- 6.1. The installation of bollards and new line markings have taken place already to improve this surface car park via external funding. The costs for the installation of a gate will be negligible and funded via the remaining external funding pot.

7. Legal Implications

- 7.1. No specific legal implications have been identified.

8. Equalities implications
 - 8.1. The consultation will be widely advertised. Respondents will be able to submit their responses via the Council's website, via email or letter, via telephone or in person via Customer Services.
9. Health implications
 - 9.1. No specific health implications have been identified.
10. Climate and environmental implications
 - 10.1. No direct climate and/or environmental implications have been identified.
11. Section 17 Crime and Disorder Implications
 - 11.1. It is anticipated this improvement will help the Council to address issues faced by residents in particular, throughout the year but more so in the spring summer months.
12. Risk management implications
 - 12.1 Following the outcome of the consultation, recommendations will be formulated, and any risk management implications will be identified at this stage.
13. Human resources implications
 - 13.1. No direct human resource implications have been identified.
14. Options considered and reason for their rejection
 - 14.1 Any additional options will be identified and assessed via this consultation process.
15. Conclusion
 - 15.1. In conclusion, carrying out a community consultation will allow the Council to ensure its decision making going forward is cognisant of residents and local stakeholders.
16. Appendices
 - 16.1. Please note there are no appendices attached to this report.
17. Background papers
 - 17.1. Please note there are no background papers attached to this report.

18. Report Writer Details:

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AGENDA ITEM NO.13

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16 July 2025

Subject: Skilled Migrant Workers Policy and Procedure

Portfolio: All

Responsible Officer: People Services Manager

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Delivering Services Effectively

Ward Relevance: n/a

Public or Private: Public

Forward Plan: n/a

Subject to Call-in: Yes

1. Purpose of report

- 1.1. To brief Cabinet on the Skilled Worker Migrant Sponsorship Scheme and set out the Council's approach in relation to policy and procedure for such.

2. Recommendations

- 2.1. That Cabinet approve the Skilled Migrant Workers Policy and Procedure attached at Appendix A.

3. Background

- 3.1. In order to support recruitment for difficult to recruit to skilled positions, on the 19th November 2024 Management Team gave approval for the Council to apply to become a Licensed Sponsor of Migrant Workers. This license has been granted and became effective on 8th April 2025.
 - 3.2 In order to comply with the requirements of the sponsorship license, the Council is required to develop policy and procedure to demonstrate how and who will manage the process and also provide guidance to managers.
4. Body of report and reason for recommendations
 - 4.1. The policy attached at Appendix A has been developed to complement the Council's license for Skilled Worker Migrant sponsorship license.
 - 4.2 There are a number of professional roles across NBBC where recruitment can be difficult such as Planning, Legal, Environmental Health and various recruitment initiatives such as redesigning roles and person criteria, use of market supplements have been used historically. Whilst, in the main, we have found solutions to recruitment difficulties, this has left service units under pressure due to lack of human resource for significant periods of time whilst we are trying to recruit.
 - 4.3 Becoming a Sponsor of Skilled Migrant Workers could provide another solution to recruitment difficulties. The cost of applying for a Visa can be significant and therefore a barrier to potential candidates in applying for certain roles. The Council's application for a license was approved and became effective in April 2025. Although the cost is associated with this, it is at a lower cost than traditional routes.
 - 4.4 Since becoming a sponsorship license holder, the Council has already been successful in recruitment to two posts making use of the scheme. The Policy details the approach to costs associated with these applications and sets out a repayment plan should such employees leave employment.
 - 4.2. In summary, the policy provides a framework for dealing with applications for sponsorship and where responsibilities lie. This includes details of any applicable payments and any clauses for repayment of any fees should a sponsored worker leave employment.
5. Consultation with the public, members, officers and associated stakeholders
 - 5.1. Consultation on the policy has been undertaken with Senior Leadership Team and Trade Unions.

6. Financial Implications

- 6.1. Any appropriate sponsorship fees would be payable by each relevant service unit as part of recruitment costs. Such costs will need to be funded by salary savings – this includes ongoing costs of renewal as appropriate.
- 6.2. The policy also includes reference to a payback clause should a sponsored employee leave within 12 months of starting employment.

7. Legal Implications

- 7.1. The policy and procedure are required to ensure the Council's compliance with UK Visas and Immigration Services regulations.

8. Equalities implications

- 8.1. No specific equality implications have been identified following the completion of an equality impact assessment.

9. Health implications

- 9.1. No specific health implications have been identified following the completion of an impact assessment.

10. Climate and environmental implications

- 10.1. No direct climate and/or environmental implications have been identified.

11. Section 17 Crime and Disorder Implications

- 11.1. No direct Section 17 crime and disorder implications have been identified.

12. Risk management implications

- 12.1. No direct risk management implications have been identified.

13. Human resources implications

- 13.1. This policy is required to support the Council's status as a license holder for Skilled Migrant Workers sponsorship. All appropriate and required consultation has been undertaken

14. Options considered and reason for their rejection

- 14.1. In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	This may reduce the candidate pool for skilled/professional roles that are historically more difficult to fill

15. Conclusion

- 15.1 A policy and procedure are needed to ensure the Council complies with requirements under its Skilled Worker Migrant Sponsorship License. Cabinet is asked to approve this policy for implementation.

16. Appendices

- 16.1. Please note the following appendices:

- i. Appendix A – Skilled Migrant Workers Policy and Procedure

17. Background papers

- 17.1. Please note there are no appendices attached to this report.

18. Report Writer Details:

Officer Job Title: People Services Manager

Officer Name: Ruth Bartlett

Officer Email Address: ruth.bartlett@nuneatonandbedworth.gov.uk

2025

Skilled Migrant Worker Recruitment
and
Preventing Illegal Working (Visa
Requirements)
Policy and Procedure

Skilled Migrant Worker Recruitment (Preventing Illegal Working) Policy Quality Record

Author and Version information

Name HR Services

Approved by

Version no 1

Date July 2025

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Appendices

- A. Letter setting out responsibilities of the line manager
- B. Right to work – manual check list
- C. Letter setting out responsibilities of Migrant worker
- D. Costs associated with sponsoring and visa applications
- E. Visa Applications – various options for financial support

Home Office/Immigration Office document references and links located within this policy:

- [Sponsor-a-Skilled-Worker-10-24-v1.0.pdf](#)
- [Employer's guide to right to work checks](#)
- [Work in the UK - GOV.UK](#)
- [Workers and Temporary Workers: guidance for sponsors part 3: sponsor duties and compliance \(accessible\) - GOV.UK](#)

1. Introduction

- 1.1 The Council is committed to ensuring that Nuneaton and Bedworth is the place to live, visit and work. As such the Migrant Worker Recruitment Policy supports this aim by encouraging non-UK nationals to apply for suitable roles, where it is difficult to recruit, whilst retaining the aim of recruiting the most suitable candidate with the appropriate qualifications, skills and experience for identified vacancies.
- 1.2 The Immigration, Asylum and Nationality Act 2006, updated with the Immigration Act 2016 sets out measures to tackle illegal working and provides the legal framework setting out the duty on employers to check the right to work in the UK. The latter act came into force to introduce further protections against labour market exploitation.
- 1.3 Following the UK departure from the European Union on the 31st January 2020, the transitional period, during which free movement of labour continued, ended on the 31st December 2020. Early in 2021, the government introduced a new UK points-based immigration system. Under this system, all non-UK nationals, both EU and non-EU, need a job offer from an approved sponsor at the required skill level and to demonstrate that they can speak English, to be in a position to apply for a Skilled Worker Visa. Citizens from the Republic of Ireland were, and continue to be, exempt from the new immigration rules.
- 1.4 Nuneaton and Bedworth Borough Council became a Licensed Sponsor on the 8th April 2025. There is no requirement to renew your sponsor licence and a licence will remain valid subject to compliance with sponsorship duties unless it is revoked by the Home Office or surrendered by the Council
- 1.5 This policy describes the Council's legal responsibilities to ensure it is operating in line with Home Office requirements in the recruitment of non-UK nationals and sets out the legal requirements of employing migrant workers and ensuring that all potential employees are legally entitled to work in the UK.

2. Policy Statement

- 2.1 There is considerable value to the council in employing workers from overseas. It adds to the diversity of the workforce and supports recruiting to jobs requiring specialist skills that are in short supply in the UK.
- 2.2 In line with the Recruitment Policy, when considering migrant workers, the Council aims, at all times, to recruit the person who is most suited to a particular job. Offers of employment whether to UK nationals or to non-UK nationals will be solely on the basis of the applicant's abilities and individual merit, as measured against the criteria for the job. Qualifications, experience and skills will be

assessed at the level that is relevant to the job in line with the Council's Competency Framework.

- 2.3 A 'right to work' check determines whether an applicant has the legal right and permission to work in the UK. The Immigration, Asylum and Nationality Act 2006 (amended by the Immigration Act 2016) sets out the legal framework for employing migrants and provides employers with a statutory excuse against a civil penalty where they can clearly demonstrate that they have carried out all the necessary checks to mitigate any risks of employing illegal workers.
- 2.4 Employers are at risk of facing a civil penalty if they are found to be employing an illegal worker and they haven't carried out a correct 'right to work' check. A civil penalty can be anything up to £20,000 per illegal worker. Criminal sanctions may also apply where the employer is found to have knowingly appointed or continue to employ an individual who does not have the right to work in the UK. Employers who deliberately flout the law to exploit vulnerable employees could find themselves in a situation of criminal prosecution with significantly higher financial penalties and possible imprisonment.

3. Scope

- 3.1 This policy applies to all employees and workers subject to immigration control, including those on fixed term contracts and agency worker agreements. It sets out the Council's legal responsibilities to ensure it is operating in line with Home Office requirements in the recruitment of non-UK nationals. The Home Office guidance for sponsoring a Skilled Worker can be found on the Government Website by following the link below.

[Sponsor-a-Skilled-Worker-10-24-v1.0.pdf](#)

- 3.2 The Council recognises that a good recruitment process is key part of ensuring that relevant legislation is adhered to and so that we can recruit and retain the best candidates for our vacancies. A good recruitment process will also promote a positive image of the Council as an employer and service provider. In addition to ensuring the 'right to work' in the UK, the recruitment of migrant workers must be undertaken in line with the Council Recruitment and Selection Policy and Procedure.
- 3.3 There may be circumstances which arise that are not covered by this policy. Individual circumstances cannot always be accounted for within a written procedure and, where these arise, they should be discussed with Human Resources.

4. Definitions and Abbreviations associated with 'Right to Work in the UK checks' and referred to in this Policy

- **Biometric Residence Permit (Card):** All new or renewed visas are now granted in the form of a biometric card, rather than a vignette.
- **Defined Certificate of Sponsorship (CoS):** A defined COS is for overseas applicants. This may also be required for and applicants already in the UK on a visitor's visa or a Temporary Work visa switching to a Skilled Worker Visa.
- **Employer (Visa) Sponsorship:** The Council holds an Employer (Visa) Sponsorship Licence which enables the Council to employ workers from outside the UK and extend the Visa/work permits of current employees.
- **List A:** A continuous right to work in the UK. There is no time limit or expiry date and the documentation does not need to be rechecked.
- **List B:** A time limited right to work in the UK. There is an expiry date and must be rechecked when the permission to work in the UK expires (visa expires).
- **Migrant Worker:** The worker is working outside of their home country and is subject to immigration control as their right to work in the UK will have restrictions and an end date.
- **Settled Worker:** The worker is not subject to immigration control and has no restrictions on their stay in the UK.
- **Shortage Occupation:** The UK Government maintains a list of occupations which are deemed to be of short supply in the UK.
- **Skilled worker Visa - Going rates:** A list of Standard Occupation Classifications (SOC) is published by the Office of National Statistics with assigned going rates for occupations. (NB: The higher of either the minimum salary threshold or the standard going rate must be paid, unless there are specific grounds for paying less as defined by UK Government Policy)
- **Immigration Salary List:** Jobs on this list attract a reduction in the salary threshold set by the Home Office. (NB: there are only a few occupations engaged by the Council on this list and are mainly related to trades)
- **Sponsor Management System:** As the Council holds a sponsor licence, selected staff are granted a log-in to the system to be able to apply for, and manage, sponsor applications made to the Home Office.

- **Statutory Excuse:** As an employer, the Council must, for each migrant worker, determine if all of the applicable criteria, relevant to employing a migrant worker, has been met through their checking processes for a statutory excuse to be established. A statutory excuse protects the Council from prosecution for employing a migrant worker.
- **Undefined Certificate of Sponsorship (COS):** An undefined COS is for migrants already in the UK working on a Skilled Worker Visa with another employer and will be coming to work for the Council (change of employment). Migrants can be in the UK under another visa type which is eligible to switch to a Skilled Worker Visa such as a student visa/graduate visa. Current employees with the council can request extensions to their current Skilled Worker Visa, and any significant changes to an employee's current job role (change of SOC code) with the Council will require a new COS.
- **Immigration Skills Charge (ISC):** A levy imposed on UK employers who sponsor non UK skilled workers and payable where workers have been assigned a Certificate of Sponsorship.
- **Vignette:** An entry clearance/ right to work evidence which is placed in the holders' passport. This will only be issued for a period of 1 month to allow the individual to arrive in the UK and give them time to collect their Biometric Residence Permit (Card).

5. Roles and Responsibilities

5.1 Managers

5.1.1 Recruitment and Selection is a key responsibility for managers and where a position meets the threshold to be considered suitable for skilled migrant workers managers must liaise with HR to determine whether they should be advertised as open to Migrant Workers. When considering making offers of employment to Migrant Workers managers must liaise with HR to ensure the process for sponsoring a migrant worker is followed and the necessary right to work checks have been carried out prior to a formal offer of employment being made.

5.1.2 In addition, having offered employment, they must inform HR of the following:

- If the worker does not turn up for his/her first day of work or if the start date is delayed.
- If they are absent from work for more than 10 consecutive working days without permission

- If their contract of employment, or any relevant professional registration ends earlier than shown on their Certificate of Sponsorship (COS for example dismissal or resignation).
- If their leave to remain expires or if they are granted indefinite leave to remain in the UK.
- If there are any significant changes in their circumstances including promotion or change of job title/duties
- A reduction in salary as listed on the COS (increases do not need to be reported).
- Changes to the location of work.
- Any information which suggests they are breaching their conditions of leave to remain in the UK.
- There are regulations which apply to migrant workers taking on additional work and Line managers must not sign off or approve any additional hours or second jobs without consulting with HR.

5.1.3 If there is any suspicion that the worker may be engaging in terrorism or other criminal activity the Council has a duty to inform the police.

5.1.4 A letter setting out the line managers full responsibilities will be provided and is attached as **Appendix A** and can be found in Section 17 of this policy.

5.1.5 There are additional costs set by the Immigration Office which recruiting managers are responsible for. Information relating to costs can be found at Section 8 and details of costs can be found at **Appendix D** section 17.

5.2 Human Resources

5.2.1 Human Resources are responsible for providing timely and up-to-date professional advice, guidance and support to recruiting managers who wish to make an offer of employment to a migrant worker. This will include the management of the process of Sponsorship of the Migrant worker, ensuring:

- The processing pre-employment checks
- The correct processes are being applied depending if the employee/worker is a settled or migrant worker
- Carrying out document checks
- Applying for sponsorship under the Points Based System where appropriate
- Ensuring all documentation is collected and stored as necessary
- Conducting repeat checks as appropriate

5.2.2 The UK Visa and Immigration Office Guidance on Employers' right to work checklist includes documentation required in respect of List A and List B and

home office guidance on how to conduct online and manual right to work checks can be located by following the link below:

[Employer's guide to right to work checks](#)

5.2.3 For checks using the Government online system the applicant will need to provide a code for accessing their information. For manual checks **Appendix B**, which can be found in Section 17 of this policy, provides a list of documents which can be used to check for right to work.

5.2.4 Human Resources should monitor for any variance in work, other than the role the CoS has been provided for. Whilst skilled migrant workers are allowed to work additional hours in their substantive role they **must not** work more than 20 extra hours per week in another role and in addition they must comply with the Working Time Regulations. Any hours worked on a casual basis with the Council or in another role to that of the substantive position must be monitored and may require an update of the visa. Line managers must not sign off or approve any additional hours that breach this rule and should contact HR Services for guidance. Home Office Guidance related to this can be found by following the link below:

<https://www.gov.uk/skilled-worker-visa/second-job>

5.2.5 Human Resources will be responsible for briefing Managers to ensure they understand the Council's responsibilities as a Licensed Sponsor and any service unit costs associated with employing a migrant worker.

6. Migrant Workers and prospective Migrant Workers

6.1 Have responsibility for providing all relevant documentation with regards to evidence of their right to work in the UK. If the worker is under visa sponsorship, they must report all relevant activity to their managers or HR Services, so it can be reported to the Home office. A full list of responsibilities of the worker is set out in a letter which is sent to the worker and can be found as **Appendix C** in Section 17 of this policy.

7. The Core Principles of employing Skilled Migrant Workers

7.1 Not all jobs are eligible for a skilled worker visa and immigration rules introduced in April 2024 use a points based system with eligible jobs identified by an occupation code. Before advertising a position as open to applications from non-UK nationals HR Services will check whether the position meets the threshold and criteria for it to be eligible. Reference should be made to the Home Office Guidance on Sponsoring a Skilled Worker Sections SK3 to SK7 (pages 14 to 40).

[Sponsor-a-Skilled-Worker-10-24-v1.0.pdf](#)

7.2 In summary to be eligible for sponsorship the Job/Skilled Migrant Worker must meet all the following requirements:

Is aged at least 18 on the date of application.

- The job they are applying for is eligible for this type of visa
- The worker must be employed by a UK employer that's been approved by the Home Office
- The worker must be paid at least the minimum salary rate of £38,700 per year (37.5 hours per week), the 'going rate' for the type of work they will be doing or the salary rate paid by the Council, whichever is the highest. Please note that the 'going rate' for the job is the 'Standard Rate' as set by the Office of National Statistics and not the rate which is paid by the Council. Where the working week is less or more than 37.5 hours per week a pro rata calculation applies. For NBBC where the standard working week is 37 hours the minimum salary rate is £38,184.
- The minimum skill threshold is RQF Level 6 (graduate-level roles).

7.3 There may be times when a skilled migrant worker can be paid less and advice should be taken from Human Resources.

7.4 The government publishes an immigration salary list which provides salary information for jobs which are considered in short supply in the UK and in some circumstances for 'new entrants' as a skilled worker it may provide a route for a discount to the minimum salary rate.

7.5 In addition the minimum salary may be lower if the migrant worker is extending their Skilled Worker visa or updating it because they have a new job or employer and as such they were granted permission as a Skilled Worker under the Immigration Rules in force before 4 April 2024 and have had continuous permission as a Skilled Worker.

8. Documentation, Process and costs associated with employing Skilled Migrant Workers

8.1 It is a requirement for an employer to hold a sponsor licence for the purpose of employing skilled migrant workers.

8.2 As a Licensed Sponsor the Council is required to obtain a Certificate of Sponsorship (CoS) for each Skilled Migrant Worker and a Migrant Worker is unable to obtain a Skilled Migrant Worker Visa without a CoS. There is also a requirement to pay an Immigration Skills Charge (ISC) for the first 12 months of employment and for each subsequent 6 months as detailed on the CoS .

8.3 Directorates/Service Units are responsible for meeting the cost of the CoS and the ISC. Details of payments to be made are set out in **Appendix D** and found in Section 17 of this policy. Payment for the CoS and ISC is required by debit/credit card and taken at the time of submitting a request for a CoS.

8.4 Where NBBC wishes to sponsor someone who will be making their application for permission (entry clearance) from outside the UK a 'Defined' CoS) is required.

A 'Defined' CoS should be applied for in the following circumstances.

- A particular worker has been identified for a role to be filled and the applicant is a non UK worker and not applying from within the UK
- A particular worker has not, as yet, been identified for a role but the Council has a vacancy (or vacancies) they wish to fill and it is reasonably anticipated there may be the need to sponsor a worker (or workers) not currently in the UK

NBBC must not assign an Undefined CoS to a worker who will be applying for entry clearance. Should this happen it is likely to result in the licence being revoked.

8.5 Once the CoS is received the individual seeking sponsorship should be provided with a copy and will need to apply for a Visa. Migrant Workers are responsible for meeting the cost of their visa. Depending on circumstances, the Council may be in a position to provide financial support. Details of support available is set out in **Appendix E** found in Section 17 of this policy.

8.6 HR must be provided with a copy of the Visa which should be saved on the individuals personal file, as well as making a record of the expiry date and I-trent and follow the monitoring process set out in section 14 of this Policy and Procedure.

9. Types of Visas (documents allowing legal migrant working)

9.1 A summary is listed below

List A (Appendix B)	Documents on this list must be provided to prove the candidate has the right to work in the UK and is not subject to any follow up checks. Those who fall into this category are UK nationals and migrants with Indefinite Leave to Remain.
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List B (Appendix B)	Documents on this list should be provided by migrants who are a non-UK national to prove they have the right to work in the UK which is time-limited. They are able to work until the expiry date.
EU Settlement Status	<p>Since 1 July 2021, EEA citizens and their family members are required to hold a valid immigration status in the UK, in the same way as other foreign nationals. They can no longer rely on an EEA passport or national identity card to prove their right to work. If the migrant is from, or is a family member of someone from the EU, Switzerland, Norway, Iceland or Liechtenstein and lived in the UK prior to 31st December 2020 they were eligible to apply for the EU Settlement Scheme.</p> <p>If the worker holds pre-settled status they are eligible to work until the expiry date. They must apply for Settled Status prior to the expiry and once granted they are able to stay in the UK as long as they like. An exception to this is where the holder leaves the UK for more than 5 years as they will automatically lose their settled status.</p>
Biometric Cards	All non-UK migrants with permission to stay in the UK for longer than 6 months must apply for a Biometric Residence Permit (BRP).
Skilled Worker Visa	The Council is able to sponsor skilled migrants under the Skilled Worker Visa. The applicants must meet the minimum criteria which includes salary, an eligible job type and knowledge of English. Additional points are granted if the post falls under the Shortage Occupation list.
Student Visa	Individuals may be able to work on this visa for a limited number of hour per week depending on the course type and restrictions printed on the BRP.
Graduate Visa	Gives permission to remain and work in the UK and last for 2 or 3 years dependant on qualification achieved. Cannot be extended but may be able to switch to a different visa, for example Skilled Worker Visa

9.2 More detail on various types of visas can be found by following the link below:

Skilled Migrant Worker Recruitment
(Preventing Illegal Working) Policy www.nuneatonandbedworth.gov.uk

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10. Compliance with Home Office Requirements

- 10.1 There are a number of reporting activities and record keeping requirements necessary to retain the Visa Sponsorship Licence. This is only applicable to those on a Skilled Worker Visa sponsored by the Council

11. Reporting Activities

- 11.1 To satisfy the Council's sponsor requirements, it is mandatory to report activities within 10 days via the Home Office Sponsor Management System (SMS). The full list of reportable activities can be found by following the link below at section C1 Sponsor Duties.

[Workers and Temporary Workers: guidance for sponsors part 3: sponsor duties and compliance \(accessible\) - GOV.UK](https://www.gov.uk/work-in-the-uk/employment/employment-requirements/employment-requirements-for-sponsors)

12. Record Keeping

- 12.1 The Council is required to retain all documentation relating to the employment of a sponsored Skilled Worker for the duration of the sponsorship. This includes contracts of employment, qualifications and/or professional registration and other documents as specified by the Home Office. The UK legal requirement for retention of employment records is in addition to the requirement to those specified by the Home Office for migrant workers.

13. Risks and Penalties

- 13.1 The Chief Executive, an individual Director or Senior Manager can be personally criminally liable if they know that a person is not entitled to work in the UK and consents to their employment. The penalty is up to two years imprisonment and/or an unlimited fine.
- 13.2 If the Council was found to have failed to comply with the Home Office requirements and Immigration rules, it creates a risk of having the licence downgraded or revoked. This could cause adverse implications for the Council's ability to recruit non-UK nationals, along with the implications for current migrant workers. The ability to recruit internationally supports the Council's ability to fill all necessary posts and keep services running effectively.

14. Policy Monitoring and Compliance

14.1 Key monitoring activities and responsible officers are set out in the table below:

What key element(s) need(s) monitoring as per local approved policy or guidance?	Who will lead on this aspect of monitoring? Name the lead and what is the role of other professional groups	What tool will be used to monitor/check/observe/asses/inspect Authenticate that everything is working according to this key element from the approved policy?	How often is the need to monitor each element? How often is the need complete a report? How often is the need to share the report?	How will each report be interrogated to identify the required actions and how thoroughly should this be documented in e.g. meeting minutes.
Record all employees that are working for the Council on a Visa	HR Services	Data entered onto I-trent with a review date 6 months prior to expiry date	Monthly	HR to run report on expiring visa's and determine appropriate action
Report any changes to Home Office in regards to employees with Visa's	HR Services	Home Office Sponsor Management System	As applicable	HR to identify, document and save changes. Update content manager and I-trent
Processes are in line with current Home Office requirements	HR Services	Audit	Yearly	HR Services to manage actions from audit
To ensure the Council is confident that they are	HR Services	Responsibility letters are sent to both the	As applicable	HR Services

compliant in reporting duties, and to communicate the legal obligations to employees and managers		managers and the migrant workers		
Visa's that are due to expire	HR Services	Expiry information saved on I-Trent	Monthly	HR Services

15. Equality Impact Assessment

15.1 The Council recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs. An equality Impact Assessment has been undertaken by the Council's Equality and Safeguarding Officer and no equality implications have been identified.

16. Policy Review

16.1 HR Services will review every three years or in line with Home Office changes whichever is the sooner.

17 Appendices

17.1 Appendix A

Responsibility letter for the Line Manager of employee Migrant Worker	Appendix A
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To:

Enquiries to: HR Services

Dear

Direct Dial: 024 7637 6550

IMPORTANT INFORMATION REGARDING OUR CONTRACTUAL OBLIGATION WHEN EMPLOYING SKILLED WORKER (SPONSORED) VISA HOLDERS

As (NAME) will have a Skilled Worker Visa sponsored by the Council, we have a contractual duty to inform the Home Office of any of the following changes within 10 working days of the event in question:

- If they do not turn up for his/her first day of work, or if the start date is delayed
- If they are absent from work for more than 10 consecutive working days without permission.
- If their contract of employment, or any relevant professional registration ends earlier than shown on their Certificate of Sponsorship (COS) (dismissal or resignation)
- If their leave to remain expires or if they are granted indefinite leave to remain in the UK.
- If there are any significant changes in their circumstances including:
 - Promotion or change of job title/ duties
 - A reduction in salary as listed on the COS (increases do not need to be reported)
- The location of work
- Any reduction in hours must have prior approval to ensure the sponsorship criteria continues to be met.
- Any information which suggests that they are breaching their conditions of leave.
- We must also give the police any information we may have that suggests that they may be engaging in terrorism or other criminal activity.

Additional Hours/Second Jobs

Whilst they are allowed to work additional hours in their substantive role they **must not** work more than 20 extra hours per week in another role and in addition they must comply with the Working Time Regulations. Any hours worked on a casual basis with the Council or in an additional another role to their substantive position must be monitored and may require an update of the visa. Line managers must not sign off or approve any additional hours that breach this rule and should contact HR for guidance.

As the manager you must inform HR Services via hr@nuneatonandbedworth.gov.uk of any of these changes immediately as they are made known to you. If, during their period of employment there are any changes to their circumstances such as address, phone number etc they have a responsibility to notify the Council and also the Home Office.

The sponsored worker has been informed of their contractual requirements to notify us of any changes to their circumstances. However if you become aware of any changes please inform HR Services who will notify the Home Office through the Sponsorship management system.

The absence records of this individual must be retained as they may be inspected through a Sponsor Licensing visit.

The organisation could be put at risk of a significant fine and face the revoking of the Council's Sponsorship Licence if we fail to comply with these standards. I would therefore strongly advise that you retain a copy of this letter securely in order that you can readily refer to your responsibilities.

You should have a conversation with the employee at least 3 months before their visa expires to confirm whether it is to be extended and for them to contact HR Services to apply for this. Please put this date into your (and their) diary when they start, as a reminder.

If you need any support and advice regarding the Council's obligations as sponsors of migrant workers, please do not hesitate to contact HR Services who will be happy to assist.

Yours sincerely

On behalf of HR Services

17.2 **Appendix B - Right to Work Manual checking**

Where a right to work check has been conducted using the online right to work checking service, the information is provided in real-time directly from Home Office systems and there is no requirement to check any of the documents listed below.

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.¹

2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

2. A Certificate of Application (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.

3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

17.3 Appendix C

Responsibility letter for the Employee/ Migrant Worker	Appendix C
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To:

Enquiries to: HR Services

Dear (Candidate/Employee Name),

Direct Dial: 024 7637 6550

Once your Skilled Worker Visa has been granted, Nuneaton and Bedworth Borough Council (NBBC) has a legal duty to keep your personal details updated.

You must also keep the Council and the Home Office informed of any changes to your circumstances, including:

- ☐ Place of residence address
- ☐ Home Phone Number
- ☐ Mobile Phone Number
- ☐ Marital Status
- ☐ Professional Registration details
- ☐ Next Of Kin/Emergency Contact details – both in the UK and overseas (*for the Councils information only*)

If during your employment with the Council there are any changes to the above you are contractually obliged to advise the Council by either logging onto I-Trent and updating your Personal Details and Contact information or via hr@nuneatonandbedworth.gov.uk. You should also notify the Home Office directly.

You must not work more than 20 hours in an additional paid role or voluntary work and must comply with the Working Time Regulations 1998. For full information and conditions please refer to the Home Office website

<https://www.gov.uk/skilled-worker-visa/second-job>

Please note that it is your responsibility to ensure that you work within the parameters of your visa.

Any reduction of hours/ pay must have prior approval to ensure you still meet the sponsorship criteria.

Please ensure that you have a discussion with your manager at least 3 months before your visa expires to confirm whether or not your role is continuing. If you require an extension you will need to make a request to HR Services to apply for a further Certificate Of Sponsorship and submit your visa application prior to your current visa expiry date unless you are told otherwise as different arrangements are in place. We will send a reminder; however, it is your responsibility to ensure you retain the right to work whilst employed by the Council. Please note that Council will not fund any legal expenses incurred by you in pursuance of maintaining your right to work in the UK.

If you need any support or advice regarding your obligations as an employee, please do not hesitate to contact HR Services who will be happy to assist or visit the Government website at:

<https://www.gov.uk/skilled-worker-visa>.

The Home Office can also be contacted on 0300 790 6268 should you have any queries specific to your application or visa.

Yours sincerely

On behalf of HR Services

CC: Manager

17.4 Appendix D

Costs associated with becoming a Licensed Sponsor of Skilled Migrant Workers and Visa Costs for Migrant Workers

Skilled Migrant Worker Recruitment
(Preventing Illegal Working) Policy www.nuneatonandbedworth.gov.uk

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Costs other than those identified as payable by the worker are met by the employer and the table below sets out who is responsible for payments.

	Cost
Register to become a sponsor (employing 50 or more workers (long term/permanent worker)	£1579 (Corporate responsibility)
Certificate of Sponsorship (CoS) for a skilled worker (employer has to provide worker with this to enable them to apply for visa)	£525 (Directorate/Service Unit responsibility)
Visa Cost applying from outside the UK	
Skilled Worker Visa 3 years or less	£769 (Worker Responsibility)
Skilled Worker Visa – over 3 years	£1519 (Worker Responsibility)
Visa Costs applying from inside the UK to extend, switch, update	
Skilled Worker Visa 3 years or less	£885 (Worker Responsibility)
Skilled Worker Visa – over 3 years	£1,751 (Worker Responsibility)
Immigration Health Surcharge	
The cost depends on individual on circumstances – for individuals on a skilled worker visa.	£1,035 per year
Below is information relating to the Immigration Skills Charge. This will apply to all workers with some exempted roles (exempted roles are not generally employed within local government). Other exemptions are those potential Migrant Workers currently on a student visa or someone who an employer has previously provided with a CoS may have an exemption.	

Immigration Skills Charge Medium to large business – any period of employment up to 12 months.	£1000 (Directorate/ Service Unit Responsibility)
Immigration Skills Charge each subsequent 6 months following first 12 months. circumstances)	£500 (Directorate/Services Unit Responsibility)

17.5 Appendix E

Financial Support towards Visa Costs

The cost of a Visa is fairly significant for individuals potentially choosing to migrate on a work visa or to remain in the UK on a work visa.

Depending on individual circumstances managers may wish to consider the following options in respect of financial support towards the cost of a Visa.

- NBBC re-imburses the cost of the Visa and/or Healthcare Surcharge on the basis of repayment scheme, similar to that of our training repayment policy, should the migrant worker leave the employment of NBBC within 2 years.
- NBBC makes a loan of the cost of the Visa and/or Healthcare Surcharge to the migrant worker on the basis that they repay the cost over a period of time and should they leave our employment before the full cost is met they repay any outstanding sum when they leave.
- NBBC does not provide any financial support towards the cost of the Visa.



AGENDA ITEM NO.14

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	16 July 2025
Subject:	Implementation of SharePoint as the Corporate Document Management Solution
Portfolio:	Resources and Central Services
Responsible Officer:	Assistant Director - Central Operations
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	YC1 – Delivering Services Effectively YC2 – Delivering Services Efficiently YC3 – Ensuring Value for Money for our Taxpayers
Ward Relevance:	None
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. **Purpose of report**

- 1.1. To provide an overview of the requirement to vary the Microsoft licensing contract in order to procure services to assist in the implementation and development of SharePoint as a corporate document management solution and to seek Cabinet approval for this contract variation.

2. **Recommendations**

- 2.1. That delegated authority be given to the Assistant Director for Central Operations to approve a variation of the Microsoft licensing contract to provide services to assist in the implementation and development of SharePoint as our corporate document management solution.

3. Background

- 3.1. NBBC have used Content Manager (CM) as the corporate document management solution since 2007. Take up and adoption of the system has been somewhat inconsistent, with some service areas opting to use network shares instead, or as well as, CM. This has resulted in disparate practices and ineffective governance of our records.
- 3.2. Since the migration of our infrastructure to Azure, all files and folders on network shares now incur tangible storage costs of around £10K pa. Previous analysis of the contents of these shares revealed that approximately 50% of records have not been referenced in many years, are duplicated or redundant files, and, due to the age of some of the records and their method of storage, there are multiple potential breaches of GDPR.
- 3.3. As part of the implementation of Teams, all users were granted access to OneDrive. This area is designed to be used for storage of records that relate to the individual, as opposed to corporate records that need to be shared. Some parts of the organisation have adopted OneDrive as a more formal file storage platform, primarily as it allows for sharing across teams and also with external partners. The appropriate governance and permissions structures for this solution have yet to be finalised and there is a risk that users could unintentionally share or make available potentially sensitive information.

4. Body of report and reason for recommendations

- 4.1. Due to the current inconsistency and potential non-compliance, there is a need to provide a suitable and secure corporate document and records management solution that can deliver the requirements of the whole organisation.
- 4.2. SharePoint was recently implemented as our corporate Intranet and the project included the facility to store and share relevant corporate documents. As the SharePoint platform is part of NBBC's Microsoft estate, it can be utilised with no additional on-going hosting or licensing costs. The current configuration can be further developed to deliver a compliance corporate records management solution.
- 4.3. Migrating documents and records from CM and network shares into SharePoint will enable us to streamline document management processes, making it easier for users to access and collaborate on documents. Implementing a clear document lifecycle management strategy will ensure that documents are created, accessed, collaborated on and archived in a structured and compliant manner.

- 4.4. Availability of documents and records directly from SharePoint will also support our long-term roadmap to move above from reliance on the Azure Virtual Desktop (AVD) as a platform for delivery of applications. The AVD environment forms a significant proportion of our monthly azure costs and reducing the number of servers and access required will reduce those costs considerably.
- 4.5. Licence and support costs for CM have increased substantially over recent years, with current annual costs around £50K. Migration to SharePoint will enable us to cease use of this solution, enabling those costs to be offset against the implementation project costs.
- 4.6. In order to explore the viability and suitability of SharePoint as our corporate tool, some initial discovery work has been undertaken in conjunction with our Microsoft licensing partner, Trustmarque. A proposal has been produced from those discussions, which will enable us to establish the foundations, structure, governance and architecture required to adopt SharePoint as our corporate tool and to migrate the contents of CM and network shares into that new environment.
- 4.7. Our current Microsoft Licensing contract was procured via a Crown Commercial Services aggregation exercise via their Technology Products & Associated Services 2 (TePAS 2): Lot 3: Software and Associated Services. The pricing schedule of that contract includes related services that aim to add additional value and enable us to get the most out of our Microsoft investment.
- 4.8. It is proposed to utilise this procurement route to create a variation of the existing contract to procure the additional services required.
- 5. Consultation with the public, members, officers and associated stakeholders
- 5.1. A business case was submitted through the corporate approval workflow and has now been approved by all stakeholders.
- 6. Financial Implications
- 6.1. The project costs, which are subject to the variation amount of £80K, will be initially funded from the Transformation reserve. Migrating documents and records from CM will enable us to cease use of this system, thus removing the associated licence and support costs of approximately £50K pa. The savings are likely to start to be realised during 2026/27 financial year.
- 7. Legal Implications
- 7.1. A variation of the existing contract is necessary to procure the additional services required. In accordance with the Contract

Procedure Rules, where a variation to a contract results in additional spend more than £50k over the lifetime value of the contract when awarded, Cabinet approval is required.

- 7.2. The aggregation exercise was procured via a framework agreement under the Procurement Contract Regulations 2015. Therefore, the variation must be considered under that regime rather than the new Procurement Act 2023 and associated regulations.

8. Equalities implications

- 8.1. No specific equality implications have been identified following the completion of an equality impact assessment.

9. Health implications

- 9.1. No specific health implications have been identified following the completion of an impact assessment.

10. Climate and environmental implications

- 10.1. No direct climate and/or environmental implications have been identified.

11. Section 17 Crime and Disorder Implications

- 11.1. No direct Section 17 crime and disorder implications have been identified.

12. Risk management implications

- 12.1. If the recommendations are approved, the decisions will bring the following benefits from a risk management perspective:

i. Increased information governance and GDPR compliance.

13. Human resources implications

- 13.1. No direct human resource implications have been identified.

14. Options considered and reason for their rejection

- 14.1. In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the
------------	--------------	--

		report has been selected
A	Do nothing	The increasing costs of Content Manager solution, together with the lack of successful corporate adoption to date, indicate this is a less favourable option
B	Move away from CM to using just network shares	The ability to share and collaborate on documents is not possible using this approach. Applying permissions, access controls and retention schedules is complex and time consuming.
C	Look to procure an alternative EDRMS	Costs are likely to be similar to those of Content Manager. SharePoint is available with no additional ongoing costs. The option presented, whilst it incurs an initial cost, would, therefore, save the Council money longer term due to no longer requiring Content Manager (or similar system).

15. Conclusion

- 15.1. In conclusion, agreeing a variation of the current Microsoft licensing contract will enable us to create a secure, compliant and functional framework that will enable us to migrate documents from our existing solutions.

16. Appendices

- 16.1. Please note there are no appendices attached to this report.

17. Background papers

- 17.1. Please note there are no background papers attached to this report.

18. Report Writer Details:

Officer Job Title: IT & Communications Manager

Officer Name: Megan Beach

Officer Email Address: megan.beach@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.15

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 16th July 2025

Subject: Bedworth Market Refurbishment

Portfolio: Business and Regeneration

Responsible Officer: Jonathan White – Assistant Director –
Economy & Regeneration

Corporate Plan – Theme: Place and Prosperity

Corporate Plan – Aim: Supporting Businesses

Ward Relevance: Bede

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1 The report seeks approval from Cabinet for allocation of additional funding to complete the refurbishment works for the Bedworth Indoor Market.
- 1.2 For Cabinet approval to grant authority to enter into a Joint Contract Tribunal (JCT) with the nominated contractor to deliver the refurbishment of Bedworth Indoor Market.

2. Recommendations

- 2.1 The allocation of £58k additional funding required for the refurbishment be approved; and
- 2.2 A Joint Contract Tribunal be entered into with the nominated contractor to deliver the refurbishment of Bedworth Indoor Market.

3. Background

- 3.1 A project proposal was submitted as part of UKSPF funding for improvements to Bedworth covered market to the value of £716,000. The project formed part of the year 3 allocation.
- 3.2 An initial options study was commissioned in 2023 to consider options for the future of Bedworth market. Two options were to be considered, the refurbishment of the existing covered market or the relocation of a covered market nearer to the heart of the Town Centre adjacent to All Saints Square.
- 3.3 The options study was completed in July 2023 detailing the cost implication of both options. Both options represent an indicative cost higher than the allocated budget. However, it was considered that available budget would be best used to fund a scaled down refurbishment of the existing location.
- 3.4 In 2024 NBBC entered a PCSA (Pre-Construction Service agreement) agreement with the nominated contractor for the design, costing and construction for improvements to Bedworth Market.
- 3.5 Following a detailed condition report for the existing site and construction surveys for the delivery of the outlined design, it was established that upgrades were required to the electrics and structure to deliver the outlined proposal.
- 3.6 A value engineering exercise was therefore undertaken to reduce costs to accommodate the required upgrades and deliver the core refurbishment improvements.

4. Body of report and reason for recommendations

- 4.1 The value engineering exercise focused on delivering the core improvements to the exterior of the unit, notably a new glass

front elevation and external cladding, as well as the necessary electrical and structural requirements identified in phase 1 of the PCSA (Pre-Construction Service agreement). A full list of the improvements proposed to be delivered as outlined below:

- o Construction of the new glass front elevation & external cladding.
- o Electrical and power upgrade throughout.
- o Power to Columns & Festoon Lighting.
- o Lighting to Hall - Functional & Feature.
- o Power to the Clock.
- o Power to Vehicle Shutters.
- o Remedial works.
- o Supply to Food Unit.
- o Emergency Lighting.
- o New Shopfronts & Doors.
- o External Shutter Replacement.
- o Cleaning Down.
- o Spray Painting - Columns and Internal Metalwork
- o Spray Painting to External Structure.
- o Spray Painting to Gutters and Downpipes.
- o General Cleaning – Internal.
- o General Cleaning – External.
- o Pigeon Proofing (Not part of JCT)

Appendix A. Architects' drawings

- 4.2 The value engineering exercise identified £99k worth of savings, leaving a spend pressure of £48.5K
- 4.3 Funding has now been identified to meet this spend pressure as follows:
- £42,000 from the Ear Marked Capital Reverse
 - £16,000 brought forward an underspend on the 2024/25 Capital repairs Budget
- 4.4 The additional resource will meet the funding gap and provide a small contingency budget of £9.5K to support the delivery of the project.
- 4.5 Outlined schedule of works:

The master programme below is based on approval of this report at July Cabinet and the signing of the JCT Contract (a pre-defined contract between a client and contractor). Please note that the timelines will be subject to lead times for

materials and any subsequent delays may incur additional contract costs.

On site from 8th September 2025:

1. Site works will commence from 8th September to 23rd October 2025
2. Internal works will commence from 15th September to 20th November 2025
3. Facade will commence from 20th September to 12th December 2025
4. Full sign off and snagging to be completed by March 2026

It is proposed to keep the market open for trading on the nominated market day throughout the works to limit disruption to the traders and public.

5 Consultation with the public, members, officers and associated stakeholders

- Portfolio Holder - Business and Regeneration
- NBBC Finance Department
- SLT (Senior Leadership Team)
- Market Traders

6 Financial Implications

- Funding Gap £48.5K
- Identified additional funding £58K

7 Legal Implications

7.1 Planning Permissions for the site works have been approved.

8 Equalities implications

8.1 A review has been undertaken, and it has been identified that no assessment is required following consultation and liaison with the appropriate officer.

9 Health implications

- 9.1 It is proposed as part of the improvements that, the venue is pigeon proofed to mitigate the risk associated with pigeon droppings

10 Climate and environmental implications

- 10.1 The following climate and environmental implications have been identified:

- i. The upgrading of the electrics will improve efficiency in power supply to the venue.

11 Section 17 Crime and Disorder Implications

- 11.1 No direct Section 17 crime and disorder implications have been identified.

12 Risk management implications

- 12.1 The following risk management implications have been identified:

The master programme outlined below is based on approval of this report at July Cabinet and signing of the JCT Contract. Please note that the timelines will be subject to lead times for materials and any subsequent delays may incur additional contract costs.

13 Human resources implications

- 13.1 No direct human resource implications have been identified.

14 Options considered and reason for their rejection

- 14.1 In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	The Bedworth Market refurbishment provides an opportunity to create a multiple use destination location within the

		confines of the Town Centre providing opportunities for business incubation space, pop up market trading and covered events. However, the venue has lacked historical investment and without these improvements may become unsustainable as a standalone market venue.
B	Additional fund not approved	While improvements can still be made to the venue with the initial funding, this improvement would have to deliver the required upgrades to electrical work and cleaning works and may jeopardise the key improvements to the feel and look of the venue required to make it more appealing to traders and visitors.
C	Approve additional funding and JCT contract for improvement to be made	Recommended option, given the lack of historical investment in the venue and the opportunity to create a destination location in a key location.

15 Conclusion

15.1 As the project has progressed it has become clear that the venue requires substantial investment to bring it up to standard and to create a location that will attract both traders and footfall. It has proved to be a difficult task to deliver tangible improvements whilst addressing the lack of historical investment in the location, with the funds available. It is considered that the improvements proposed provide the best value and demonstrate an intent for potential further investment in the venue. It is therefore recommended that the Cabinet approve the allocation of additional funding to complete the refurbishment works to Bedworth Indoor Market and grant authority to enter into a JCT Contract with the nominated contractor.

16 Appendices

16.1 Please note the following appendices:

- i. Appendix A – Architects drawings of exterior improvements

17 Background papers

Appendix B – 2023 Condition Survey - See separate document
Appendix C – 2023 Options Survey - See separate document

Bedworth Markets Options Study

[10 January 2024: Cabinet | Nuneaton and Bedworth Borough Council](#)

18 Report Writer Details:

Officer Job Title: Assistant Director – Economy and Regeneration

Officer Name: Jonathan White

Email Address: jonathan.white@nuneatonandbedworth.gov.uk



- General Items:**

- Electrical supply to all units
- New LED lighting throughout
- Clean all glazing and rooflight
- Consider PV installation
- Existing underside roof exposed timbers - no works

A wide-angle photograph of a restaurant interior. The space is characterized by high ceilings with exposed wooden beams and large, multi-paned windows. The seating consists of long wooden tables and benches. Large, industrial-style metal pendant lights hang from the ceiling. In the background, a bar area is visible with a sign that reads "TO THE TRAINS" with an arrow pointing right. The overall atmosphere is rustic and historic.

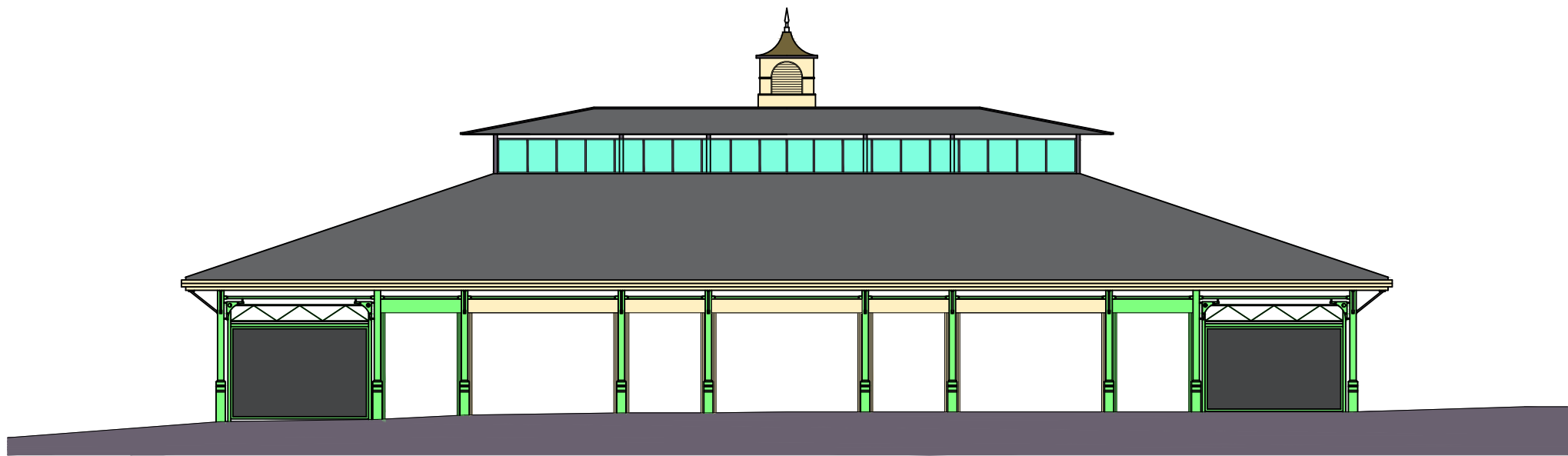
A large digital screen in a modern, high-ceilinged hall displays a sunset scene with the text "THE RASMUS ENSEMBLE", "SUNDAY 10th June 2008", "7311", and the "MUSIC" logo. The hall has a glass and steel roof structure, and the floor is covered with many small, dark, rectangular objects, possibly for a performance or event.

This drawing, the works and concepts depicted are copyright of the consultant and may not be reproduced or made use of, either directly or indirectly without express written consent. All heights, levels, sizes and dimensions to be checked on site before any work is put to hand.

Bedworth Market

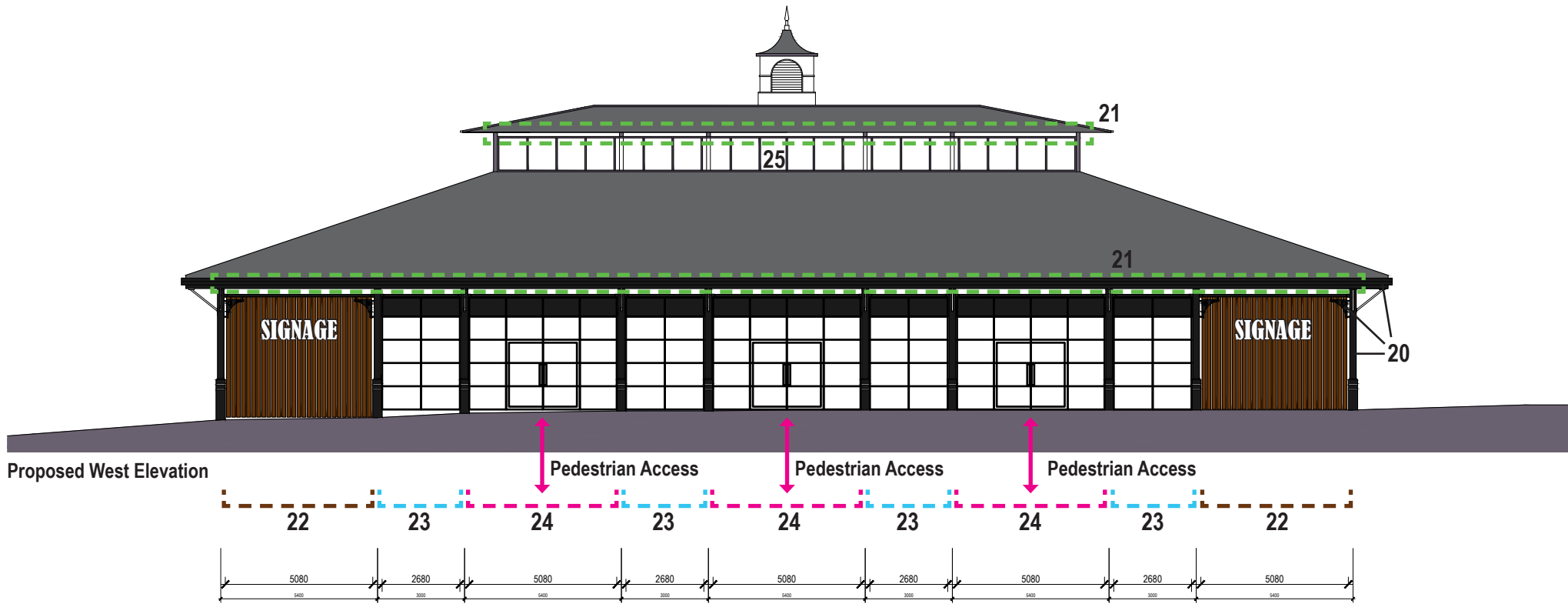
Existing Ground Floor Plan

Status				Preliminary			
Drawn by : CWA				Checked by : OB			
Date				10/09/24			
Document Number:							
Project Code	Zone	Level Info	Type	Role	Job No.	Orig. No.	Revision
BED-PHP-XX-XX-SK-A-4799-100-P1							
Scale @ A1				1:			
0	2.5m	5m	SCALE 1:100				
Copyright reserved. Dimensions to be checked on site.							
Discrepancies to be reported before proceeding.							



Existing West Elevation

- 20 - Paint all existing external columns and associated metal, gutters, and beams dark grey
- 21 - Install netting in all openings to stop pigeon access
- 22 - Remove existing shutters. New timber effect board (options to be discussed) with signage
- 23 - Remove existing shutters. New toughened and laminated single-glazed screen in PPC aluminium frame. Top panel aluminium infill. Extent of glass to be reviewed subject to cost
- 24 - Remove existing shutters. New toughened and laminated single-glazed screen in PPC aluminium frame with entrance doors.
- 25 - Clean all glazing and rooflight
- 26 - Provide new signage branding for the building

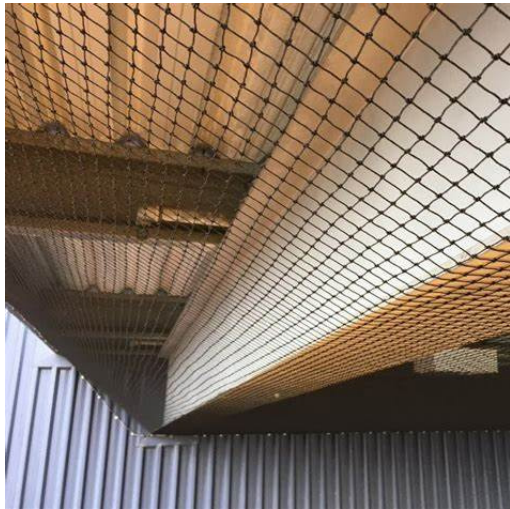


Proposed West Elevation

20 Precedent



21 Precedent



22 Precedent



23 & 24 Precedent



- 30 - Paint all existing external columns and associated metal, gutters, and beams dark grey
- 31 - Install netting in all openings and in the high level lantern rooflight to stop pigeon access
- 32 - New timber effect board (options to be discussed) with signage
- 33 - Replace existing door with new toughened and laminated single-glazed door. Top panel aluminium infill
- 34 - Replace shutters with new electric roller shutters



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Bedworth Market

3D View

Status	Preliminary
Drawn by :	CWA
Checked by :	OB
Date	10/09/24
Document Number:	
Project Code	Zone Level Info Type Role Job No. Dwg No. Revision
BED-PHP-XX-XX-SK-A-4799-600-P1	
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AGENDA ITEM NO.16iii

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview & Scrutiny Panel

From: Assistant Director - Finance

Subject: Fees and Charges Policy

Portfolio: Resources and Central Services

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Ensuring Value for Money for our Taxpayers

1. Purpose of Report

To provide the panel with the overview of the Fees and Charges Policy to be adopted from August 2025.

2. Recommendations

1. To review the Fees and Charges Policy and note the contents within the document.
2. To recommend the policy to Cabinet for approval and adoption from August 2025.

3. Background

Council's have always been allowed to charge for services provided to the members of the public providing additional funding for both the General Fund and Housing Revenue Account.

Fees and charges are mainly statutory or discretionary with few being subsidised. Within Nuneaton and Bedworth Borough Council fees and charges are currently reviewed in-line with the budget setting process.

4. Body of Report

In recent years uplifts have been applied to discretionary charges, but thorough reviews are needed to ensure we offer value for money for our taxpayers whilst also not subsidising all fees and charges through under delivery of other services.

The Fees and Charges Policy sets a corporate approach to effective management of the Councils fees and charges to ensure maximisation of opportunities to generate income.

The key objectives of the policy are:

- Ensure all decisions in relation to fees and charges will be taken with reference to and support of Council priorities
- Ensure fees and charges are reviewed annually
- Ensure full cost recovery is the default for discretionary charges unless decided otherwise

5. Conclusion

The Council needs a corporate approach to ensure reviews, calculation and decision making for fees and charges is consistent across the organisation.

This policy underpins the principles of setting and reviewing fees and charges for the council providing clear guidance for all stakeholders.

6. Appendices

Appendix A – Fees and Charges Policy NBBC 2025



Fees and Charges Policy

A corporate approach to effective management of fees and charges will ensure the Council maximises commercial opportunities to generate income on the delivery of chargeable services

This Policy underpins Nuneaton and Bedworth Borough Council's principles of setting and reviewing fees and will be subject to review to ensure that it continues to reflect the needs and aspirations of the Council

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Introduction

As with other Local Authorities, the Council is facing continuing financial pressures following years of reduced funding and the need to generate income locally. Being more commercially minded where fees and charges are concerned will enable the Council to be in a better place to continue to meet these funding challenges.

The purpose of this Fees and Charges Policy is to provide a consistent approach in setting, monitoring, and reviewing fees and charges, and applies to fees and charges for discretionary services and trading activities across the Council. This Policy specifies the processes for fees and charges, and provides what factors need to be taken into consideration when charges are initially set and consequently reviewed annually.

A corporate approach to commercial activity in terms of setting fees and charges ensures that chargeable services represent best value to the residents of the Council's local authority area.

Statement

This Fees and Charges Policy sets out the policy position of the Council when it comes to fees, charges, and establishes some key principles to apply when creating or reviewing any fees or charges.

The key objectives of this Policy are to ensure that:

- all decisions on fees and charges for services and income generating activities will be taken with reference to and in support of Council priorities
- all fees and charges, and the scope for charging, will be reviewed at least annually by the Directorate concerned in consultation with Finance as part of the budget setting process
- the full cost of delivery to be calculated and documented to enable full consideration to be given to the opportunities for improving efficiency and income from a service
- in general, fees and charges income from discretionary services should recover the full cost of delivery, except where:
 - it is not appropriate to do so, for example where services provide support to service users that helps prevent the need to access more costly or complex services later therefore it is in the interest of the Council not to apply full cost recovery
 - it is prevented by government legislation to do so
- any approach to not apply full cost recovery will be approved by Cabinet as per the governance structure for fees and charges. Changes to fees and charges will be reviewed by Full Council in line with the budget setting process.

Corporate Approach

This Fees and Charges Policy sets out the Council's corporate approach that will be taken on fees and charges where the Council has discretion on what charges are set for services provided.

It is corporate led to ensure that there is an overview of all fees and charges, with clear roles and responsibilities for their management in terms of setting, annual review, cost recovery, and where applicable, agreed discounts.

A corporate approach to effective management of fees and charges will ensure the Council maximises commercial opportunities to generate income on the delivery of chargeable services.

Fees and Charges

The Council receives fees and charges from a diverse range of users that include large organisations and individual residents. This revenue is either a result of fees and charges under statutory powers (set by government) or discretionary (set by the Council).

When fees and charges are implemented, service users pay some, or all, of the cost of delivery. But when no charges are made, council taxpayers in general are subsidising the cost of delivery – potentially at the expense of the provision of another essential service to other Council residents. Fees and charges for services are therefore considered individually, taking into account local circumstances, such as market conditions and service users.

All decisions on fees and charges for services and trading activities should support the delivery of the Council's priorities and to be approved as per the governance structure.

The Localism Act 2011 introduced the General Power of Competence (GPC) which permits councils to charge for Discretionary Services (non-statutory services) at a level that recovers the cost of delivery. This however does not permit a local authority to charge for any services rendered to an individual for which it has a statutory duty to provide unless legislation permits a specific charge to be made.

Governance Structure for Fees and Charges

Having a robust governance structure for fees and charges is imperative to ensure that fees and charges are reviewed and administered in line with the Council's priorities. This Policy sets out that any approach to either:

- not apply full cost recovery to a fee or charge
- change the nature of a fee or charge
- or introduce a new fee or charge

must be approved by Cabinet.

Upon Cabinet approval, any changes in fees and charges will be reviewed at Full Council in line with the annual budget setting process. Price increases of fees and charges in line with full cost recovery, via annual reviews, will be based on the relevant inflation indices.

Where changes need to be made outside the annual budget setting process via Cabinet and Full Council, adequate notice will be given to all affected parties.

Types of Fees and Charges

The decision on any level of fees and charges should be transparent and open to scrutiny.

It is recognised that it will not always be appropriate to seek to recover the full cost of delivery, including relevant amount of organisational overhead, but should be set as a subsidised, or concession, or nominal charge. However, such decisions should be subject to prior approval as per the governance structure. An example of not applying full cost recovery is where services provide support to service users that helps prevent the need to access more costly or complex services later therefore it is in the interest of the Council to not apply full cost recovery.

There are a range of different types of charges against different types of services, supported by individual objectives which, for the purpose of this Policy, fall across the following:

- Statutory Services
- Discretionary Services
- Commercially Trading Discretionary Services

Statutory Services <i>Services that the Council has a duty to provide. Fees and charges set nationally.</i>	
Type	Objective
Statutory	Charges are set by legislation
Statutory prohibition	No charges can be made against these services
Discretionary Services <i>Non-statutory services that the Council is not obliged to provide. Fees and charges set by the Council. Must not generate a surplus.</i>	
Type	Objective
Full Cost Recovery	The Council wishes to make the service generally available but does not wish to allocate resources to the service. All costs fully recovered.
Subsidised	<p>The Council believes access to the service should be widely available and is prepared to subsidise the service to ensure target groups have access.</p> <p>Could also be due to adverse impact a full cost recovery or commercial charging policy would have on other council services.</p> <p>Funding support will come from the revenue budget, meaning council taxpayers are subsidising this service.</p>

Concession	<p>The service should be widely available, with users of the service making some contribution from their own resources, but not to the full value of cost recovery. For example, organisations whose purpose is to assist the Council in meeting specific objectives in its priorities and policy framework, or which contribute to the aims of local partnerships in which the Council has a leading role.</p> <p>The funds to make up the difference are not from revenue budget and might instead come from grant funding or other fundraising.</p> <p>Concessions might also be applied as a temporary discount by generating less income in the short term but linked to a better outcome, e.g., encourage growth of a new product, increase overall uptake, in the future.</p>
Nominal	The Council wishes the service to be fully available but sets a charge to limit inappropriate or over-use of services that would otherwise be Fully Funded.
Fully Funded	Fully Funded services are free for service users as the Council funds them. As these services present a direct and full cost to the Council, knowing their value is critical.

Commercially Trading Discretionary Services

Discretionary services provided as a commercial trading activity. The power to trade permits an authority to generate a surplus provided the activity occurs under a trading model, e.g., Local Authority Trading Company (LATC). Fees and charges set by the Council considering competitor pricing, demand, and the Council's market position

Type	Objective
Full Commercial	The Council seeks to maximise revenue within an overall objective of generating surplus as large as possible from this service. Full cost recovery model.
Commercial with Discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service. Full cost recovery model.
Constrained Commercial (Full Cost Recovery)	The Council seeks to maximise income but is subject to a defined constraint – policy, competition, commitment to service users, political. Full cost recovery model.

Charging for Discretionary Services

Where the Council provides a service that goes above the statutory requirement, that additional provision may be charged for as a discretionary service.

When setting fees and charges, the following should be considered:

1. Service users must have agreed to receive and pay for the service
2. Charges may be set differentially, allowing people to be charged different amounts
3. The income must not provide an overall surplus to the Council
4. Horizon scan other Local Authorities fees and charges
5. The market in which services are operating
6. Any market changes and whether the services need to be adapted to reflect changes
7. Introducing a new chargeable service, will require an Equalities Impact Assessment to identify and consider any impact on vulnerable groups.

The Council's position is that charges for discretionary services are to be set at the appropriate level to fully recover their costs of delivery unless there is a specific decision approved by cabinet to subsidise the service provision for policy reasons. Where setting a charge to recover full costs of delivery would lead to a negative impact on vulnerable groups, any discounts must be prior agreed as per the governance structure.

Full Cost Recovery as Standard

For charges to cover the actual cost of providing the service, including support services' charges and other overheads, the true cost of service delivery should be calculated, considering all aspects of service provision. When estimating the cost of providing a service, the previous year's actual results (in terms of activity levels and expenditure) must be considered.

What to Consider When Calculating the Cost of Delivery		
Cost arising as a direct result of the service being delivered.		
Staff hours / salaries (incl.NI and pension contributions)	Employee travel	All materials and equipment needed to deliver the service
Indirect costs required to deliver the service.		
Facilities (Energy costs, routine maintenance, repairs)	Corporate support services (Finance, HR, IT, etc)	

The overheads required to deliver the services can be estimated based on the previous year's internal charges plus an inflationary uplift. Consult with Finance for support with these estimates. The cost areas quoted in the above table may need to be broken down into variable and fixed costs to model how, for example, the cost of delivery varies with the level of service demand. Where costing assumptions are made based on variables such as increased usage, this should be evidenced by an action plan detailing how this will be achieved.

Portfolio Approach

While income from fees and charges should not generate an overall surplus, in some instances, services may wish to look at the income from all their products combined and take a “portfolio approach.” This would allow some products to be offered at a loss, with the desired overall cost recovery position achieved from other products from within the same service that are priced more commercially. Equally, where it is not appropriate or cost effective to calculate the cost of delivery at an individual user level, charges may be set so that there is an overall full cost recovery from the delivery of a product or service.

Administration and Notification of Charges

Once set, Service areas must apply fees and charges to all service users.

Service users should be aware in advance that a fee is payable, and the level of the fee. This means all charges must be published on the Council’s website and at any point of sale.

The Council is required to charge VAT to service users where the product or service being supplied is subject to VAT.

The most economic, efficient, and effective method of income and debt collection should be used and must comply with the requirements of Financial Regulations. When collecting fees and charges income, services should use the most cost-effective method available, i.e., online or with card, thus minimising the use of cash and cheque payments and invoicing as a method of collection wherever possible.

Payment should, wherever possible, be taken in advance. If collection in arrears is necessary, invoices should be issued promptly and clearly. Additionally, an allowance for cost recovery and bad debt write-offs should be included in calculations when setting any charges that are collected in arrears.

Central Schedule of Fees and Charges

Finance shall maintain the central Schedule of Fees and Charges. All fees and charges (including subsidies, waivers, and exemptions) must be identified, not just discretionary ones.

The central Schedule of Fees and Charges will be updated annually by Finance, with the service areas concerned, and clearly include the date on which it was last revised.

Regular Price Reviews

Reviews to be conducted annually for all services fees and charges in time to inform the budget setting process.

It is the responsibility of all Service managers to ensure that these reviews are undertaken by service areas that offer chargeable services. For business planning purposes, the standard assumption is that all fees and charges will be increased each year based on a reasoned and careful consideration of the level of inflation to be applied. Although charges within the same service area may need reviewing at separate times in the year. Annual reviews should consider the following factors:

- Inflationary pressures, and when a flat rate uplift might not be the most appropriate option due to specific changes to the cost-of-service delivery.
- Service-level budget targets, with the context of council-wide targets and advice from Finance Business Partners

- Cost of administration
- Scope for new charging areas, this might be entirely new discretionary service to deliver, or existing services that are currently not charged for.
- Use stakeholder engagement and comparative data, where appropriate, to ensure that charges do not adversely affect the take up of services or restrict access to services (other than where this is a desirable outcome)
- Must not generate an unlawful surplus.

If a decision is taken to not increase some fees and charges the budget shortfall that this creates will need to be bridged through other operational and cost savings. Conversely, if charges are increased above inflation this can contribute to Directorate savings targets.

Service users should be given a reasonable period of notice before the introduction of new or increased charges.

To ensure cost effectiveness and efficiency when setting and amending charging levels, the following are to be considered:

- The desirability of increasing the Council's market share, particularly in fully commercial charges, e.g., temporarily reducing a fee or charge in order to stimulate demand for a service, leading to increased income generation.
- Obstacles to maximising full cost recovery when providing the service.
- Future investment required to improve or maintain the service.
- If full cost recovery would require a sudden and large uplift and may reduce market share, it may be prudent to phase-in that price rise over a longer period with a temporary Agreed Discount
- The desirability of reducing the uptake of a given service, i.e., raising charges during peak times

Annual Fees and Charges Schedule Updates

The Schedule for Fees and Charges template will be circulated annually by Finance to the relevant business areas as part of the budget planning process. It must be completed in full, to include:

- A description of the charge
- The current price of all discretionary and statutory fees and charges
- New cost of the charge with the correct inflation rate applied
- Whether the charge is Full Cost Recovery or an Agreed Discount (or a statutory limit)

Finance will keep the central record of the Schedule for Fees and Charges on all service area's fees and charges for the purpose of ensuring statutory and discretionary fees are recorded accurately and set and reviewed in accordance with this Policy.

Legislation

The following legislation stipulates what local authorities can and cannot do in respect of generating income.

Local Authorities (Goods and Services Act 1970)

Local authorities have the power to enter into agreements with each other and other certain types of public bodies for the performance of certain services.

Local Government Act 2003

1. Gives local authorities the power to charge for services on a cost recover basis.

Charging:

- Only applies to discretionary services (that has the power to provide but not a duty)
 - Cannot be used where charging is specifically prohibited by other legislation
 - Cannot be used where another specific charging regime applies
 - Is limited to cost recovery
2. Trading activities related to local authorities' functions on a commercial basis. Trading:
 - Must be exercised through a company which has a business plan for operation.
 - Can be delivered by participating in an existing private trading venture providing that this is a company within the relevant definitions (limited partnership and limited liability partnerships are not acceptable structures for local authority trading)
 - Can be used with a view to make a profit. In a company wholly owned by a local authority, profits can be returned to the authority through a dividend or service charge to hold down Council Tax or be reinvested.

The Localism Act

Local authorities' powers and responsibilities have traditionally been defined by legislation. In simple terms, *we can only do what the law says we can*. This has often led to excessive caution and in some cases inaction as local authorities are wary of doing something new. Something may be thought as an innovative idea but because there is uncertainty whether it is allowable in law, and concern about the possibility of being challenged in the Courts, it is not actioned. The Government took the view that this needs to be addressed by the Localism Act, in that the Act sets out that local authorities instead of being able to act only where the law says they can, local authorities should be free to do anything as long as they do not break other laws.

The Act includes a 'general power of competence' which gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited. Cannot, for example, be able to impose

new taxes as an individual has no power to tax. This general power gives local authorities more freedom to work in new ways to drive down costs. It gives increased confidence to do creative, innovative things to meet local people's needs.

The general power of competence does not remove any duties from local authorities; just like individuals they will continue to comply with duties placed on them.

The Act does however give the Secretary of State the power to remove unnecessary restrictions and limitations where there is a good case to do so, subject to safeguards designed to protect vital services.

Other Considerations

As well as this statutory framework, local authority decision-making is also limited by certain well known principles including obligations to act rationally, fairly and to exercise powers for their proper purpose. This means that a local authority cannot use a power given to it for one purpose in order to simply generate income. It also means that in charging for discretionary services a local authority will have to have due regard to the rationality of imposing the charge and its impact on individuals as well as its ability to generate income.

There are many other important legal, commercial, and considerations for local authorities undertaking commercial activities, particularly through trading companies, including:

- Company law issues
- Tax liability (corporate tax and VAT)
- Procurement law
- Employment law (e.g., TUPE and pensions)

Summary

This Fees and Charges Policy has set out the Council's position when it comes to fees and charges and has established some key principles that are required to be applied.

All chargeable services are required to follow this Policy to ensure that the Council benefits from generating income from fees and charges and fully recover costs.

The Council recognises that the context in which it operates will evolve locally therefore this Policy will need to be updated and refreshed, as necessary, to ensure that effective management of fees and charges are maintained.

This Policy underpins Nuneaton and Bedworth Borough Council's principles of setting and reviewing fees and charges and will be subject to review to ensure that it continues to reflect the needs and aspirations of the Council.