


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Local Government Reform sub-committee – Membership and Terms of Reference	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/16/2025 (TS)	Council Minute: CL20 iii) 2 <sup>nd</sup> July 2025
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
24 <sup>th</sup> July 2025	 Tom Shardlow – Chief Executive Officer
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>At full council held on 2<sup>nd</sup> July 2025, it was agreed that a politically proportionate Local Government Reform sub-committee be formed and that delegated authority be given to the Chief Executive Officer in consultation with group leaders to agree the membership and terms of reference for the sub-committee prior to its first meeting.</p>	
<p>b) The Decision</p> <p>The Membership of the Local Government Reform Sub-committee for the remainder of the Municipal Year be agreed as follows:</p> <p>3 Labour members – Councillors C. Watkins, S. Hey and K. Price  3 Conservative members – Councillors K. Wilson, S. Markham and J. Clarke  1 Green member – Councillor M. Kondakor</p> <p>The Terms of Reference be agreed as attached at Appendix A and the constitution be updated.</p>	
<u>REASON FOR THE DECISION</u>	
To confirm the membership and terms of reference for the Local Government Reform sub-committee.	

<p><b><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></b></p> <p>To not confirm the membership and terms of reference would lead to a delay in the forming and meeting of the sub-committee and any business needing to be conducted in that sub-committee.</p> <p>Furthermore, the Council have until November to make their final submission to government in respect of the Local Government Reform options, any delay in the forming of the sub-committee could impact on our final submission timeframe.</p>
<p><b><u>WARD RELEVANCE</u></b></p> <p>N/A</p>
<p><b><u>FINANCIAL AND BUDGET IMPLICATIONS</u></b></p> <p>None</p>
<p><b><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></b></p> <p>Group Leaders  Assistant Director – Democracy and Governance (Monitoring Officer)  Democratic Services Team Leader</p>
<p><b><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></b></p> <p>None</p>
<p><b><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u></b> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A</p>
<p><b><u>EQUALITIES IMPLICATIONS</u></b></p> <p>N/A</p>
<p><b><u>HUMAN RESOURCES IMPLICATIONS</u></b></p> <p>N/A</p>
<p><b><u>FINANCIAL IMPLICATIONS</u></b></p> <p>N/A</p>
<p><b><u>HEALTH EQUALITIES IMPLICATIONS</u></b></p> <p>N/A</p>

<u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u>
N/A
<u>RISK MANAGEMENT IMPLICATIONS</u>
N/A
<u>ENVIRONMENTAL IMPLICATIONS</u>
N/A
<u>LEGAL IMPLICATIONS</u>
N/A
<u>ANY OTHER COMMENTS</u>
None

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**LOCAL GOVERNMENT REFORM CABINET SUB-COMMITTEE**

**TERMS OF REFERENCE**

Adopted: TBA

Full Council agreed, 2<sup>nd</sup> July 2025, to establish a politically balanced Local Government Reform Cabinet Sub-Committee to provide strategic oversight of the ongoing work by the council on devolution and Local Government Reform, reporting and recommending to Cabinet when appropriate.

It has been agreed that further information ahead of any decision to submit a full proposal in November 2025 will be reported to Full Council to keep all elected members updated and involved as appropriate.

**1. Purpose of the Group**

1.1. The purpose of the Sub-Committee of Cabinet is to review and guide the Council's response to Local Government Reform (LGR) proposals affecting Warwickshire by:

- Reviewing relevant material and proposals.
- Identifying necessary workstreams.
- Making evidence-based recommendations to Cabinet.
- Keeping Councillors informed about progress on the development of the proposals ahead of the November 2025 submission deadline.
- Providing input and direction to the communication and engagement approaches with local residents and stakeholders.

1.2. The Sub-Committee will oversee the development of the Council's final submission to Government and provide formal recommendations to Cabinet. Following a Government decision, the Sub-Committee will continue to support implementation planning and provide further recommendations as required.

1.3. Note: The Sub-Committee is an advisory body only. It has no formal decision-making powers or delegated authority. All decisions remain the responsibility of Cabinet or Full Council, as appropriate.

## **2. Objectives**

- 2.1. To provide timely and appropriate recommendations to the Cabinet by:
- Reviewing and evaluating relevant LGR documentation, proposals, and Government guidance.
  - Identifying and prioritising key workstreams to support both the Council's position and implementation planning.
  - Ensuring the Council's submission is comprehensive, evidence-based, and aligned with local priorities and stakeholder input.
  - Overseeing progress on implementation workstreams following the Government's decision.
  - Supporting risk identification and mitigation throughout the process.

## **3. Membership**

- 3.1. The Sub-Committee shall consist of 7 elected members and shall be subject to the political balance rules.
- 3.2. The Chair shall be the Leader of the Council and if the Leader is not available, a Vice Chair shall be appointed at the meeting by vote.
- 3.3. Relevant officers and external advisors may attend in a non-voting capacity to provide support and expertise.
- 3.4. The quorum for meetings shall be 5 members.
- 3.5. Cabinet Members are permitted to reside on the Committee and substitute members are also permitted.

## **4. Methods of Working**

- 4.1. Members of the Sub-Committee are expected to work co-operatively and come to conclusions that are agreed by the group.
- 4.2. In the case of voting each of the Sub-Committee Members shall have one vote.

4.3. In the case of equality of votes, the Chair shall have the casting vote.

## **5. Responsibilities**

5.1. The Sub-Committee shall:

- Review Government proposals, white papers, and regional submissions related to LGR.
- Commission or consider reports, assessments, and stakeholder feedback.
- Recommend to Cabinet the workstreams required for both submission and implementation phases.
- Oversee progress on agreed workstreams and ensure alignment with Council priorities and timelines.
- Support the development of the Council's final submission to Government by November 2025.
- Engage with key stakeholders, including residents, businesses, and community groups, to inform recommendations.
- Identify and manage risks associated with the reform process.
- Continue to meet post-submission to support the implementation of the Government's selected option.

## **6. Meetings and Limitations**

6.1. The Sub-Committee shall meet as required to fulfil its remit, with increased frequency in the lead-up to the November 2025 submission.

6.2. Meetings shall be conducted in accordance with the Council's Standing Orders.

6.3. Meetings may be open to the public, unless confidential or sensitive matters are under discussion.

6.4. The Sub-Committee shall continue until one of the following occurs:

- It is disbanded by Full Council.
- Nuneaton and Bedworth Borough Council ceases to exist through LGR.
- Its function is superseded by Government direction or the establishment of a new Shadow Council or equivalent body.

## 7. Reporting

- 7.1. The Sub-Committee shall report directly to Cabinet through formal recommendations.
- 7.2. Recommendations shall be submitted at key milestones, including:
  - Prior to the final submission to Government.
  - At significant stages during the implementation phase.