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Date: 8<sup>th</sup> October 2025

If calling please ask for: Democratic Services

Dear Sir/Madam,

A meeting of the **Environment and Leisure Overview and Scrutiny Panel** will be held in the Council Chamber, Town Hall, Nuneaton on  
**Thursday, 16<sup>th</sup> October 2025 at 6.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

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

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

## AGENDA

### **PART 1 – PUBLIC BUSINESS**

1. **EVACUATION PROCEDURE**

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

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

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

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

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

3. **MINUTES** - To confirm the minutes of the meeting of the Environment and Leisure OSP held on 19<sup>th</sup> June 2025 (**Page 7**).

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

Declaring interests at meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

6. QUESTIONS TO CABINET – In accordance with Overview & Scrutiny Procedure Rule 4.E.8 c) 20 minutes shall be set aside for questions to a member of the Cabinet from the Panel in relation to matters in respect of which the Panel has powers or duties.
7. INTEGRATED PERFORMANCE REPORT – QUARTER ONE 2025/26 – a summary report of the Risk Management and Performance Officer, attached. Full Integrated report available on the website only via a link in the report. **(Page 12)**.
8. ACCESS TO OPEN WATER – SEA CADETS - report of the Assistant Director – Recreation and Culture **(Page 19)**
9. MONITORING OF THE GROUNDS MAINTENANCE CONTRACT report of the Assistant Director – Recreation and Culture **(Page 47)**
10. DOMESTIC FOOD WASTE COLLECTIONS – report of the Neighbourhood Services Manager attached **(Page 52)**
11. FORWARD PLAN – attached for information **(Page 66)**.
12. WORK PROGRAMME 2025/26 – for approval, attached **(Page 76)**.

13. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).

**THIS PAGE IS FOR INFORMATION ONLY**

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

**Theme 1: Place and Prosperity**

**Strategic Aims:**

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

**Theme 2: Housing, Health and Communities**

**Strategic Aims:**

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

**Theme 3: Green Spaces and Environment**

**Strategic Aims:**

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

## **Theme 4: Your Council**

### **Strategic Aims:**

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

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**ENVIRONMENT AND LEISURE OVERVIEW  
AND SCRUTINY PANEL**

**19<sup>th</sup> June 2025**

A meeting of the Environment and Leisure Overview and Scrutiny Panel was held on Thursday, 19<sup>th</sup> June 2025 in the Council Chamber, Town Hall Nuneaton.

**Present**

Councillor J. Sheppard (Chair)

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

Apologies: Councillor J. Collett

**PART I – PUBLIC BUSINESS**

EL1 **Minutes**

**RESOLVED** that the minutes of the Environment and Leisure OSP meeting held on 30<sup>th</sup> January 2025 be approved and signed by the Chair.

EL2 **Declarations of Interest**

**RESOLVED** that the declarations of interest are as set out in the Schedule available to view on the website.

EL3 **Questions to Cabinet**

The portfolio holder for Leisure and Health (Councillor B. Hughes) was in attendance to answer questions from the Panel.

**Councillor J. Gutteridge asked the following question to the Cabinet Member for Leisure & Health:**

On the monthly back dashboard we received from Director Kevin Hollis and NBBC. The question is NBBC to liaise with planners and tree officer to agree scope of tree removal required as part of the excess spoil design review.

So my question is how many trees are we going to remove?

And how big is this soil spoil that we've got to take over?

**Cabinet Member for Leisure & Health responded as follows:**

I will need to come back to you and provide a written response.

**Councillor J. Gutteridge asked the following question to the Cabinet Member for Leisure & Health:**

The Master Lane Cemetery is our only burial space within the Borough of Nuneaton and Bedworth because, I believe Oaston Road is full, except for cremations.

Could the portfolio holder tell us how we are proceeding with the layout and the extensions of Marston Lane Cemetery?

The Cabinet Member for Leisure & Health responded as follows:

Thank you, Councillor Gutteridge, Oasten Road isn't the only cemetery in the borough. We do have Bucks Hill and Attleborough and at the moment we are looking into both of those because obviously there is still some remedial works to be done.

Potentially there is also additional burial spaces, within Marston Lane we are looking into that in the future, but at the moment there's still work to be done within the remaining cemeteries. Thank you.

**EL4 Integrated Performance Report – Third and Fourth Quarter 2024/25**

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

The following was raised:

- The panel queried why the working days sickness is increasing from the third quarter to the fourth quarter according to the data. The Risk Management and Performance Officer responded that generally sickness has improved towards the end of the year but the profile target is what the council set it as, it's dividing the end of year total by 12 and it increases accordingly.
- The panel queried in respect of FOI/Complaints previously there were some outstanding and if there was an indication as to how long they took to complete. The Risk Management and Performance Officer responded that the outstanding cases were completed within the required timeframe but when the report is produced it is just informing the panel how many FOI/Complaints were outstanding at the time of reporting and not that they were late in response time.
- The panel queried around the scope of the Member Enquiry Form and what you can and cannot use them for. The Risk Management and Performance Officer advised that clarification would be sought and feedback to the panel.

**RESOLVED** that the contents of the report be noted;

**EL5 Museum Update**

A report of the Museum and Arts Manager was submitted to the panel on the activities of the Museum in the last 12 months.

The following points were discussed:

- The use of signage, promotion of events in respect of notifying members of upcoming events and an online booking system were raised. The Museum and Arts Manager responded that signage has been looked into and was going to be funded by the Towns Fund, an online booking system is being evaluated

again shortly, previously the museum has worked with Ticket Source who have offered to set up tickets for customers.

- The panel asked if the café (situated in the same building as the museum) was still operational. The Museum and Arts Manager confirmed that it was and that now the museum have regular operational hours this has also been beneficial for the café open hours.
- The panel suggested an idea for the programme re: 800<sup>th</sup> anniversary of the markets as the Borough have a Royal Charter dating back to 1226. The Museum and Arts Manager confirmed that this would be investigated.
- The panel raised a query regarding how online payments were progressing. The Museum and Arts Manager advised this would be operational by August/September, but they have got to resolve telephone payments as well.

**SPEAKER: Councillor M. Kondakor**

**RESOLVED** that the report be noted.

**EL6 Kerbside Recycling and Refuse Collection**

A presentation by the Neighbourhood Services Manager was given to the panel containing an update on the kerbside recycling and refuse collection.

The panel raised the following points:

- The panel queried what the barriers are to prevent residents from recycling. The Neighbourhood Services Manager responded that it can be due to lack of education surrounding recycling, knowing what you can and cannot recycle. An Education and Engagement Officer is currently being recruited to help mitigate this and we do repeat messaging via social media platforms.
- If due to local government reform the council becomes a unitary or two unitaries would this affect the Coventry City Council contract. The Assistant Director – Environment and Enforcement responded that the contract would still continue on until it came to a natural end.
- The panel asked in relation to depot vehicle space as to whether depending on the Bridge to Living project, the car park there could be utilised in some way. The Neighbourhood Services Manager responded that in respect to HGV's this would be different as the licence is quite specific in where you can park the vehicles but other vehicles such as those linked with housing could potentially be parked in an alternative car park.
- The panel asked how do you measure strong performance in combined recycling. The Neighbourhood Services Manager responded that to some extent it is having experience in the industry and benchmarking against other authorities in respect scale and size, comparisons of demographic deprivation levels and socio economic factors.
- The panel asked that with the increase in green bin charges and leading to a decrease in green bin take up when the food waste collection comes in this could lead to another decrease in green bin take up, in addition is there any update on contamination waste as this had not been mentioned in the report. The Neighbourhood Services Manager responded that they are currently undergoing modelling work on the food waste/green bin collections in addition to looking at other councils operating both a subscription green bin and food waste collection and how this could work in Nuneaton and Bedworth. In relation to contamination rates, there is contamination and is still being examined.

- The panel asked if now the time was to start promoting what can be recycled especially as there seems to be confusion as to what can and cannot go in the brown lidded bin. The Assistant Director – Environment and Enforcement responded that they first want to get the Engagement/Education Officer in place first and this would be their first job in enabling residents to better understand what materials can go into the recycling bin.
- The Panel commented that it appears the residents will have 4 collections (inc. food waste), is it possible to examine the possibility of a 2-shift collection. The Assistant Director advised this is an option that is being examined but a few of the vehicles are quite old and therefore would need to consider capability of these vehicles.
- For the food waste collection due to commence end of March 2026, the panel asked what receptacle the food waste would be collected in. The Neighbourhood Services Manager responded that this still needs to be given consideration but the initial thinking is a 5l kitchen caddy which can be tipped into a larger container which will be presented at the size of the road. In terms of take up of the service 40% take up would be considered a high percentage take up. Any liner can be used, it does not have to be compostable.
- The panel raised that an increase in online shopping has seen an increased amount of cardboard and big box packaging. Some residents have feedback that often, extra recycling by the side of the bin is not taken. The Neighbourhood Services Manager advised that if the big box can be placed back in the bin after initially being emptied then they would take it. The operatives can not try to manually place items in the vehicle due to health and safety.
- The Chair requested that as per the report a working group be created to look at food waste procurement including policies around containers and their delivery. In addition to consider options for communication to residents to make them aware of the new service.

**RESOLVED** that

- a) a working group be created to examine the food waste procurement including policies around containers and their delivery, in addition to look at communications to promote and inform residents of the new service;
- b) the members of the working group are Councillors J. Sheppard, S. Markham, M. Walsh, C. Smith and C. Phillips; and
- c) the report be noted.

**EL7 Corporate Plan and Delivery Plan 2025 – 2029**

The Panel reviewed the Corporate and Delivery Plan within the remit of the OSP.

**RESOLVED** that the Corporate Plan and Delivery Plan 2025 -2029 be noted.

**EL8 Forward Plan**

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

**RESOLVED** that the Forward Plan be noted.

EL9 **Work Programme**

The Panel were presented with the Work Programme for the municipal year 2025-2026. In addition the panel considered a work programme suggestion item submitted by Councillor M. Walsh regarding agency spend.

**RESOLVED** that

- a) a report by officers be brought back to a future meeting regarding the collection of waste in parks and green spaces, date to be confirmed by the Chair;
- b) the work programme suggestion form submitted to the panel by Councillor M. Walsh be deferred to the Health and Corporate Resources OSP for consideration and inclusion on their work programme due to the subject matter being more in line with their remit; and
- c) the work programme be updated and approved.

EL10 **Any Other Items**

None

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Chair

NUNEATON AND BEDWORTH BOROUGH COUNCIL

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

From: **Risk Management and Performance Officer**

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

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**1. Summary**

**1.1 Important Note for Panel Members - Additional information**

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

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

**1.2 Financial Data**

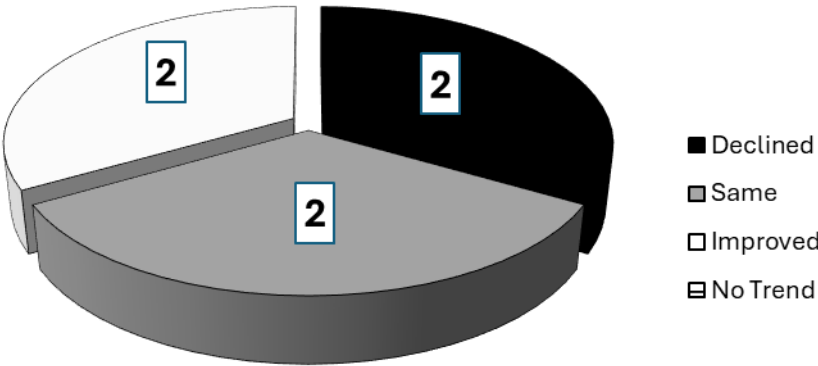
Each OSP should review the Forward Plan and where a decision has been made, members of the OSP should consider calling in an item if they have concerns which need discussing at a future OSP meeting. As per the May 2025 forward plan, the following financial reports are due to be considered by Cabinet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

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

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

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

Performance Measures Summary



Strategic Risk Register Summary

See Appendix A Fourth Quarter

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

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

Member Enquiry Forms (MEFs) Summary  
Third Quarter

Number Received	
2023/24	2024/25
111	286

Subject trends identified in current quarter:

FOI / EIR – No trend(s) identified.

Complaints - No trend(s) identified.

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

## 2.1 Appendix A - Performance Measures Third Quarter

Two declined trend measures:

- **All uses of the museum** (43,577 in 2023/24, 35,214 in 2024/25).  
The profiled target for the end of the third quarter 2024/25 is 28,572. The target for the end of year is 34,063. Performance is above the profiled target for the end of the third quarter and also, at this stage, for the end of year target 2024/25. This is specifically as a result of the performance of the museum's blog where posts, mainly by the Museum Access Assistants, continue to attract users at an unanticipated rate.
- **In-person visits to the museum** (37,201 in 2023/24, 23,019 in 2024/25).  
The disparity is caused by the reduction in opening hours at the museum. Last year, during October, the museum was open Tuesday to Sunday, this year the museum was only open Wednesday to Saturday. For November and December, the hours were reduced even further to being open one Friday in four and every Saturday, rather than opening Thursday to Saturday.  
Vacant Museum Assistant posts have led to closures of 1 day during this period.

Positive aspects:

- **Kg of Household Waste Collected per Household** (525Kg in 2023/24, 494Kg in 2024/25).  
Low is good performance. The target range for 2024/25 is 530 - 570Kg.
- **Percentage of Total Waste Recycled and Composted** (34.67% in 2023/24, 40.18% in 2024/25)  
The target for the end of the third quarter is 35 – 42%  
It should be noted that the 2024/25 data excludes the applied contamination rate which is subject to a verification process.

## 2.2 Appendix B – Strategic Risk Register

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

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

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

“Amber” measure:

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

Six “Red” measures:

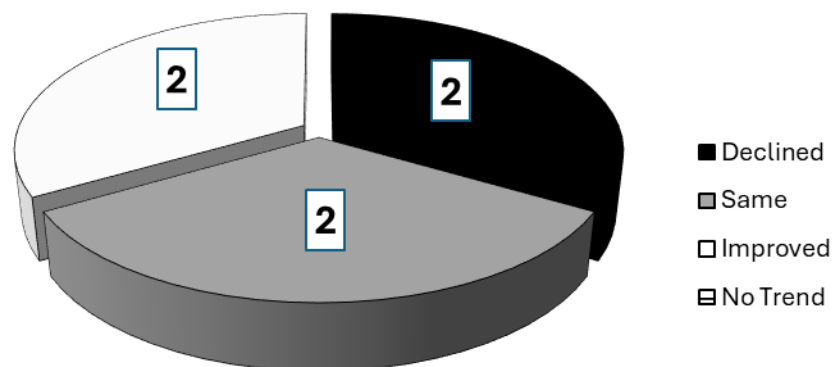
- **Processing of new benefits claims** is 34.64 days (35.24 days last month) against the 22 days good performance benchmark and compared to 21.11 days in December 2023. Improvement month-on-month since September following the issues with a number of experienced leavers / training requirements for new

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

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

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

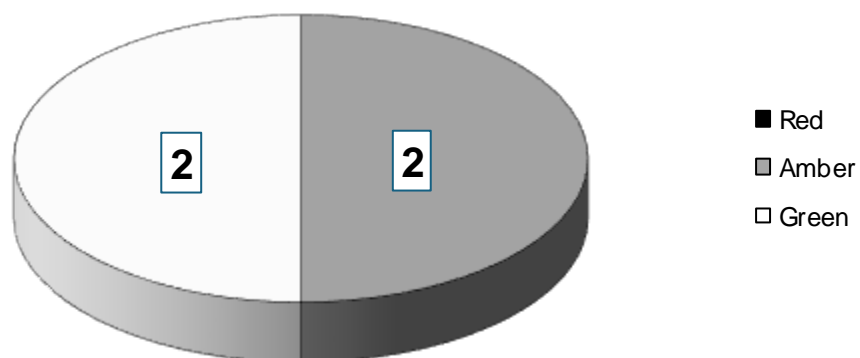
#### Performance Measures Summary



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

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

#### Strategic Risk Register Summary



#### Member Enquiry Forms (MEFs) Summary Fourth Quarter

Number Received	
2023/24	2024/25
109	187

#### Subject trends identified in current quarter:

**FOI / EIR** – No trend(s) identified.

**Complaints** - No trend(s) identified.

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

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

Two declined trend measures:

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

Positive aspects:

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

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

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

#### “Net Amber” Risks

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

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

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

Seven “Red” measures:

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

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

### 5. **Recommendation**

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

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

AGENDA ITEM NO.8

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NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure Overview and Scrutiny Panel

Date of Meeting: 16<sup>th</sup> October 2025

Subject: Access to Open Water – Sea Cadets

Portfolio: Leisure and Health

Responsible Officers: Assistant Director Recreation & Culture / Assistant Director Environment and Enforcement

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

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1. Purpose of report

- 1.1. Following a request for the local Sea Cadets group to have access to Bermuda Lake for activities, this paper has been drafted to provide background and the current position the Council takes with safeguarding the public and itself with regards to external waterbodies. The paper will also consider what the future impacts might be.

## 2. What is the panel being asked to consider?

- 2.1. Consider the request of enabling the Sea Cadets access to Bermuda Balancing Lake, taking into consideration the implications associated.

## 3. Recommendations

- 3.1. That the members of the panel will scrutinise the proposal via presented risks and opportunities and provide recommendations that are moved to Cabinet.
- 3.2. Officer recommendation is that NBBC external water bodies are not approved for use unless solely leased or secured for a specific user with a full maintenance and repairing lease for the site.

## 4. Background

- 4.1. Following a request to the Portfolio Holder (Leisure & Health) for the local Sea Cadets group to have access to Bermuda Lake for activities, this paper has been drafted to provide background and the current position the Council takes in safeguarding itself with external water body areas and future considerations.
- 4.2. Previous requests have already been made by the Sea Cadets and declined by the Council for the reasons outlined in this report.
- 4.3. While referred to as a lake, it is in fact a large man-made balancing pond (flood basin) used to hold high water flows draining from the Bermuda park Industrial Estate, Bermuda housing area and the Arbury estate at times of heavy rain.
- 4.4. Since the adopted water safety policy in 2015, which was last refreshed and approved at Cabinet in January 2023, the Council continue to work with Blue Light organisations to affirm the messaging and seek support to keep people out of water bodies at all times.
- 4.5. Water has been identified as a significant hazard on some of the greenspaces the Council manage, because it is the only site hazard to have been related to deaths within our parks in the last 20 years therefore the policy takes a clear no access authorised to any water body across the Borough.
- 4.6. The Council has no statutory or legal obligation to provide access to its open water bodies.

- 4.7. Following the request to enable authorised access consideration needs to be given to the impact this has on the adopted Water Safety Policy and the risk to the Council.

## 5. Body of report

- 5.1. The Sea Cadets are currently accessing water bodies outside of the Borough for training due to limited available access of water bodies within Nuneaton and Bedworth. To improve accessibility for their members they have requested authorisation to use the Bermuda Balancing Lake. They had previously explored opportunities to utilise privately owned water bodies within the Borough but could not secure access.
- 5.2. It is understood that the Sea Cadets would meet all the required Health and Safety standards given they are sponsored by the Ministry of Defence (MOD) and would provide the Council with the necessary insurances, risk assessments and operational training to deliver organised sessions, whilst they access the water.
- 5.3. There are however implications and considerations to be addressed in relation to changing, access arrangements to Council managed water bodies (detailed further within appendix B):
  - 5.3.1. Sea Cadet use of Bermuda balancing lake is contrary to the adopted Water Safety Policy. The policy will need to be retrospectively updated to reflect the use (if approved) and will likely create significant risks to the Authority and its officers that currently do not exist. These risks potential charges of corporate manslaughter, gross negligence manslaughter, negligence, or breach of duty of care should an accident occur here or elsewhere (e.g. Ensors Pool).
  - 5.3.2. While permission could be given to this singular water body, the resulting risks will require the Council to put in place additional safety measures, such as life buoys, at all the bodies of water it is responsible for across the Borough which will come with a cost.
  - 5.3.3. Permitting recreational activities on balancing lakes is unusual due to their unpredictability,

changing water levels, currents and poor water quality. This balancing lake is fed from drainage water from nearby industrial and housing estates. As such the Council is unable to control the quality of water entering it.

- 5.3.4. Due to the nature of the waste sources feeding into the balancing lake there are significant and regular uncontrollable pollution incidents. In addition to no water quality testing is being undertaken by the Council. It is also susceptible to outbreaks of blue-green algae which is toxic to both animals and humans.
- 5.3.5. Allowing singular usage will create confused / contradictory messaging to the public and significantly undermines the current Water Safety Policy and the Councils approach to Water Safety.
- 5.3.6. The use of the lake for this purpose will likely create higher maintenance costs which can't currently be quantified as there are no comparable activities taking place in the Borough. These would need further investigation, following liaison with the Sea Cadets if approved.
- 5.3.7. Unauthorised Fishing activities are already taking place at this lake which increase the risk of the water body.
- 5.3.8. Land ownership issues will make giving permission difficult and require additional legal support, and it may complicate or compromise our current maintenance access arrangements due to needing vehicle access authorised. (The Landowner would need to approve any change of use and necessary amendments with our legal teams and the Sea Cadets)
- 5.3.9. If permission is given for this use it will be against peer ecological advice due to the cumulative losses and degradation of ecological habitat already experienced at this important location.

5.3.10. Sea Cadet use may impact other community use of the site and site aesthetics.

5.4 Any changes to the Water Safety Policy, that change requirements for water safety equipment at waterbody sites, including increased inspections will need budget considerations as there is currently no budget or capacity allocation in place to support equipment, inspection and replacement as required.

5.5 NBBC is also liaising with partners around the introduction of Public Space Protection Order's (PSPO) for water bodies and the impact of allowing access to a site would need further investigation/discussion as to how that could be managed.

## 6. Appendices

6.1. Please note the following appendices:

- i. Appendix A – NBBC Water Safety Policy 2022
- ii. Appendix B – Detailed implications and considerations
- iii. Appendix C - Sea Cadet Position Statement

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## 7. Background papers

7.1. Please note the following background documents / links:

- Cabinet 11<sup>th</sup> January 2023 Water Safety Policy Agenda Item: 7 Minute Reference CB91.
- Coventry Telegraph News Article 17<sup>th</sup> May 2024 'Contaminated Bermuda Lake is 'so bad' people should stay away as animals rescued'

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<https://www.coventrytelegraph.net/news/local-news/contaminated-bermuda-lake-so-bad-29189100>

- Midlands Air Ambulance is urging people to respect the water, after there were 18 accidental drowning deaths in the region last year

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<https://www.bbc.co.uk/news/articles/c331pkr13mjo>

- Warwickshire Police News Article 17<sup>th</sup> August 2025 '27-year-old man dies from drowning in Ensor's Pool, Nuneaton'

<https://www.warwickshire.police.uk/news/warwickshire/news/2025/august/27-year-old-man-dies-from-drowning-in-ensors-pool/>

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Nuneaton and Bedworth Borough Council

# Water Safety Policy

Dec 2022



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## Why is site safety important?

The Council has a moral and legal duty<sup>1</sup> to ensure, so far as is reasonably practicable, the safety of both our employees and visitors whilst on the land we are in control of. This is particularly pertinent on publicly accessible land, where we are actively inviting public access.

The statement “so far as is reasonably practicable” is the balance of the risk on one side and the time, money, and effort (sacrifice) required to avert that risk. The presumption is weighted toward taking measures to remove or minimise risk unless the sacrifice is grossly disproportionate.

The Council must therefore risk assess and appropriately manage the green spaces we are in control of and work with our partners and contractors in such a way as to ensure that those working, visiting, travelling through, and living adjacent to our greenspaces are safe from harm.

## What does the Health and Safety Executive say we should do about managing safety?

The HSE says that you should do the following

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this is not possible, control the risk

## Why are we writing a policy about water safety?

Many of our Greenspaces across the Borough are enhanced by the presence of water in the form of waterbodies - lakes, pools, and wet marshland and watercourses - streams, rivers, and canals.

Water has been identified as a significant hazard on some of the greenspaces we manage because it is the only site hazard to have been related to deaths within our parks in the last 20 years.

This policy is therefore focused on this element of site safety and on exploring and determining how we can manage the risk that our water bodies could pose to the public, our employees, and contractors.

To help us formulate this policy we have consulted [ROSPA's current guidance on inland waters](#).

## What risk does water pose on our land?

Risk is determined by the likelihood and severity of harm that could occur because of a hazard.

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<sup>1</sup> The Management of Health and Safety at Work Regulations 1999. The Occupiers Liability Act 1957. The Health and Safety at Work Act 1974

Water related risk will be dependent on the site's particular water feature, its location, design, any protective measures in place, its maintenance, inspection and repair, people's behaviour (contractors, members of the public and staff) and level of use.

The only way to really determine the level of risk posed is to risk assess our sites and the water related assets they contain.

## What harm could be caused by the water on our land?

Intentional or accidental entry into our waterbodies and water courses has the potential to lead to drowning, injury, hypothermia, and illness. Water can also cause damage to property.

The severity of harm likely to be caused if you accidentally or intentionally enter the water in our sites will be dependent on how you enter it and the characteristics of the waterbody or watercourse.

Severity of harm may be affected by

- Depth of water
- Depth of Silt
- Strength of Currents
- Water Quality (biological factors/pollution etc)
- Underwater hazards
- Temperature (of water and wider environment)
- Bank steepness or shelving

The potential for harm presented by the water related features on our greenspaces will consequently vary between different sites and at various times of the year.

## In what ways can the Council reduce the harm potentially caused by existing and new water features?

### Existing water features

#### *Design*

The Council is limited in the way that it can change many of the physical features of our existing waterbodies and watercourses. This is because changing the water depth, bank steepness, silt depth, temperature and current is often not practical or deliverable or, if it is physically possible, it can be prohibitively expensive. Any improvements that are possible and reasonable should however be identified within the sites risk assessment.

#### *Maintenance, Inspection and Repair*

We can however limit or manage some of the contributing features which may increase severity of harm e.g.,

- Keeping water courses and water bodies and their associated grills/inlets/outlets clear of debris build up in areas that may increase the risk of flooding or lead to higher water levels
- Keeping water courses and waterbodies clear of fishing line and other debris that may increase the risk of entanglement, injury and drowning should someone enter the water
- Reporting any pollution incidents to the Environment Agency
- Managing rat infestations where they pose a risk to health.

These elements can be addressed via scheduled maintenance, via monitoring/inspection and via remedial works/repairs where necessary.

#### *Providing lifesaving equipment on site e.g., life rings.*

ROSPA guidance states that providing life rings may, in limited circumstances, afford the victim extra time or support to enable rescue. It explains that the design intention for rings is to be 'dropped' to casualty rather than thrown horizontally which means that they are most usefully placed near vertical drops and deep water rather than in areas where you need to throw them any distance to the person in the water. Their guidance also states that the use of life rings requires a high degree of maintenance and that they are very susceptible to theft or vandalism. ROSPA also explains that there is also the risk that placement may be seen as creating a permitted swim spot or inducement to swim, i.e., the belief that "this is a safe space to enter"

Due to the elevated level of vandalism experienced on all our sites, the limited resources available for regular inspection and equipment replacement and the unsuitability of many of our water bodies, the Council has decided not to use life rings to reduce the potential severity of injury.

#### **New water features**

The Council has enormous potential to influence the design of new water bodies and water courses both on our land and on the land of others. This influence could potentially limit or reduce the degree of hazard posed.

To develop this, the Council have recently adopted a Supplementary Planning Document - Open Space and Green Infrastructure Supplementary Planning Document (SPD) 2021 which is, amongst other things, intended to influence the design of new water bodies/courses in the Borough. The safety principles of this SPD focus on developers identifying and designing out hazards where possible and it also requires individual risk assessments of designs, signage, and stipulates gentle slopes and ideally shelving to all water bodies and water courses wherever feasible. These general principles will also be adopted in the design of any future water bodies or water courses we create.

## **Why do people enter our waterbodies and watercourses and how can this be managed?**

There are 2 predominant ways that the public/visitors, staff, volunteers, or contractors could potentially enter our water bodies i.e., through accidental or intentional entry into the water.

ROSPA state that of the accidental drownings by month (Average 2013-2019) 46% had no intention to enter the water and 54% had intended to enter the water.

#### **Unintentional/accidental entry into our water bodies**

- Falling into the water body or water course e.g., slipping down the bank
- Collapse or failure of structure e.g., bridge, bank or fencing leading to unintended entry into the water body
- Flooding issue that leads to unusual and unexpected areas being under water e.g., roads/houses/paths

#### **Intentional entry into our water bodies**

- To perform a maintenance activity
- To carry out a permitted recreational activity e.g., boating, fishing
- To carry out an activity that is not permitted e.g., swimming, walking on ice etc

## How can the Council reduce peoples' accidental entrance into the water?

The Council can do the following things to limit accidental exposure to waterbodies and watercourses. Further/different actions may also/alternatively be identified by the sites' risk assessment.

### *Warn people of the danger*

- Provide signage at entrances to the site to warn the public of what hazards the site contains and what the site rules are using words and standard symbols.

### *Allow people to anticipate the hazards' specific location*

- Improve visibility of the hazard e.g., by cutting back overhanging vegetation so people can see and therefore anticipate the hazard and for example keep children away or under control.
- Provide 'nag' signage at the hazard location to highlight the hazards position (e.g., danger deep water/steep drop) and remind the public of any site rules (e.g., stay out of the water) – this is particularly important where the hazard is significant and/or where it may not be anticipated – e.g., hidden/not very visible steep banks

### *Move people away from the hazard*

- Set footpaths back from the edge. Before installing new or renewing existing facilities/infrastructure review its position – can it or should it be moved away? Consideration should be given to desire lines if a path is moved too far away people may still walk near the waterbody or watercourse, so a balance needs to be met. The SPD recommends that paths are setback at least 3m from the edge of banks where practical to allow for a path grass verge (that is safe to maintain) and rough edge to the bank to deter entry/improve wildlife value. Greater distances may be needed where horse riders or cyclists are anticipated. Where bank erosion is a problem greater distances may be needed.
- When installing new facilities set them back from water if appropriate/practical – follow guidelines included in the adopted Supplementary Planning Document - Open Space and Green Infrastructure Supplementary Planning Document (SPD) 2021 and risk assess new installation designs as appropriate.
- Tailor the required maintenance so that contractors are not unnecessarily exposed or are less frequently exposed to the hazard. Is it necessary to maintain the site right up to the edge of the bank? And if it is how can this be made safer? This can be done in a physical way on site but should also be done by the contractor in the form of a risk assessment/changing operation etc.

### *Prevent or physically deter people from coming too near the hazard*

- Provide barriers to exclude the public where the risk is high or very high e.g., via fencing even if paths are not nearby
- Consider providing barriers/fencing to exclude the public where you cannot avoid them coming in proximity with a moderate hazard e.g., where an existing path or recreational facility comes close or immediately adjacent to a moderately risky watercourse or waterbody
- Let the vegetation grow longer alongside water courses and water bodies to deter entry and to limit required access by maintenance staff/contractors. This is often the best approach in areas of lower risk or in areas where other measures would be unaffordable.

### *Encourage the reporting of any safety issues*

- Provide contact details on site entrance signage so that the public – who use the site know who to contact in the case of a problem.

- Provide an issue reporting mechanism on the Council's website and via phone (this is provided for via our customer services enquiry/complaint processes - DASH)
- Ask contractors to report issues – this is done by our maintenance contractor via GLIVE and by them via phone calls/emails if more urgent

#### *Inspect hazards and associated safety precautions to identify any escalating risk factors*

- Inspect water related structures and facilities to ensure that they are fit for purpose and that there are not any factors that could increase the risk. The inspection frequency will be based on the sites or group of items originally assess risk level.

#### *Respond to safety issues and make repairs in a timely manner*

- Respond to repairs identified by the public, contractors or via inspections in a risk-based order and agreed time frame.
- In addition, identify any items that are likely to escalate to higher risk and maintain/repair as necessarily to prevent risk escalation.

## **How can the Council reduce the risk to those we permit into our waterbodies and watercourses?**

As a Council we have taken the decision to not to encourage people to enter our waterbodies or watercourses unless they absolutely need to. This means that swimming, boating, diving, and other recreational activities, including events that require entrance into the water are not encouraged on any of our sites. This is with the general intention of limiting numbers in the water and therefore limiting risk in this way. It also allows us to have one clear message of 'stay out of the water' that we consistently give out to the public.

Contractors, staff, and supervised volunteers will on occasion however need to work in it or alongside water. In cases where this happens the activity will need to be risk assessed first and be covered by appropriate insurance before permission is granted for that activity.

## **How can the Council reduce the number of people intentionally entering our water without permission?**

We are aware that people do go into our watercourses and water bodies on occasion without specific permission. This most commonly happens in warmer weather however it is something that does happen year-round including when ice is present.

This is extremely difficult to manage as none of our sites have a routine on-site presence and we do not have the resources to do this or to provide a regular enough presence on site to make a real difference to people's behaviour. As these activities are most common outside of normal working hours (evenings and weekends) it is likely specific staff with enforcement powers would need to be employed to influence the behaviour of the public in this way.

To attempt to manage this unpermitted access into water and to warn the public we commit to making timely press releases at key times of the year to warn of relevant specific dangers, e.g., thin ice, dangers of swimming in unsupervised waters, underwater hazards, deep water/strong currents etc.

These press releases should be released prior to significant periods of extremely hot weather, at the beginning of the school holidays and prior to periods of extremely cold/freezing weather (targeting school holidays).

The Council is also in the process of establishing a Public Space Protection Order that makes it an offence to be in the water without our permission. This order will follow the stay out of the water messages we have provided on signage and through the media and will allow our partners - the police - to take enforcement action where necessary.

We will also work with community and friend's groups in such a way that the stay out of the water message is passed onto these groups as appropriate.


## **Determining the specific hazards on our sites and the level of risk posed via site-by-site risk assessments**

The Council will assess and subsequently regularly review, risk assessments for all greenspaces containing waterbodies.

These site risk assessments will outline what water related assets these sites contain, their individual assets risk score (based on the below matrix, general asset information/categorisation and individual site accident/incident knowledge) and the site managing officers' determination of the sites overall risk score – normally based on the highest scoring asset.

The overall site risk score may vary from the highest asset score where a site is large or where risk levels vary greatly. In these cases, the sites may be split into zones with similar risk, for example Whittleford Park will be split into Barpool Valley, Claypool and Marsh, and with much less/or no water and both with lower risk Gorse Valley and Vale View. The overall site score may also vary if the combination of assets present combine in such a way that in the officer's opinion it changes the overall site risk, or that the asset that scores highest is not significant enough to directly dictate site overall score.

## Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
				Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).				
Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

### How often should we formally inspect the assets that the site contains?

It has already been determined that the formal inspection of our assets is unlikely to influence unauthorised entrance into our water bodies as the frequency, day and time of day is unlikely to coincide with most unauthorised activity on site and even if witnessed by officers their presence is unlikely to change this behaviour to any noticeable degree. Officer presence is unlikely to influence behaviour because officers do not have enforcement powers and, they will be working alone. Perpetrators of unauthorised activities including swimming may also stop and then carry on with their activity after the officer has left site.

With over 300 Parks & Greenspace sites, covering approximately 151 hectares of land and with around 50% of this containing water, it is also unlikely that inspecting officers will happen to visit a particular area of a site at the time when a serious defect occurs, e.g., via failure or vandalism. We therefore rely heavily on the public and our

maintenance contractors, who are out on the sites on a more regular basis, to report these more obvious issues to us via our customer enquiries system (DASH) and GLIVE, our grounds maintenance contractor reporting system.

## What is the purpose of the formal inspection?

The formal inspection process is designed to identify the more subtle issues that may, over time, lead to increases in risk. These inspections may also identify serious defects. These formal inspections should be undertaken alongside periodic specialised inspections, as required by the asset, such as bridges, to ensure all subtle defects are identified before they progress to a serious fault.

More subtle defects may include but are not limited too; bridge decking that is approaching the end of its useful working life or needs cleaning to prevent or extend its lifespan. Water courses becoming blocked with debris which requires clearance by our contractors, protective fencing or guard rails that are damaged or loose and missing or defaced safety signage.

## What format should these formal inspections take?

We will formally inspect our site's water assets using an existing asset management system that is date and time stamped and unalterable after inspection, to provide a robust audit trail. This inspection software allows the inspector to assess the current risk associated with the asset(s) on site leading to a live risk assessment based on the last recorded inspection. It is anticipated that over time more of the sites assets (that fall outside of water safety, but which also carry their own risk) will be added to this monitoring system.

## How often should we formally inspect our sites/site assets?

How often we formally inspect should be related to site and asset risk and so we should visit higher risk sites more frequently than lower risk sites. It must also be deliverable and allow sufficient time to respond to the findings of both the formal inspections and the other defect reports e.g., the DASH enquiries, GLIVE reports and other structural surveys that are completed on our assets.

It has been determined that we have the capacity to formally inspect sites based upon 2 x 0.8 (FTE) Officers, at the following frequency.

- 2 yearly inspections for very low risk sites/assets
- Annual inspection for low-risk sites/assets
- 6 monthly inspections for moderate risk sites/assets
- Weekly inspection for high-risk sites/areas/assets
- Daily inspection for very high-risk sites/areas/assets

## What other additional specialised inspections related to water safety should we complete?

The most common specialised inspection that is often related to water safety is the inspection of our bridges – the need for specialised bridge inspections is, however, also applicable outside of water safety sites.

There are four levels of Bridge Inspection.

- **Routine Visual Safety Inspection** – A routine visual inspection undertaken by non-engineers, such as Parks & Greenspace Officers as part of a formal water safety inspection.

- **General Inspection** – Is a bridge inspection undertaken by a qualified engineer\* typically at not less than two-year intervals unless otherwise specified. This is a general examination of the structure to detect evidence of distress that might require repair or maintenance attention.
- **Principal inspection** - This consists of a more detailed inspection of the structure from within touching distance, typically at not less than five-year intervals unless otherwise specified and may involve a certain amount of non-destructive testing. This will normally be undertaken by qualified bridge engineers\* either from a consultant or the Bridges Unit at WCC (Warwickshire County Council).
- **Special Inspection/Engineers Report** - This carried out to investigate a specific problem, after a major accident or event, such as ground movement or flooding, or passage of unusually heavy loads. This will normally be undertaken by qualified bridge engineers\* either from a consultant or the Bridges Unit at WCC.

## Responding to defects

How we respond to defects identified by inspections and via customer and contractor reports is crucial to the managing of risk on our sites. If more time is spent inspecting and less time is spent on the follow up repair and preventative process, it may be counterproductive and even reduce site safety.

The extent & availability of resources to undertake repairs also requires that we adopt a triage approach.

## General Principles of defect/risk management

Using the risk assessment matrix previously shown to risk assess the site, the following response to risk/defects will be implemented.

**1 – 5 Very Low Risk** The site/asset(s) is in good condition, fit for purpose and no remedial work is required. (Unless otherwise indicated) There may be some non-compliances with current standards\*. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 2 years.

**6 – 10 Low Risk** The site/asset(s) may not comply with current standards but is generally in good condition. Minor works may be required and these should be completed within the next 6 - 12 months. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 1 year.

**11 – 15 Moderate Risk** The site/asset(s) has a fault or number of faults that require attention. These faults should be rectified within the next 2/3 months to ensure the continuing safe use of the site by users. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 6 months.

**16 – 20 High Risk** The site/asset(s) has serious defects that require immediate attention. This level of risk will normally result in the site/asset(s) being taped off with hazard tape to warn the public & a telephone call from site by the inspector, requiring that a maintenance team be sent to site within 24 hours to make safe/repair. 'Make Safe' may include the installation of temporary cage type fencing to prohibit access by the public until repairs can be made. These faults should be rectified within 2 months or must be escalated to the Director – Public Services for further action. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 1 week.

**21 – 25 Very High Risk** The site/asset(s) is in a dangerous condition. Further public access must be immediately prohibited, or the asset must be removed from service ('Made Safe') until such time as it is repaired or safely removed from site. In this instance the inspector would remain on site until a maintenance team was sent to attend to the item. 'Make Safe' may include the installation of temporary cage type fencing to prohibit access by the public until repairs can be made. These faults should be rectified within 2 months & must be escalated to the Director – Public Services immediately. Sites/asset(s) in this category will be inspected daily, by the maintenance team to ensure that temporary safety measures remain in place & are effective. Sites/asset(s) in this category will also be formally inspected at intervals not exceeding 1 week to monitor progress until work is completed.

\*Refer to Open Space & Green Infrastructure Supplementary Planning Document(s) (2021) & Parks & Countryside Office Std. Specification (2019)

**Appendix B – Detailed implications and considerations****1. Conflict with Water Safety Policy**

- The proposal contradicts the Council’s Water Safety Policy, which prohibits recreational activities on water bodies to prevent accidental or intentional harm.
- Allowing Sea Cadet use undermines consistent public messaging (“stay out of the water”) and may encourage unsafe behaviour.

**2. Legal and Liability Risks**

- Granting access could expose the Council to legal risks including:
  - **Corporate manslaughter**
  - **Gross negligence manslaughter**
  - **Negligence or breach of duty of care**
- Previous incidents at nearby Ensors Pool have led to fatalities and HSE investigations, reinforcing the need for strict adherence to safety policies.

**3. Increased Risk and Maintenance Costs**

- Recreational use in water bodies elevates the likelihood of harm (infection, injury, drowning), increasing the site’s risk profile.
- Additional costs would arise from:
  - Water quality testing
  - Specialist equipment and staff
  - Enhanced supervision and maintenance

**4. Unsuitability of Balancing Lakes**

- Balancing lakes are unpredictable, with fluctuating water levels, currents, and poor water quality.
- Bermuda Lake is fed by runoff from industrial, residential, and agricultural sources, contributing to pollution and blue-green algae outbreaks.

**5. Environmental and Ecological Impact**

- Bermuda Lake is a designated **Local Wildlife Site (LWS)** and part of a critical ecological corridor.
- Cadet use may disturb habitats, threaten protected species, and potentially lead to permanent infrastructure that degrades ecological value.
- Peer organisations (e.g., Warwickshire Wildlife Trust) have advised against recreational use due to ecological sensitivity.

## **6. Land Ownership and Access Issues**

- Legal and logistical complications exist regarding vehicle access and land ownership if this is required by the Cadets.
- Resolving these issues would require legal input and additional costs to be identified to support changes.

## **7. Community and Aesthetic Concerns**

- The site is a valued greenspace for local residents, used for walking, running, commuting, and informal recreation.
- Introducing cadet activities and infrastructure may:
  - Reduce available public space
  - Urbanise the area
  - Encourage antisocial behaviour
  - Diminish the site's aesthetic and recreational appeal

## **8. Precedent and Policy Gaps**

- Authorising Sea Cadet use may set a precedent, making it difficult to refuse future requests from other groups.
- The Council currently lacks a formal policy for granting recreational access to water bodies, increasing the risk of inconsistent or unfair decision-making. This would need to be addressed subject to outcome.

Sea Cadets engages young people aged 10-18 from all backgrounds but there is good evidence to suggest it reaches young people from more disadvantaged backgrounds. Sea Cadets aims to help young people achieve in education, employment and in longer-term mental and physical wellbeing and community engagement. These aims bring challenges; for example, children entitled to free school meals are nearly half as likely to get five good GCSE's in comparison to their better-off peers, which has a knock on effect on their future employment and earning prospects. Sea Cadets aims to address these challenges by giving young people 'adventure that launches young people for life today', with the aim of helping teenagers 'develop into resilient, confident young people who can launch well in today's complex and sometimes overwhelming world and thrive in it (please find attached the Sea Cadet Impact Report for further information).

There are just over 400 Sea Cadet units across the UK, with the majority of these units working hand-in-hand with their local authority to have access to local inshore bodies of water to deliver the training and nationally recognised qualifications. Warwickshire District is one of nine Districts in South West Area alone. Within Warwickshire District, there are nine units (Nuneaton & Bedworth, Sutton Coldfield, Coventry, Rugby, Leamington Spa, Tamworth & Lichfield, Shirley, Redditch, and Stratford Upon Avon). It is disappointing that out of the nine units within Warwickshire District, only one unit is not supported by their local council to have access to local bodies of water, which is Nuneaton and Bedworth. This puts our cadets at a huge disadvantage in relation to their peers with whom they compete against, meaning our cadets and adults have to work so much harder and travel so much further just to be on a level playing field to compete. As adult volunteers who support Sea Cadets (outside of our own day-to-day jobs/external responsibilities) and as a charity trying to support 40 young people (with more on a waiting list) this has become completely unsustainable. Nationally, there are huge pressures being placed on the public and public services. The young people of Nuneaton and Bedworth towns are suffering because of this... we (as adults) collectively have a moral duty to do all we can to ensure our future generation are equipped with the skills, knowledge and opportunities to lead successful lives and lead our towns in the future.

Our four most recent cadets (who are now eighteen or above), all came from backgrounds which would fall under the 'disadvantaged' category; one was in Local Authority Care, one had additional needs, one came from a low-income family and one who speaks English as a second language. All four thrived during their time at Nuneaton & Bedworth Sea Cadets and fully enhanced an array of opportunities made available to them through Sea Cadets. Sea Cadets undoubtedly paid a hugely influential part on their outcomes. Two are now current serving members of the Royal

Navy (one whose image is proudly displayed outside of the town hall), one is in the final year at university, and one is currently awaiting a date to enter the Royal Navy to train as an Air Traffic Officer (all have continued to remain an active part of the unit, are enrolled as adult volunteers, and all are present to support the unit when they are on leave). They all continue to inspire the younger generation which is incredible to see.

In terms of the factors reviewed in relation to the use of Bermuda Balancing Lake for training activities by Sea Cadets, please see information below highlighted in green:

### ***Increased Risk and Maintenance Costs***

Recreational use in water bodies elevates the likelihood of harm (infection, injury, drowning), increasing the site's risk profile.

Sea Cadet Mitigation - All of our risk assessments and operating procedures meet the terms set out in the Inshore Boating Operating Procedures (IBOS release 3.0.1, 2024). IBOS gives the baseline operating requirement for boating in the Sea Cadets. IBOS covers the aspects of external accreditation for boating activities. IBOS is applicable to all small boat activities (inshore) and does not apply to Offshore activities (separate guidance is available for offshore activities although this is not relevant to Nuneaton & Bedworth). There are many governing documents, which influence boating activities. IBOS has been developed to allow venues to be confident that they are compliant with the requirements and standards, and understand what they need to do to achieve this in a clear single source format. IBOS has been developed to incorporate the following governing documents:

Training Afloat Regulations - Available through <a href="#">Defence Gateway</a>	<a href="#">SCV2 – Small Commercial Vessels Compliance</a>
<a href="#">RYA Guidance Notes</a> - (Login required)	<a href="#">MGN 280 – Marine Guidance Notice</a>
<a href="#">AALA – Adventurous Activities Licensing</a>	<a href="#">SOLAS V (safety of lives at sea)</a>
MOD Boat Safety Cases - <a href="#">Contact Inshore Boating</a>	Royal Navy BR 67 - <a href="#">Contact Inshore Boating</a>
<a href="#">Water Safety Equipment Log (WSEL)</a>	<a href="#">MSSC marine hulls insurance policy</a>

[British Canoeing Definition and Deployment Document](#)

In addition to the above, the Memorandum of Understanding (December 2018) between the Royal Navy (Secretary of State for Defence - SOSD) and Marine Society and Sea Cadets (MSSC), the Ministry of Defence (MoD) provide indemnification. Please see extract below:

*'AUTHORISED ACTIVITIES OF THE SEA CADET CORPS AND THE MSSC SOSD hereby undertakes to fully and effectively indemnify<sup>1</sup> the MSSC, the Units, Cadets, adult volunteers, members of the Unit Management Teams (UMTs), members of Uniformed Volunteer Staff, Civilian Instructors and employees of the MSSC or MOD, including staff used by the MSSC as offshore relief crew, against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses which may be incurred in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to property by reason of or arising out of any negligent act or omission by, or on the part of, a Cadet, adult volunteer, member of a UMT, member of Uniformed Volunteer Staff, Civilian Instructor, employee of the MSSC or MOD whilst in the course of Authorised Activities as described in the Memorandum of Understanding entered into between SOSD and the MSSC or of travel to or from Authorised Activities. MOD will accept liability for loss or damage to or by publicly owned property and equipment and that procured using public funds.'*

Furthermore, Sea Cadets operates in line with Quality Assurance and a 'Chain of Command'. There are an array of support services available for volunteers that are provided through the MSSC. The Inshore Boating department are a team employed by the MSSC as a link between Sea Cadet volunteers and the Royal Navy. Inshore Boating advise on safety and management of all boating activities that take place inshore; ensuring all are operating in line with current legislation and guidance.

***Additional costs to the Council would arise from:***

- Water quality testing
- Specialist equipment and staff
- Enhanced supervision and maintenance

**Sea Cadet Mitigation:** Please see attached document 'Water Quality Considerations' which is included in IBOS. Sea Cadet Unit 616 of the Sea Cadet Corps (Nuneaton & Bedworth) would be responsible for the additional costs associated with Water Quality Testing and Trained staff to undertake the testing and make decisions inline with a dynamic risk assessment. In the interests of transparency, tests will be undertaken and recorded - any future records will be available on request.

It is hoped that by Sea Cadets accessing safe training on the Bermuda Balancing Lake, this will enhance the current supervision levels in the area, whilst promoting safe activity and reduce the numbers of non-permitted members of the public entering the water.

Sea Cadets take pride in the environment and as such, carry out community-based modules as part of their Cadet Training Plan (CTP). These modules can be adjusted to reflect the area of operations and as such, some organised and agreed maintenance can be undertaken by the Sea Cadet members.

### ***Unsuitability of Balancing Lakes***

- Balancing lakes are unpredictable, with fluctuating water levels, currents, and poor water quality.
- Bermuda Lake is fed by runoff from industrial, residential, and agricultural sources, contributing to pollution and blue-green algae outbreaks.

**Sea Cadet Mitigation:** As above - Please see below at document 1 'Water Quality Considerations' which is included in IBOS. Sea Cadet Unit 616 of the Sea Cadet Corps (Nuneaton & Bedworth) would be responsible for the additional costs associated with Water Quality Testing and Trained staff to undertake the testing and make decisions inline with a dynamic risk assessment. In the interests of transparency, tests will be undertaken and recorded - any future records will be available on request.

### ***Environmental and Ecological Impact***

- Bermuda Lake is a designated Local Wildlife Site (LWS) and part of a critical ecological corridor.
- Cadet use may disturb habitats, threaten protected species, and potentially lead to permanent infrastructure that degrades ecological value.

- Peer organisations (e.g., Warwickshire Wildlife Trust) have advised against recreational use due to ecological sensitivity.

Sea Cadet Mitigation: Whether boating inland, voyaging at sea, or exploring the countryside, we spend so much time up close to nature that the environment is in our DNA! And because our waterborne activities rely on safe water quality, we're acutely aware of the importance of healthy ecosystems. An environmental campaign has recently been launched by Sea Cadets (please see attached article for more information). Sustainability remains at the forefront of our thinking, and we would strive to work collaboratively with other wildlife organisations as experts in their field and to limit and protect the habitats and ecosystems in place. There are many ways of doing this and we are in regular communication with other units who successfully manage this to learn best practice. We are eager for this to work for all.

### ***Land Ownership and Access Issues***

- Legal and logistical complications exist regarding vehicle access and land ownership if this is required by the Cadets.
- Resolving these issues would require legal input and additional costs to be identified to support changes.

Sea Cadet Mitigation: Ideally, access would be gained via Cygnet Way, using the infrastructure already in place (including the drop kerb and access gate). This would be at agreed times only. The Sea Cadets do have access to a legal team who we could contact further down the line (if needed/required).

We would meet all the required Health and Safety standards given we are sponsored by the Ministry of Defence/fully endorsed and would be happy to provide the Council with the necessary insurances, risk assessments and operational training to deliver organised sessions, whilst accessing the water.

## Document 1 - 'Water Quality Considerations'

### Inshore Boating Standards and Expectations

Version: 0.1

Release Date: June 2024



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#### Activity: All Inshore Boating Activities

#### Title: Water Quality Considerations

### Summary

When boating it is important to consider quality of water in our static / dynamic risk assessments, and site specific instructions. Water quality can be affected through many means of infiltration, surface water run-off, sewage overflow and pollution.

Contact with poor quality water can lead to serious health issues, so appropriate control measures must be in place at each venue. Sea Cadets operate across a range of rivers, canals and reservoirs/lakes, as well as harbours and open coastal areas. It is therefore important that each venue operates in accordance with any advice or guidance from their water / navigation authority.

### Standards

- Venues must include appropriate local control measures for water quality hazards in local risk assessments.
- Venue site specific instructions must implement these control measures and the responsibility for their assurance at a local level.
- Each venue should engage with their local Water/ Navigation Authority/owner (in the case of reservoirs this will often be the local water board) and operate within their stated advice.
- In the absence of local authority testing venues should consider regular testing being undertaken and recorded – this can be done independently or in collaboration with other water users.
- Maintain a high standard in commitment to cleanliness, including wash down of equipment and hand washing.
- If in doubt, stay **out** of the water.

### Expectations

Each venue shall ensure that they have appropriate safe systems in place that include water quality for the activities takes place and a record is kept logging that the water quality is considered appropriate as part of the overall conditions.

Due diligence will be undertaken in ensuring that water quality is understood, and advice is followed.

Venues should work in collaboration with their local water/ navigation authority and other water users, many of whom regularly test their waters and publish the results. Venues must consider the location of external testing and their proximity. Where flow is a consideration, test results up stream are key.

Where contamination is a hazard, venues shall maintain a watch on the weather prediction and factor this into their dynamic risk assessment. If there has been a high volume of rainfall, this will cause surface runoff and overflow of sewers and drainage. Self-test kits are available from several online retailers.

## Further Guidance

### Location

Venues should remain vigilant to their surrounding environment and waterway use, consideration should be given to potential contaminants. Some key areas for thought are listed in a non-exhaustive list below:

- Sewage outlets
- Storm drains outlets in urban and industrial areas.
- Land Use – including surface run off from agriculture.
- Industry, particularly on or at the water edge.
- Commercial Shipping
- Flow rate and recirculation of water.
- Recent weather patterns.

Venues should pay particular attention upstream of their location, or for coastal locations in the direction of tidal streams.

### Weather

Weather can severely impact water quality. Rain will cause any contaminants that are on land to wash into waterways. Severe rain and flooding will also cause sanitary outlets to be compromised. Hot weather can cause an increase in bio growth such as Blue Green Algae causing contamination of water. Prolonged hot periods may also cause inland waterways to stagnate due to low water levels and a lack of movement.

### Testing

Many waterway or navigation authorities regularly test and publish their results, these can provide a useful basis on informing us on water quality. Venues may choose to purchase testing kits and test the quality of water in their operating area. It is important to note that any tests to determine water quality should be those taken in areas that will flow into the operating area (Upstream/ up tide).

Useful sources of information are:

- |                            |  |
|----------------------------|--|
| – Water Treatment Services | <a href="#">Recreational water quality standards</a>   |
| – Paddle UK                | <a href="#">Don't get sick advice and useful links</a> |
| – Surfers Against Sewage   | <a href="#">Sewage Mapping</a>                         |
| – Future Learn             | <a href="#">"do-it-yourself" water testing</a>         |

## Outcomes

Venues will need to have a better understanding of the factors and their effects on water quality. By having better information decision makers can "make a good call" and be more confident in it. This might be to stop activity or reschedule. Equally deciding to avoid immersion activities or changing to an alternative training area might be acceptable outcomes.

We are aiming to keep our participants safe and well whilst enjoying and benefiting from boating, however this is also an excellent topic for youth advocacy and collaboration with other water users.

AGENDA ITEM NO.9

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NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure Overview and Scrutiny Panel

Date of Meeting: 16<sup>th</sup> October 2025

Subject: Monitoring of the Grounds Maintenance Contract

Portfolio: Leisure and Health

Responsible Officer: Parks & Greenspace Manager

Corporate Plan – Theme: Green Spaces & Environment

Corporate Plan – Aim: Review & Refresh the Grounds Maintenance  
Contract for the Borough

Ward Relevance: All

Public or Private: Public

Forward Plan: N/A

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1. Purpose of report

- 1.1. To provide the Panel with information on the performance of the Ground's Maintenance Contract.

2. What is the panel being asked to consider?

- 2.1. The Members of the Panel are asked to consider the information in this report relating to the management of the ground's maintenance contract and the update presentation, provided by our Grounds Maintenance Contractor – Glendale Countryside Ltd.

- 2.2. The Panel can examine the information presented and question overall performance by the contractor.
- 2.3. Questions relating to individual cases should in the first instance be made in line with our corporate process for the submission of all Parks & Greenspace and Cemeteries related enquires, on the DASH/Firmstep system. Members will receive an automated email containing their reference number and once investigated, you will be contacted by the relevant officer to advise of what shall be done.

### 3. Recommendations

- 3.1. That the contents of this report are noted.

### 4. Background

- 4.1. The current grounds maintenance contract was awarded in November 2019 for an initial 5-year period with options to extend in increments to a maximum of ten years. This year is the first of a current two-year extension, agreed between the Council & our contractor.

### 5. Body of report

- 5.1. This year's weather patterns have seen an almost complete contrast to those experienced throughout the winter of 2023 into the summer of 2024. (Refer to table below)

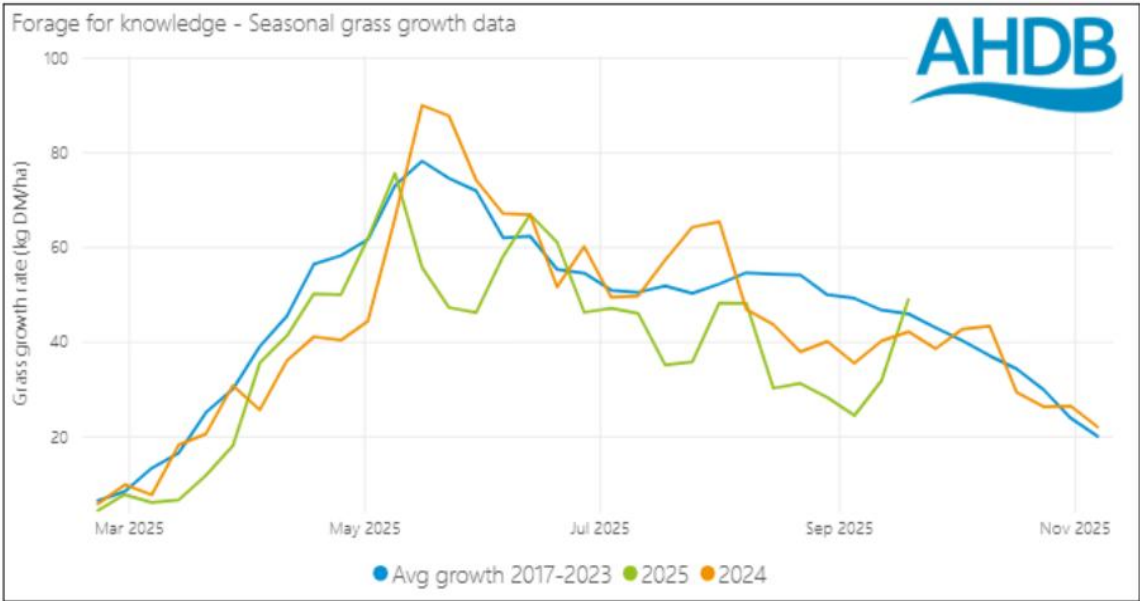
**Met Office Rainfall Weather Data (England)**

Nov '23	120%	Nov '24	82%	of 1991 - 2020 Average.
Dec '23	158%	Dec '24	89%	of 1991 - 2020 Average.
Jan '24	102%	Jan '25	112%	of 1991 - 2020 Average.
Feb '24	196%	Feb '25	79%	of 1991 - 2020 Average.
Mar '24	162%	Mar '25	25%	of 1991 - 2020 Average.
Apr '24	152%	Apr '25	50%	of 1991 - 2020 Average.
May '24	147%	May '25	57%	of 1991 - 2020 Average.
Jun '24	52%	Jun '25	80%	of 1991 - 2020 Average.
Jul '24	119%	Jul '25	89%	of 1991 - 2020 Average.
Aug '24	62%	Aug '25	42%	of 1991 - 2020 Average.

- 5.2. This has brought different challenges, most notably watering our bedding displays, which have been particularly good this year, both throughout the town centres & our destination

parks, such as Riversley & Miners Welfare Park. Earlier cutting of our wildflower meadow areas to reduce the potential risk of fire & sink holes/cracking of the ground in both grass areas & paved areas has also been experienced.

- 5.3. The graph below, whilst relating to agricultural forage growth, further illustrates the continuing effects of our changing climate on growth rates, with an earlier, though shallower spike in growth during April & early May this year, followed by a longer period of below average growth through much of the summer and then a further spike during September.



Data taken from <https://ahdb.org.uk/knowledge-library/forage-for-knowledge> - last updated 18th Sept 2025

- 5.4. This year has seen over one hundred thousand tasks scheduled as part of the delivery of cyclical grounds maintenance services as well as significant ad-hoc works to address local issues and the delivery of projects such as the re-furbishment of the Town Hall frontage & associated 80<sup>th</sup> anniversary celebrations of VE day. The table below illustrates the workflows throughout the last twelve months.

2024/25 Time Period	Tasks Scheduled	Tasks Completed	Tasks In Progress	Tasks Not Required	Tasks Not Started	Tasks Suspended	Tasks Unable to Complete
Oct to Dec	34,254	33,638	55	413	1	76	71
	100.0%	98.2%	0.2%	1.2%	0.0%	0.2%	0.2%
Jan to Mar	20,605	20,212	20	345	3	0	25
	100.0%	98.1%	0.1%	1.7%	0.0%	0.0%	0.1%

April to June	25,288	24,669	9	579	13	0	18
	100.0%	97.6%	0.0%	2.3%	0.1%	0.0%	0.1%
July to Sept*	25,958	19,722	34	357	5733	28	84
	100.0%	76.0%	0.1%	1.4%	22.1%	0.1%	0.3%
Totals	106,105	98,241	118	1,694	5,750	104	198
	100.0%	92.6%	0.1%	1.6%	5.4%	0.1%	0.2%

\*Last updated 22nd Sept 2025

- 5.5. Officers have continued to work closely with the grounds maintenance contractor to address issues relating to service delivery, to ensure that areas are maintained to specification. This has focused particularly on areas relating to 'back-up' mowing operations such as strimming fences, wall-lines & obstacles, shrub bed, informal tree/shrub areas & hedge maintenance, both within our parks but also on our housing areas, carparks & town centres. Cleansing operations have also seen over 450 tonnes of material removed from our parks & open spaces this year alone, with increasing levels of fly-tipping being a particular concern. This is being addressed in conjunction with our colleagues in waste management alongside their enforcement team.
- 5.6. It is intended to continue with the programme of 'regenerative pruning' later this year. The table below details the scheduled programme, which is arranged on a ward basis, to ensure that all areas are addressed.

Year	Wards	Qty	Unit
1	Camphill	4,160	Sq.m
1	Chilvers Coton	15,421	Sq.m
1	Exhall	5,361	Sq.m
1	Stockingford East	5,931	Sq.m
2	Bede	11,578	Sq.m
2	Heath	1,231	Sq.m
2	Poplar	9,813	Sq.m
2	Slough	5,958	Sq.m
3	Milby	2,028	Sq.m
3	St. Marys	13,688	Sq.m

3	Stockingford West	5,728	Sq.m
3	Weddington	5,180	Sq.m
3	Whitestone	3,014	Sq.m
4	Arbury	5,498	Sq.m
4	Attleborough	7,321	Sq.m
4	Bulkington	2,603	Sq.m
4	Eastboro	777	Sq.m
4	Galley Common	7,612	Sq.m
4	St. Nicolas	6,440	Sq.m

Total/Target	119,342	Sq.m
25% per Annum	29,836	Sq.m

5.7. The ongoing change of emphasis from individual sites/cases to a more strategic approach, looking at operational frequencies and key areas of concern has been improved by the addition of further monitoring personnel as previously reported. This ensures our Parks & Greenspace assets are managed holistically and the contractor's management systems & processes are monitored, to measure service delivery.

## 6. Appendices

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

## 7. Background papers

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

## 8. Report Writer Details:

Officer Job Title: Parks & Greenspace Manager

Officer Name: David Truslove

Officer Email Address: david.truslove@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.10

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NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure Overview and Scrutiny Panel

Date of Meeting: 16<sup>th</sup> October 2025

Subject: Domestic Food Waste Collections

Portfolio: Communities and Public Services

Responsible Officer: Neighbourhood Services Manager

Corporate Plan – Theme: Green Spaces and Environment

Corporate Plan – Aim: Support our residents to recycle more of their household waste

Ward Relevance: All

Public or Private: Public

Forward Plan:

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1. Purpose of report

- 1.1. This report evaluates and makes recommendations for the methods and mechanisms for the introduction of free (to residents) weekly domestic food waste collections across the Borough.
- 1.2. Food waste currently accounts for a significant proportion of household refuse (over 50%). Establishing the domestic food waste collection across the borough will ensure legislative compliance as the proposal meets the requirements for separate food waste collections as set out in the Environment Bill 2021. The recommendations made in this report set out the proposed service plan. This means a weekly kerbside collection of food waste from all

domestic properties. New collection vehicles, containers and staff recruitment and public engagement campaigns.

- 1.3. Agreeing the recommendations in this report will now allow the procurement to be undertaken and a full implementation programme to be established and a timely borough-wide rollout of the services in 2026.

## 2. What is the panel being asked to consider?

- 2.1. To review and agree the recommendations made in section 3 to allow the implementation of domestic food waste collections to residents across the borough in line with statutory requirements

## 3. Recommendations

3.1 The table below sets out the recommendations being made.

<b>Recommendation</b>	<b>Rationale</b>	<b>Expected Impact</b>
Adopt a driver and 2 loaders model for the collection of domestic food waste	Reduces significantly the number of vehicles needed for the collection of food waste	Reduced upfront purchase costs Lower CO2 impact to operate
Implement 6 collection rounds (requires 7 vehicles)	6 collection rounds provide capacity to complete all scheduled work and leaves some capacity for on round issues and population growth	Reduced procurement costs Operationally efficient
Procure 7 (6 rounds and 1 spare) 7.5 tone bespoke food waste collection trucks.	Pay load of 7.5 tonne is easily capable of managing the food waste yields whilst. Lower purchase and running costs of 12.5 tonne version	Efficient operation reducing fuel use and CO2 emissions
Procure 5 litre kitchen caddies and 23 litre kerbside caddies	This is the commonly used operation model for food waste, and using a kitchen caddy should help ensure participation rates in the service are good	Allow NBBC to operate the most efficient collection model possible good participation in the service
Operate a companion bin system for emptying the caddies	Maximum operator efficiency and therefore round efficiency	Quicker and simpler collection model

<b>Recommendation</b>	<b>Rationale</b>	<b>Expected Impact</b>
Provide a roll of (circa) 50 caddy liners at roll out and provide a resupply option for residents to collect from public points such as town hall, libraries etc.	Increases participation in the service, no additional delivery costs at roll out	Improved customer take up of service Improved customer satisfaction with service
Develop specific policies for the provision and supply of food waste collections	Ensure service is backed up by robust formal policies to enable reliable service delivery	Improved service delivery
Provide replacement kerbside caddies where they become damaged in line with existing container charging policies. Allow residents to supply their own kitchen caddies should they need replacing	Align bin replacement process to fit with existing services. Undertake a review of exiting bin charging policies prior to food waste services implementation	Equal provision in line with existing policies and services
Develop an extensive communication and education plan for pre and post service roll out	Ensure residents buy into the service, understand the benefits and participate with the food waste collection service	Increased participation and customer engagement

#### 4. Background

- 4.1. All local Authorities will from April 2026 be required to provide domestic premises with a separate, free to residents, weekly food waste collection.
- 4.2. In June 25 NBBC Cabinet approved a report to begin procurement processes for the provision of these new food waste collection services and a working group from the Environment and Leisure OSP was set up to oversee the decision process and service parameter being set.
- 4.3. Nuneaton and Bedworth Borough Council has been allocated in total allocated £ 1,345,000.00 by Central Government for the

procurement and roll out of the domestic food waste collections services.

- 4.4. Ongoing new burdens funding is expected for the ongoing operational costs such as staff salaries, vehicle maintenance etc associated with running the food waste services but details of this are yet to be released by DEFRA.

## 5. Body of report

### 5.1. Key Assumptions Applied

- 5.1.1 Several assumptions have been used for the purposes of the modelling undertaken.
- 5.1.2 60,000 domestic properties used for the purposes of the models; this is slightly more than currently exist across the borough but allows for some initial growth modelling in the early years.
- 5.1.3 Using national guidance and case study reports and considering the demographics across the borough the models assume a 35% participation rate in the weekly food waste collections. This 35% participation is commonly used Mid-lower participation rate established by WRAP (Waste Recycling Action Programme) through their various samples of authorities operating food waste collections.
- 5.1.4 The assumed yield per participating household has been taken using the national average (from Local Authorities already operating food waste collections) of 1.47 kg
- 5.1.5 In the data modelling (appendix 1) average figures are used to determine the working times for crews. This includes an average of 30 seconds to empty a kerbside food caddy (collect, empty return), 20 seconds to pass a property that hasn't presented a food caddy and in accordance with our current contracts for collection teams a 37-hour working week.

### 5.2. Collection Crews

- 5.2.1 With the collection models the first consideration is whether to operate collection vehicles with a driver and one loader (driver +1) or a driver and 2 loaders (driver +2).

- 5.2.2 The modelling (appendix 1) shows that if operating with a driver +1 the first point that the crews would have enough time to complete the daily works would be with 11 collection vehicles if operating with a driver + 1 system.
- 5.2.3 By comparison with a driver +2 system the first point at which collections are completed within the basic working day is with 6 collection vehicles.
- 5.2.4 This significant reduction on vehicles has a significant cost reduction for the setup of the service, with grant funding allocated as per purchasing 13 collection vehicles for the driver +1 model (11 collection rounds would require 2 spare vehicles in the fleet) would place the procurement process significantly above the money provided by central government and place a funding requirement onto NBBC directly.
- 5.2.5 The operation of 11 collection rounds would have a high CO2 impact in comparison to collection models with less vehicles and would have higher fuel costs to operate with the additional vehicles being used.
- 5.2.6 An 11-round service of driver +1 would operate with 22 staff whereas the driver +2 model needing 6 crews would have a staff resource of 18 creating higher running costs as well as the higher set up costs (as shown in appendix 2).

### 5.3. Number of collection rounds

- 5.3.1 Appendix 1 shows that in the driver +2 models then only at 6 rounds do the crews have sufficient time to complete the collections rounds as per the assumed model data.
- 5.3.2 With 6 collection rounds there is some spare time within the rounds, circa 1 hr 40 minutes. This which would allow for issues such as local road conditions, minor breakdowns or other such daily operational issues to be managed in round without the need for additional sources or overtime working.
- 5.3.3 It is necessary to model rounds having some additional time in their daily work to allow for future services growth and the boroughs expected population/property growth as this spare capacity will allow us to manage any such growth.

## 5.4. Vehicles

- 5.4.1 To operate the food waste collections bespoke specialist collection vehicles are needed to meet the various requirements for collecting this waste. The waste must be collected in non-compaction vehicles which provide sealed containment of the waste once collected.
- 5.4.2 The standard options for collection vehicles for food waste are 7.5 tonne or 12.5 tonne collection vehicles.
- 5.4.3 Using the table in appendix 1 it shows using national average data for yields per household that the 2.5 tonne pay load capacity of the 7.5 tonne option would be plenty capable of ensuring we operate only tipping once a day.
- 5.4.4 The 7.5 tonne vehicles come with a lower purchase cost and slightly lower fuel consumption (and therefore emissions are also lower).
- 5.4.5 The proposal is to use diesel vehicles. Electric alternatives have been looked at but should be noted that where a diesel 7.5 tonne food collection truck costs around £110k to purchase an electric equivalent would cost over £350k in the current market.

## 5.5. Caddies

- 5.5.1 The most common operational model for domestic food waste collections is to provide properties with a 5-litre kitchen caddy and a 23-litre kerbside caddy. Residents use the kitchen caddy to place items in, then empty this into the larger caddy for collection.
- 5.5.2 Studies have shown that using a kitchen caddy increases participation in the collection service by between 8% & 15%. There are several other factors that can contribute hence the variation in this number such as an area's demographics, existing waste services and frequency of collections. But if the use of a kitchen food caddy can bring somewhere around a 10% improvement in participation numbers, then it seems a clear indicator that the use of a kitchen caddy is a necessary step to running an effective, efficient and well used service.
- 5.5.3 Kerbside caddies are an essential element to provide secure disposal point for the food waste in a receptacle that collection

crews can easily lift and handle without causing injury to themselves or damage to the item. 23 litre caddies provide a good capacity for the average household and have the design features needed for safe handling by collection teams handling numerous such movements each day.

- 5.5.4 Several caddies have been sampled, and the current preferred models are 5l and 23l caddy from 'Compost Kings'. Both caddies appear to be durable and good quality whilst representing the best value for money.

## 5.6. Collection Methodology

- 5.6.1 There are two main operational models we could use for the emptying of the caddies. The first is the collection crews collect and directly tip each presented kerbside caddy into the back of the collection vehicle. The other option is for the crew to use a 'companion bin' that they pull along the road with them (a normal wheelie bin) and tip each presented kerbside caddy into the bin, emptying the bin at the vehicle when necessary.
- 5.6.2 Tipping each kerbside caddy into the vehicle brings with it a slightly slower collection rate as the crews are bringing each container to the vehicle, whilst our models (shown in appendix 1) suggest that some spare time is available using this for future service growth and in round delays seems more prudent than operating a system we now to not be as efficient as another.
- 5.6.3 By using a companion bin the collection teams should be able to work with maximum efficiency and cover more collections/properties before having to empty the bin at a vehicle.
- 5.6.4 Careful consideration for how the companion bins are secured on the vehicles during transit need to be given to ensure compliance with road haulage regulations.

## 5.7. Caddy Liners

- 5.7.1 Studies have shown that the use of bin liners in kitchen caddies can increase participation levels by around 20% from areas not using them. The London Borough of Bromley saw increases of near 25% after introducing caddy liners.

- 5.7.2 The type of liner used is not important and does not impact on disposal routes or costs. Residents can be free to use their own liners of choice without it having any impact on the service or collection of their food waste.
- 5.7.3 Approximate costs for providing all properties with a roll of 50 caddy liners during the bin delivery period is £0.80 per property.
- 5.7.4 Annual re-supply of container liners would be expensive due to the delivery process (already delivering caddies during roll out so not an issue then). Whilst residents can provide their own liners budgets allowing public points (Town Hall, libraries, community centres) could stock liners for us to supply free of charge to people on request at those locations.

## 5.8. Communications

- 5.8.1 Significant communication and educational programmes should be developed in accordance with recognised food waste campaign materials and tailored to suit our residents and services needs.
- 5.8.2 Full communication and education plans will be drawn up by the project team during the project start period but will involve extensive programmes to ensure residents understand the service and how to use it.
- 5.8.3 A budget of £2 per household is identified as being able to provide an extensive communications campaign for pre roll out, rollout and post roll out to ensure residents understand and engage with the service.

## 5.9. Communal properties

- 5.9.1 Communal properties where the properties already share bins will each receive Kitchen caddies for the individual flats but will have a single communal bin for emptying the caddies into.
- 5.9.2 A 240 litre wheeled bin clearly marked for food waste will be provided to all communal properties and will allow communal properties to use the service without the need for kerbside caddies.

- 5.9.3 There is no operational impact of these communal works, and they will be factored into the general rounds rather than running a bespoke flats round. The numbers of these properties do not alter the modelling of the service parameters. For the purposes of the modelling all properties were considered as being on kerbside caddies.

## 5.10. Service Policies

- 5.10.1 A complete set of policies will be developed and ratified to ensure the service is delivered efficiently and fairly to all residents throughout the Borough.
- 5.10.2 The policies will be specific to the food waste collection service but will align to match existing waste and recycling collections as appropriate.

## 5.11. Container Replacements

- 5.11.1 It can be expected that a container replacement rate from participating households of 10% (based on the mid-point in national guidance reports) could be seen each year after the service is rolled out.
- 5.11.2 This could see around 2,000 kerbside caddies needing to be replaced each year. This would create a replacement cost of around £8000 for the containers to be replaced. Given that households have to have the kerbside caddies the replacement of them where they are damaged or lost is essential for allowing households to continue participating in the service.
- 5.11.3 There is already has a policy at NBBC for charging for replacement containers and therefore its considered appropriate to align the replacement of the kerbside food caddy to the recycling bin recharge policy.
- 5.11.4 Whilst the replacement of the kerbside caddies is essential to allow households to continue to participate in the service households can chose whether they use or need the kitchen caddy and therefore it is recommended that replacement of these is not necessary.

## 5.12. Finance

5.12.1 The following table shows the recommended spend against the grant funding provided by central government.

<b>Service Requirement</b>	<b>Unit Cost</b>	<b>Total</b>
Vehicles (6 + 1 spare)	£ 110,000	£ 770,000
23l kerbside caddies	£ 4.14	£ 248,400
5l kitchen caddy	£ 1.37	£82,200
Liners (roll of 50)	£ 0.80	£ 48,000
Communications per house	£ 2.00	£ 120,000
Rollout/Delivery Per property	£ 0.80	£ 48,000
<b>Total Costs</b>		<b>£ 1,323,600</b>
<b>Grant available</b>		<b>£ 1,345,000</b>
<b>Margin</b>		<b>£ 21,400 (positive)</b>

## 6. Appendices

6.1. Please note the following appendices:

### Appendix 1 -Collection models and round viability

	Number of Rounds	Available Collection Minutes Per Round Per day	Time to Empty Containers	Time to Pass None Presents	Round Total Time	Able To Complete Round	Tonnage Per Vehicle (2500 kg payload)
Driver +1	5	444	420	520.00	940.00	No	1260
	6	444	350.00	433.33	783.33	No	1050
	7	444	300.00	371.43	671.43	No	900
	8	444	262.50	325.00	587.50	No	788
	9	444	233.33	288.89	522.22	No	700
	10	444	210.00	260.00	470.00	No	630
	<b>11</b>	<b>444</b>	<b>190.91</b>	<b>236.36</b>	<b>427.27</b>	<b>Yes</b>	<b>573</b>
Driver +2	5	888	420.00	520.00	940.00	No	1260
	<b>6</b>	<b>888</b>	<b>350.00</b>	<b>433.33</b>	<b>783.33</b>	<b>Yes</b>	<b>1050</b>

## Appendix 2 -staff numbers and net salary costs

	Number of Rounds	Drivers	Collection Operatives	Total Staff Number	Total Annual Salary Costs
Driver +1	5	5	5	10	£ 268,655
	6	6	6	12	£ 322,386
	7	7	7	14	£ 376,117
	8	8	8	16	£ 429,848
	9	9	9	18	£ 483,579
	10	10	10	20	£ 537,310
Driver +2	11	11	11	22	£ 591,041
	5	5	10	15	£ 396,600
	6	6	12	18	£ 475,920

## Appendix 3 –example implementation plan

Task	Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16
<b>Phase 1</b>																	
1.1	Project Team Formation																
1.2	Service Design																
	Set Service Parameters																
	Establish Policies For Service																
	Optimise routes																
1.3	Establish Data Management Systems																
	Missed bin reporting system																
1.4	Treatment Facility Agreement																

<b>Phase 2</b>																	
2.1	Comms Strategy																
	Identify target audiences																
	Define Key Messages																
2.2	Create Information Materials																
2.3	Launch Comms Campaign																
<b>Phase 3</b>																	
3.1	Finalise container distribution process																
	Identify storage area																
	Route delivery rounds																
3.2	Staff recruitment																
	Vehicle Delivery																
	Vehicle Livery																
3.3	Staff Training																
3.4	Container Distribution																
<b>Phase 4</b>																	
4.1	Final Comms Blitz																
	Social Media																
	Printed media																
4.2	Service Launch																
4.3	Post Launch Monitoring																
	Resolve roll out issues																
4.4	Project Review																

7. Background papers

- 1- <https://www.nuneatonandbedworth.gov.uk/download/meetings/id/1219/Download%20the%20Agenda%20C%20reports%20and%20appendices> Appendix B – [insert title]

8. Report Writer Details:

Officer Job Title: Neighbourhood Services Manager

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**Nuneaton and Bedworth Borough Council**

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

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

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

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

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
29/08/25	<b>Consultation on the Budget 2026/27</b>	Cabinet	No		October 2025	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	<b>Culture Update</b>	Cabinet	No		October 2025	<b>Katie Memetovic-Bye</b> ☎02476 376147	<b>Kevin Hollis</b> ☎02476 376143	Leisure & Health	Env & Leisure

29/08/25	<b>Bedworth Physical Activity Hub</b>	Cabinet	No		October 2025	<b>Katie Memetovic-Bye</b> ☎02476 376147	<b>Kevin Hollis</b> ☎02476 376143	Leisure & Health	Env & Leisure
31/05/23	<b>Capital Strategy and Asset Management Plan</b>	Cabinet	No		Asset Management Plan – January 2026  Capital Strategy - November 2025	<b>Jonathan White/</b> ☎02476 376549  <b>Liam Brown</b> ☎02476 376275	<b>Maria Bailey</b> ☎02476 376144  <b>Victoria Summerfield</b> ☎02476 376002	Business & Regeneration / Resources & Central Services	Business, Regen & Planning/ Health & Corp Resources
24/12/24	<b>Borough Plan Review adoption</b>	Cabinet	No		November 2025	<b>Louise Hryniw</b> ☎02476 376310	<b>Maria Bailey</b> ☎02476 376144	Planning and Enforcement	Business, Regen & Planning
31/03/25	<b>Local Development Scheme</b>	Cabinet	No		November 2025	<b>Louise Hryniw</b> ☎02476 376310	<b>Maria Bailey</b> ☎02476 376144	Planning and Enforcement	Business, Regen & Planning
30/09/25	<b>Grounds Maintenance Procurement</b>	Cabinet	No		November 2025	<b>Katie Memetovic-Bye</b> ☎02476 376147	<b>Kevin Hollis</b> ☎02476 376143	Leisure & Health	Env & Leisure

29/08/25	<b>Equality and Diversity Policy</b>	Cabinet	No		November 2025	<b>Matthew Wallbank</b> <b>☎02476 376275</b>	<b>Victoria Summerfield</b> <b>☎02476 376002</b>	Resources & Central Services	Health & Corp Resources
29/08/25	<b>Risk Management Policy &amp; Strategy</b>	Audit and Standards	No		November 2025	<b>Matthew Wallbank</b> <b>☎02476 376275</b>	<b>Victoria Summerfield</b> <b>☎02476 376002</b>	Resources & Central Services	Health & Corp Resources
29/08/25	<b>Performance Management Framework</b>	Audit and Standards and Council	No  No		November 2025  December 2025	<b>Matthew Wallbank</b> <b>☎02476 376275</b>	<b>Victoria Summerfield</b> <b>☎02476 376002</b>	Resources & Central Services	Health & Corp Resources
31/07/25	<b>NBBC Water Policy Review and Access to Open Water</b>	Cabinet	No		November 2025	<b>Katie Memetovic-Bye</b> <b>☎02476 376147</b>	<b>Kevin Hollis</b> <b>☎02476 376143</b>	Leisure & Health	Env & Leisure

31/03/25	<b>Local Government Reform</b>	Cabinet	No		November 2025	<b>Tom Shardlow</b> ☎02476 376004	<b>Tom Shardlow</b> ☎02476 376004	Business & Regeneration	Business, Regen & Planning
30/11/24	<b>General Fund Budget Monitoring Q2</b>	Cabinet	No		November 2025	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/11/24	<b>Housing Revenue Account Budget Monitoring Q2</b>	Cabinet	No		November 2025	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/11/24	<b>Capital Monitoring Q2</b>	Cabinet	No		November 2025	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/25	<b>Bedworth Regeneration and Investment Plan</b>	Cabinet	No		November 2025	<b>Jonathan White</b> ☎02476 376549	<b>Maria Bailey</b> ☎02476 376144	Planning and Enforcement	Business, Regen & Planning
30/06/25	<b>Infrastructure Funding Statement</b>	Cabinet	No		December 2025	<b>Louise Hryniw</b> ☎02476 376310	<b>Maria Bailey</b> ☎02476 376144	Planning and Enforcement	Business, Regen & Planning

28/02/25	<b>General Fund Budget 2026/27</b>	Cabinet/Council	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	<b>Housing Revenue Account Budget 2026/27</b>	Cabinet/Council	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	<b>Treasury Strategy 2026/27</b>	Council	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
28/02/25	<b>Capital Budget 2026/27</b>	Cabinet/Council	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	<b>Local Council Tax Support Scheme</b>	Cabinet	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29\08\25	<b>Council Tax S13a Policy</b>	Cabinet	No		February 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources

31/03/25	<b>General Fund Budget Monitoring Q3</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/03/25	<b>HRA Budget Monitoring Q3</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/03/25	<b>Capital Monitoring Q3</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	<b>NNDR Discretionary Rate Relief Policy</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	<b>NNDR Retail, Hospitality and Leisure Policy</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	<b>NNDR Supporting Small Businesses Policy</b>	Cabinet	No		March 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources

31/03/25	<b>Pingles Decarbonisation Closure</b>	Cabinet	No		April 2026	<b>Katie Memetovi c-Bye</b> ☎02476 376147	<b>Kevin Hollis</b> ☎02476 376143	Leisure & Health	Env & Leisure
30/09/25	<b>Warwickshire Health and Wellbeing Strategy</b>	Cabinet	No		June 2026	<b>Katie Memetovi c-Bye</b> ☎02476 376147	<b>Kevin Hollis</b> ☎02476 376143	Leisure & Health	Env & Leisure
31/07/25	<b>General Fund Revenue Outturn 2025/26</b>	Cabinet	No		July 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/25	<b>HRA Revenue Outturn 2025/26</b>	Cabinet	No		July 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/25	<b>Capital Outturn 2025/26</b>	Cabinet	No		July 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
31/07/25	<b>Collection Fund 2025/26</b>	Cabinet	No		July 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources

31/07/25	<b>Treasury Annual Report 2025/26</b>	Council	No		July 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	<b>General Fund Budget Monitoring Q1</b>	Cabinet	No		September 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	<b>Housing Revenue Account Budget Monitoring Q1</b>	Cabinet	No		September 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	<b>Capital Monitoring Q1</b>	Cabinet	No		September 2026	<b>Liam Brown</b> ☎02476 376275	<b>Victoria Summerfield</b> ☎02476 376002	Resources & Central Services	Health & Corp Resources

**Cabinet – Exempt Items**

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

#### Individual Cabinet Member Decisions

Date entered:	Item - Description	Portfolio Holder	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	OSP

Individual Cabinet Member Decisions – Exempt Items								
	None							

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

The Cabinet Members are:

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

Observer:

Leader of the Main Opposition Group	-	Councillor K. Wilson
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Dated: 30<sup>th</sup> September 2025

Signed: C. Watkins (Leader of the Council)

**Environment and Leisure OSP – Work Programme 2025/26**

Meeting dates: 19<sup>th</sup> June 2025, 16<sup>th</sup> October 2025, 5<sup>th</sup> February 2026

<b>Date Added</b>	<b>Lead Officer</b>	<b>Title</b>	<b>Description</b>	<b>Scrutiny/ Overview</b>	<b>Proposed Committee Date</b>	<b>Include in 2026/27 Work Programme</b>	<b>On Agenda 2025/26 or Briefing Note</b>
	Steve Gore	Integrated Performance Report	Quarterly Benchmarking Report		16 <sup>th</sup> October 2025 5 <sup>th</sup> February 2026		
	David Truslove	Monitoring the Ground Maintenance Contract	Performance report on the Glendale contract for grounds maintenance.	Performance Monitoring	16 <sup>th</sup> October 2025		
	David Truslove	Arboriculture Update	To receive an update on the arboriculture/tree strategy	Briefing Report/Update	5 <sup>th</sup> February 2026		
	David Truslove	Allotment Action Plan	As part of the Allotment Strategy the Action Plan will be monitored by the OSP. This will form part of the Parks and Greenspace Strategy which can only be adopted after the adoption of the Borough Plan.	All member briefing	16 <sup>th</sup> October 2025		Briefing note sent to all members on 7 <sup>th</sup> October 2025
	Gurmukh Bains	SLM Annual Report	Annual report of SLM to update and provide performance information for Members on how its work is meeting the corporate aims of the Council and its contract. Including Passport to Leisure update		5 <sup>th</sup> February 2026		
	Kevin Hollis / Alastair Blunkett	Sub-Regional Materials Recycling Facility	Update on the progress of the facility		5 <sup>th</sup> February 2026		

	Rachel Fleeson/ Andrew Snowden	Air Quality Management	Monitoring of the 2 current AQMAs and what is being done to mitigate these,		5 <sup>th</sup> February 2026		
	TBC	Climate Action and Sustainability Plan	Public consultation finished, report will be at next OSP in February 2026.		5 <sup>th</sup> February 2026		
3/10/24	Katie Memetovic-Bye/ David Truslove	Collection of waste from bins in parks and greenspace	To look at creating cohesion between the Council and Glendale collections, the size of the bins and budget implications	Briefing note	Date to be confirmed by the Chair.		