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Date: 13th October 2025

If calling please ask for: Democratic Services

Dear Sir/Madam,

A meeting of the **Health and Corporate Resources Overview and Scrutiny Panel**
will be held in the Council Chamber, Town Hall, Nuneaton on
Thursday, 23rd October 2025 at 6.00 p.m.

Yours faithfully,

Tom Shardlow

Chief Executive

To: All Members of the Health and
Corporate Resources Overview and
Scrutiny Panel

Councillors S. Dhillon (Chair), J. Hartshorn (Vice-
Chair), J. Bonner, T. Jenkins, M. Kondakor,
S. Markham, W. Markham, B. Pandher, C. Smith and
Mrs D. Ross.

AGENDA

PART 1 – PUBLIC BUSINESS

1. **ANNOUNCEMENTS AND 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 Heath and Corporate Resources Overview and Scrutiny Panel meeting held on 26th June 2025, attached (**Page 7**) and the extraordinary meeting held on 19th August 2025, attached (**Page 13**).

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 – FIRST QUARTER 2025/26 – a summary report of the Risk Management and Performance Officer, attached **(Page 15)**. The full Integrated Performance Report is available on the website only via a link in the report.
8. MANAGING ATTENDANCE OF THE COUNCIL'S WORKFORCE – A report of the People Services Manager, attached **(Page 22)**.
9. AGENCY STAFF REVIEW – A report of the People Services Manager, attached **(Page 36)**.
10. EMERGENCY PLANNING – A report of the People Services Manager, attached **(Page 42)**.
11. CAPITAL STRATEGY 2025/26 – A report of the Assistant Director - Finance, attached, **(Page 47)**.

12. FORWARD PLAN – attached for information (**Page 62**).
13. WORK PROGRAMME 2025/26 – for noting, attached (**Page 72**).
14. ANY OTHER ITEMS which in the opinion of the Chair 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

**HEALTH AND CORPORATE RESOURCES
OVERVIEW & SCRUTINY PANEL**

26th June 2025

A meeting of the Health and Corporate Resources Overview & Scrutiny Panel was held on Thursday, 26th June 2025 in the Council Chamber, Town Hall Nuneaton.

Present

Councillor S. Dhillon (Chair)

Councillors: J. Hartshorn (Vice-Chair), J. Bonner, M. Kondakor, B. Pandher, C. Smith, T. Cooper (substituting for S. Markham), D. Brown (substituting for W. Markham) and Mrs D. Ross.

Apologies: Councillors S. Markham, W. Markham and T. Jenkins.

PART I – PUBLIC BUSINESS

HCR 1 **Minutes**

RESOLVED that the minutes of the Health and Corporate Services Overview and Scrutiny Panel meeting held on 13th February 2025 be approved and duly signed by the Chair.

HCR 2 **Declarations of Interest**

RESOLVED that the declarations of interests are as set out in the Schedule which can be viewed on the Council website ([Councillor Schedule of Declarations of Interests for Meetings](#)).

HCR 3 **Questions to Cabinet**

The Portfolio Holder for Resources and Customer Services (Councillor S. Hey) and the Portfolio Holder for Housing (Councillor C. Watkins) were in attendance at the meeting.

Councillor Kondakor asked the Portfolio Holder for Resources and Customer Services:

Thank you, I have a couple of questions really. One is following on from a question back in February, when are we going to get SharePoint rolled out to Councillors and things. I get some information by an e-mail and then I can click on it, but I wouldn't know how to access it without going through that, because it was said that Dash was being sort of phased out and that we were going to move on to this, but I still haven't had any information and that's, you know, a few a few months back. So I'd quite like to have an update on that and the same with the organisation chart. The only organisation charts available is the public one, which is from August 2024. So that's pretty out of date. I understand there was some problem with having the full one through the Members bit, because somehow those who are clever with it could access it somehow and it had all people's names and numbers and what have you. But could it be put on for us to click on through the Members section or can we have it sent by e-mail? It's really useful to know who and where people fit into the organisation. I've put in

members enquiries and then you get a reply from an Officer and then yes, they give their title. But I don't know where that fits in in the whole.

The other thing is, can you do something about the comms? Currently the Council is consulting on the climate change and sustainability plan, but if you go to the website and you put 'consultation' in the search box it comes up with nothing. If you click on 'live consultations', it says there are no current live consultations. Now we know that you don't get huge response from people anyway, but the fact that if someone is looking out for consultations and can't go to it, you're not going to get a response. I only know because I thought when do I need to put my responses in by? So I went searching for it and that's when I established it was quite difficult to find unless you knew it was actually happening.

The Portfolio Holder for Resources and Customer Services replied:

Thank you very much. To get all the SharePoint stuff working for Members as well as Offices we've got to have proper Wi-Fi system in here. The current Wi-Fi system is an open public Wi-Fi system which I won't use because as a Counsellor, I think that's not sensible, and we're introducing Gov Wi-Fi, which is actually quite good because you'll be able to log on in other Council buildings up and down the Country. And until that's in, there's a whole raft of things that I can't do. I'm told that's happening on the 3rd of July. So you know, I've taken a year of asking. So we've getting there.

In terms of the organisation chart, I'll just get something sorted. I have actually forgotten about it, I do apologise, I'll get something sorted out.

I actually think in terms of the comms team, they are getting a lot better. They're getting more support from us, more support from the colleagues and so on. I have made some comments about the website generally to them and they are picking these up and I will raise this separately. So we're getting there, not quite as fast as I'd like and I will look at these points outside the meeting.

Councillor Hartshorn asked the Portfolio Holder for Resources and Customer Services:

Thank you Chair. So this is related to the proposed work programme item coming up about agency staff. I know that we are in a difficult position when it comes to recruiting permanent staff, as are a lot of local authorities and businesses.

What's the view of the cabinet in terms of, if a particularly exceptional member of agency staff is found working for us, what's the view on offering them a permanent contract based upon their current performance and any favourable terms that they may be willing to leave the agency to come to work for us full time?

The Portfolio Holder for Resources and Customer Services replied:

Thank you Councillor. We made the decision early on that would leave operational matters to the Officers. I don't think that was quite the way it was before, but we will not get involved in detailed operational matters

of employing people or not, and so on. But in terms of a policy, I would and the Cabinet would, all of us would prefer to see people in permanent employment with the Council and not as agency staff, but you well know that we've got a really difficult situation to deal with. We've got devolution happening which isn't helping. In some areas we're not paying people enough and so on, and also I didn't mention it, but our IT in some areas isn't as good as it should be and I'm working on that so that people can, you know, work easier and so on. I'd prefer people to be permanently employed, but I can't answer that particular detail because I'll have to leave that to the Office to decide whether to employ somebody or not when they've been an agency worker.

Councillor Brown asked the Portfolio Holder for Resources and Customer Services:

Just further to a point that Councillor Kondakor here made about the transition to Microsoft SharePoint. In the unfortunate event that we are not able to transition by the 3rd of July, could you come back to us with a more detailed explanation of what the problem is please? Microsoft SharePoint is not exactly a new programme. I've been using it work for at least five years. So I think we need a more detailed explanation if we're not able to get there on the 3rd of July, please.

HCR 4

Health and Wellbeing Board

The Assistant Director – Recreation and Culture, Public Health Service Manager – Strategic Partnerships, and Senior Programme Manager - George Eliot Hospital NHS Trust gave a presentation which updated the Panel on the statutory duties, priorities, progress and the next steps.

Public Speaker: County Councillor K. Kondakor

Following the presentation, the Panel discussed and asked questions on the following:

- Planning for health – how to improve green spaces and new developments. The provision of G.P's and Doctors Surgeries for new developments. Need more enforcement within planning, and ensure money agreed is received and spent in the right places. It was felt more powers within Planning and reasons to reject applications on health grounds would be helpful.
- Air Quality – pollution and air related illnesses. Has work been done around this issue? Years can be taken off lives if living on Main Roads. What impact does urban living have verses rural, and what impact does additional traffic have on health related illnesses such as asthma? Air quality used to be recorded, but may have ben stopped if levels improved. It was agreed that information on health impact assessments relating to air quality and health data could be reported back to the Panel.
- Cardiac clinics/roadshows are a good way to engage. It was agreed information on publicity, incentives and regular places visited would be reported back to the Panel.

- Transport – outreach is useful for those who can't travel, but need joint up policies with WCC to help with access across departments.
- Safeguarding and work with women and young girls is ongoing, including accommodation and DV.
- Smoking levels in pregnancy are reducing, - following pregnancy the 'smoke free generation grants' are in place to help women remain non-smoking.
- Ethnicity and deprivation data – to target certain populations in most need of help.
- Energy implementations in Council owned properties – aiming to improve efficiency and be better for the environment.
- Transportation between hospitals – a request that a volunteer service be considered and implemented to transport patients between hospitals to increase attendance at appointments, as patients can refuse treatment or not attend due to access and transport issues – which ultimately can cost the NHS money in time and appointments lost, or more expensive treatments down the line.

RESOLVED that the presentation be noted and the representatives from the NHS, WCC and NBBC be thanked for their presentation and for attending.

HCR 5

Fees and Charges Policy

A report of the Assistant Director – Finance provided the panel with an overview of the Fees and Charges Policy to be adopted from August 2025.

The Panel discussed and asked questions on the following:

- This is a new policy and the first time it has been reviewed.
- Look to include objectives to say how the best service will be delivered for the optimum charge.
- Some areas of the document are more internally facing, the Corporate Plan covers a lot of issues relating to being customer facing.
- Consulting with residents – the report is not to set the fees and charges but about the methodology of charging.
- Reviews will be made annually, so if there is a surplus in a particular area one year, the charges can be reduced or service improved to ensure the public is not overcharged.

RESOLVED that

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

HCR 6

Integrated Performance Report –Third and Fourth Quarters 2024-25

A summary report of the Risk Management and Performance Officer provided Panel Members with appropriate performance measures,

budget information and risk data for service areas within the scope of the Panel.

Public Speaker: County Councillor K. Kondakor

The Panel discussed and asked questions on the following:

- The increased number of Member Enquiry Forms being submitted, training on using the forms can be provided if required.
- Making the Integrated Performance Reports specific to each OSP, with data and information within the remit of each OSP to avoid duplicating information.

RESOLVED that the contents of the report be considered and noted.

HCR 7

Corporate Plan And Delivery Plan

The Corporate Plan and Delivery Plan showing the strategic aims and themes that the Council are working towards which were agreed at Full Council in April 2025 was presented to the panel for information.

The main themes and strategic aims will be provided in every OSP agenda. The plan is in place for four years and Panel Members can monitor this to ensure the council is delivering on its strategic aims and themes relevant to this OSP.

Public Speaker: County Councillor K. Kondakor

The Panel discussed and asked questions on the following:

- Making the information with the Delivery Plan more relevant to each OSP.

RESOLVED that that Corporate Plan and Delivery Plan 2025 – 2029 be noted.

HCR 8

Forward Plan

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

Clarity in relation to the Pool Bank Car Park consultation was requested.

RESOLVED that the Forward Plan be noted.

HCR 9

Work Programme 2025-2026

The Panel were presented with the Work Programme for the municipal year 2025-2026.

The Panel were also presented with a Work Programme Suggestion Form from Councillor M. Walsh for consideration to be included in the Work Programme:

A review of the use of agency staff over all departments as opposed to the employment of full/part time employees.

The Panel also discussed air quality and its impact on health, as highlighted earlier in the meeting.

- RESOLVED** that the 2025-2026 work programme be approved with
- a) the addition of the Work Programme Suggestion from Councillor Walsh in relation to agency staff;
 - b) the addition of an agenda item relating to the impact of air quality and pollution on health;
 - c) the removal of a specific date for Gambling as an item, and for this item to be put on the agenda in the future only if required; and
 - d) a request that Healthwatch include information relating to Mental Health in their presentation due later in the municipal year.

Chair

NUNEATON AND BEDWORTH BOROUGH COUNCIL

**HEALTH AND CORPORATE RESOURCES
OVERVIEW & SCRUTINY PANEL**

19th August 2025

An extraordinary meeting of the Heath and Corporate Resources Overview & Scrutiny Panel was held on Tuesday, 19th August 2025 in the Council Chamber, Town Hall Nuneaton.

Present

Councillor S. Dhillon (Chair)

Councillors: J. Hartshorn (Vice-Chair), J. Bonner, T. Jenkins, B. Pandher, C. Smith, M. Wright (substituting for M. Kondakor) and Mrs D. Ross.

Apologies: Councillors S. Markham, W. Markham and M. Kondakor.

PART I – PUBLIC BUSINESS

HCR 10 **Declarations of Interest**

RESOLVED that the declarations of interests are as set out in the Schedule which can be viewed on the Council website ([Councillor Schedule of Declarations of Interests for Meetings](#)).

HCR 11 **Skilled Migrant Workers Policy And Procedure**

The Assistant Director – Democracy and Governance advised the Panel that the decision of Cabinet on the 16th July 2025 regarding the Skilled Migrant Workers Policy And Procedure had been ‘called in’. The request for call in was received on 28th July 2025.

The call in had been assessed against Article 12: Principles of Decision Making as detailed within the Council’s Constitution. Following this assessment one of the three call in areas had been rejected as they fully complied with the Article 12 Principles.

The two areas relating to ‘Presumption in favour of openness’ and ‘Options offered for consideration will be explained’ were accepted for the OSP to review and consider.

The Panel discussed and asked questions on the following:

- The financial implications to Council of the policy, and whether a Skilled Migrant Worker would be on a higher or comparable salary, when taking into consideration relocation costs, visa’s etc.
 - Councillor Hey advised that this policy and procedure is not a plan to just solely recruit migrant workers. This is just an option available - another way to try and ‘fill gaps’. The Council is struggling to recruit to senior level vacancies, for example there have been numerous attempts to recruit Solicitors - but they have attracted no applicants. It was confirmed that the Council is not having issues filling vacancies with lower salaries.
 - The Council is therefore paying freelancers and agency staff, which ‘costs a fortune’. This new policy is a way to actually save money. Some agency Legal Advisers are

being paid up to £750 a day, as essential work needs to be carried out. However, this new policy is not the only solution, the Council is looking at other solutions such as working with other Local Authorities. Other Authorities around the Country are having the same issues and looking at similar options for higher level vacancy recruitment.

- Costs associated with this new policy will include the licence, visa's etc - but there is a payback scheme. The Council can allocate money in the budget in future years, but this will save money in the long term.
- The Strategic Director for Corporate Resources confirmed that this policy will be used as another option within the HR Recruitment process, and the cost to the Council would be in the region of a couple of thousand pounds per person – but taking into account the current Agency and Freelance fees this option would save the Council money.
- The Council would follow HR procedures and follow recruitment and selection processes. Any Skilled Migrant Workers would be paid within the band set for the job they applied for (in the same way current applicants are), and all applicants would have to evidence the required skills, qualifications and abilities.
- The policy doesn't specify how skills will be identified. For example verbal skills are important to communicate with members of the community. It is important that skills be identified and confirmed, along with relevant qualifications.
 - The People Services Manager confirmed that as a Public Authority the Council is covered by the Fluency Duty, and as such all vacancies within the Council require all applicants to be fluent in English - verbally and written. There is set criteria and skills people need to meet in order to apply and be selected for each position within the Council. If someone does not meet this set criteria they cannot be selected to fill a vacancy.
- Making reference to Home Office in policies – Visa's, National Insurance etc and being compliant
- Whether the payback clause can be enforced for those who leave NBBC early.
 - The People Services Manager advised that the payback clause is contractual, and will form part of the employment contract – similar to other schemes within the Council.

RESOLVED that the decision made by Cabinet be endorsed, allowing the decision to be carried out but under different timescales due to delay.

Chair

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Health and Corporate Scrutiny Panel
Date of Meeting:	23 rd October 2025
Subject:	Integrated Performance Report – Executive Summary First Quarter 2025/26
Portfolio:	Resources and Central Services / Leisure and Health
Responsible Officer:	Assistant Director (Democracy and Governance) / Risk Management and Performance Officer
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	Strive for transparency and accountability in all that we do. Increase public scrutiny.
Ward Relevance:	All
Public or Private:	Public
Forward Plan:	Not a key decision

1. Notes

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 August 2025 forward plan, the following financial reports are due to be considered by Cabinet in 2025:

- General Fund Budget Monitoring Q2 (November Cabinet)
- HRA Budget Monitoring Q2 (November Cabinet)
- Capital Monitoring Q2 (November Cabinet)

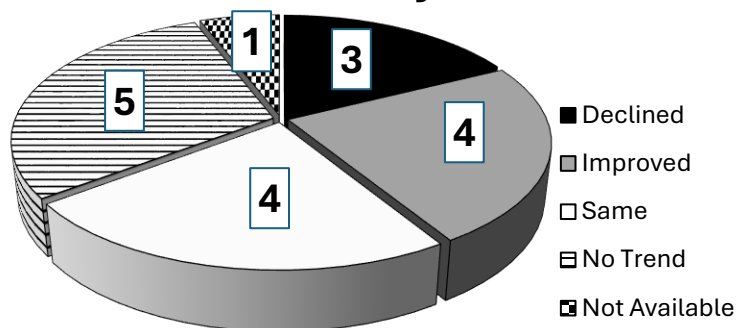
1.3 Summary of the report content for 2025/26

REPORT ITEM	COMMENTS
<u>Appendix A</u> – summary of: • Performance measures within the remit of the panel • Freedom of Information / Environmental Information Requests and trends • Complaints and trends • Strategic Risk Register risks within the remit of the panel • Member Enquiry Forms and trends	NO CHANGE FROM 2024/25 REPORTING
<u>Appendix B</u> - Performance measures within the remit of the panel: H&COM -per Housing KPI report BRP - 19 E&L - 13 H&CORP - 17	Considerably more measures than previously supplied. This is as a result of a full review of performance collation and reporting in conjunction with service areas linked to automating the process as much as possible. Housing and Communities OSP - Please note that a detailed report on these measures is supplied as a separate agenda item to the panel. Consequently, the performance summary that is provided will allude to that report to avoid duplication of information.
<u>Appendix C</u> – Details of Strategic Risk Register risks within the remit of the panel	NO CHANGE FROM 2024/25 REPORTING
Executive Summary of the Strategic Performance Report to Management Team	REMOVED FROM REPORT - as these are cross-cutting measures and have not helped focus the scrutiny process.

NOTE: For convenience, an Executive Summary will be provided as the main report for the panel with a link to the full report. As outlined at previous meetings, this means that panel members, in the first instance, will be reviewing a succinct overview of the report content.

2. Health and Corporate OSP First Quarter 2025/26 Summary Charts – Appendix A

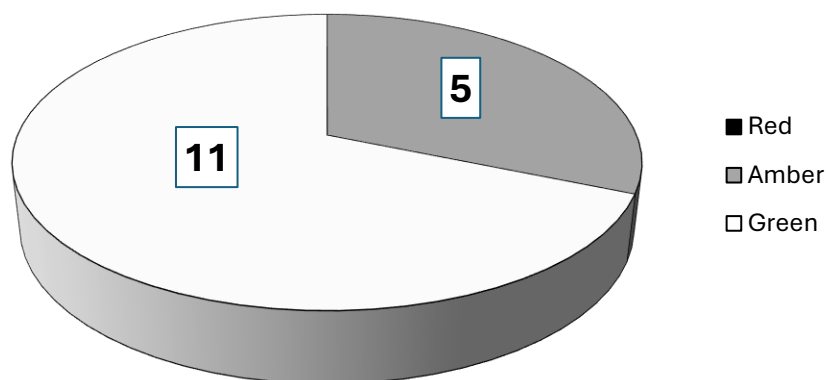
Performance Measures Summary



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

	Number Received 2025/26 (2024/25)	Completed 2025/26 (2024/25)	Late 2025/26 (2024/25)	Outstanding 2025/26 (2024/25)
FOI / EIR Requests - 20-day target	203 (200)	196 (198)	43 (34)	7 (2)
Complaints -10-day target	358 (521)	351 (521)	47 (48)	7 (0)

Strategic Risk Register Summary



Member Enquiry Forms (MEFs) Summary First Quarter

Number Received	
2024/25	2025/26
179	203

Subject trends identified in the current quarter:

FOI / EIR – None identified

Complaints - None identified

MEFs - Housing (65) and Leisure and Culture (44) over 50% of total

3. Appendix B2 - Performance Summary First Quarter 2025/26

There are 17 measures within the remit of the panel.

Five have data for the first quarter 2025/26 but currently have **no comparative data for trend purposes** or relate to service demand:

REF.	Measure	First Quarter 2024/25	First Quarter 2025/26
HR 07	Recruitment – % post filled on first attempt		42.86%
PR 01	Spend with local suppliers (Nuneaton & Bedworth)		10.66%
PR 02	Spend with local suppliers (Warks. & West Midlands)		21.16%
PR 03	Spend with local suppliers (UK & International)		68.18%
	Service Demand Measure		
		2023/24	2024/25
EQ 02	Impact assessments	10	28

Four have an **improved** trend:

REF.	Measure	2023/24	2024/25
EQ 01	Current training rate total in-house	49%	65%
		First Quarter 2024/25	First Quarter 2025/26
CSR 02	Subject access requests (SAR) compliance	33.33%	43%
HR 02	Recruitment overall turnover %	2.88%	2.74%
CFLPI 11	Housing Benefit Processing of new claims	33.58 days	30.80 days

One is currently **not available**:

REF.	Measure	Comment
HR 03	Agency use	Work is in progress to establish the most meaningful measure.

Three have a **declined** trend:

REF.	Measure	First Quarter 2024/25	First Quarter 2025/26	Comments
CSR 01	Freedom of Information Requests (FOI) compliance	80.83%	75%	Drop in performance has been formally escalated to Assistant Directors and their Strategic Directors.
CFPLI 12	Housing Benefit processing of changes of circumstances claims	7.49 days	8.57 days	There are ongoing issues with resources in the Benefits team. Two members of staff are off long term, and the first quarter is generally the busiest period. Corrective actions: one 4-week period of overtime in June and another planned during September. Agency employee recruited from mid-July on a 12-week contract. Work volumes reducing late August with an anticipated positive impact on performance from October.
PR 05	Spend within N&B (% based on value of spend with "large" companies)	12.72%	14.30%	Biggest change is the amount of spend with large companies (increase of 27.66% compared to the comparative Q1 periods). Most notably, the spend with the Council's building supplies supplier who provide the bulk of items and materials to housing for housing stock repairs and maintenance.

Four have **stayed the same**:

REF.	Measure	First Quarter 2024/25	First Quarter 2025/26
CSR 03	Member Enquiry forms completed on time	54.19%	53%
CFPLI 09	Collection of Council Tax	28.05%	27.80%
CFPLI 10	Collection of Business Rates	28.44%	28.09%
PR 04	Spend within Nuneaton and Bedworth (% based on value of spend by SME)	87.28%	85.70%

4. Appendix C – Strategic Risk Register First Quarter 2025/26

There are sixteen strategic risks within the remit of the panel. Five are “net amber” and eleven are “net green”.

“Net Amber” Risks

R8 - Failure to deliver / refresh the key elements of “Building a Better Borough” (BaBB) Corporate Plan

R16 - “Cyber” crime or attack

R20 - Pandemic – service, social and economic implications

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

R34 - Corporate Fraud

5. Please click the following link to access the full report:

[Health & Corporate Resources OSP/Full Integrated Performance Report](#)

6. 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.

STEVE GORE

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview and Scrutiny Panel

Date of Meeting: 23 October 2025

Subject: Managing Attendance of the Council's Workforce

Portfolio: Resources and Central Services

Responsible Officer: People Services Manager

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

Corporate Plan – Aim: Promoting Healthy Lifestyles /Delivering Services Efficiently

Ward Relevance: All

Public or Private: Public

Forward Plan: Not applicable

1. Purpose of report

- 1.1. To report the 2024/25 end of year performance for Sickness Absence
- 1.2. To scrutinise the work activity and trends relating to the Attendance Management of the Council's Workforce
- 1.3. To consider the additional initiatives that have been used in an effort to improve attendance

2. What is the panel being asked to consider?

2.1. The Panel is asked to consider:

- Sickness Absence statistical and trend data
- Initiatives already utilised by the Council

3. Recommendations

- 3.1. That Members note the information contained within the Appendices and provide feedback and comment for consideration by the Cabinet Member – Resources and Central Services.

4. Background

- 4.1. The Council's Attendance Management Policy provides a framework for addressing absence related to sickness. The policy is intended to set out clear expectations for both managers and employees to ensure a consistency approach to sickness absence management whilst supporting employee well-being.
- 4.2. This report will detail the attendance and sickness trends for the previous financial year (April 2024 – March 2025), providing some narrative on the influence of these trends by a variety of factors, including seasonal illnesses and the demographic of the Council's workforce.

5. Body of report

5.1. 2024/25 Sickness Performance by Directorates (Appendix A)

- 5.1.1 Attached at Appendix A is the 2024/25 sickness absence performance of the Council by each service directorate. The outturn for 2024/5 was 11.29 days per FTE employee with a range of 0.00 days for Chief Executives up to 12.31 days for Place and Economy with the majority for the latter comprising of time lost due to long term absence.

5.2. Sickness Absence Statistics since 2016/17

- 5.2.1 Attached at Appendix B is the sickness absence statistics of the Council's workforce since 2016/17.

5.2.2 The Council reviews its Attendance Management Policy regularly, with the most recent review undertaken 2022. The policy places emphasis on proactive management of long term absence and the setting of target return to work dates.

5.2.3 In an attempt to focus efforts, a different approach to our sickness target was also taken for 2017/18 with a split between short term and long term absence. Prior to this the target was based on overall absence rates only.

5.2.4 Since 2019/20, the target has been set at 8.75 FTE days with a split of 3.5 days to short term and 5.25 days to long term. The panel will note that for most years, that the target for short term absence has been met but the overall target has not been.

5.2.5 It is also noted that since 2020/21 there has been a steady increase in absence rates. This follows a national trend and in part can be attributed to the lingering effects of post-pandemic adjustments, with extended waiting lists for treatment having a particular impact on long term absences.

5.2.6 The target for 2024/25 remained unchanged, i.e. 8.75 FTE days with a split of 3.5 days to short term and 5.25 days to long term. This target was exceeded but there was a slight decrease on the outturn for 2023/24, although it is too early to suggest if that will be a continuing trend.

5.3. Top Reasons for Sickness Absence (Appendix C)

5.3.1 Attached at Appendix C is details of the top reasons for Sickness Absence since 2017.

5.3.2 For 2017/18, our data largely followed national trends, with an increase in reported cases of cough/cold and flu, particularly during the period December to February where there was a significant increase in short term absence for this reason.

5.3.3 However, for 2018/19 the cases of cough/cold and flu dropped and was no longer one of the top reasons for absence and is therefore not shown on the chart. Musculoskeletal and Stress related absence remained the two main absence drivers and are also the main reasons for long term absence.

5.3.4 For 2019/20, cough/cold and flu was again one of the top reasons for absence with a noticeable increase in days lost for the period November to March. Although seasonally this is to be expected, the number of days lost for this period in 2019/20 was just over 249 compared to 194 days lost for the same period for 2018/19. The average length of such absences for the period November to March also increased from 2.92 days over 58 spells in 2018/19 to 3.61 days over 72 spells for 2019/20. This trend may be an indicator of early undiagnosed cases of Coronavirus.

5.3.5 For 2020/21 absence due to mental health reasons continued to be our top absence driver. This absence group includes stress (both work and non-work related), anxiety and depression. In general, absence due to other reasons reduced which could be a benefit of more agile working.

5.3.6 For 2021/22, absence lost due to Coronavirus is amongst one of the top reasons for absence. This does not include periods taken for self-isolation where individuals are either working from home and/or would otherwise be well enough to work.

5.3.7 For 2022/23, Mental Health related illnesses were the top absence driver followed by Musculoskeletal.

5.3.8 For 2023/24, Mental Health related illness and Musculo-skeletal remained the top absence drivers by days lost, followed by Surgery. However, of these three absence drivers, Musculo-skeletal absences accounted for the most occasions with an average of 13.38 FTE days lost over 44 occurrences. In comparison, Mental Health related absences accounted for 34 occurrences with an average time lost of 35.27 FTE days. To note, overall, the top absence driver by occasions was cold/flu symptoms with an average of 3.59 FTE days lost over 89 occasions.

Note: there was a change in system for absence administration in 2023 and some data that has been transferred gives a generic absence reason. Therefore, some figures for absence reasons may appear lower than previous years

5.3.9 For 2024/25, Mental Health related illness remained the top absence driver and was followed by surgery related illnesses. This includes absence for both surgery and the recovery

thereafter. This increase may be attributed to extended waiting times for surgery and in turn additional time needed for recovery.

5.4. Trend Data (Appendix D)

5.4.1 Appendix D details the absence trends for 2024/25 in more detail:

- Chart 1 – shows working days lost due to absence reason by month. Data is relatively consistent across all months. However, there does appear to be a spike in Musculoskeletal and Mental health related absences from summer into early winter.
- Chart 2 shows average length of absence by reason for 2024/25. Those absent due to mental health issues which was the main absence driver, were off for an average of just under 25.5 days over 60 separate spells. The range was from 0.5 days lost up to 127 FTE days lost.
- Charts 3 shows absence reason by occasions, with absences lost to cold/flu like symptoms by far the most frequent short term absence driver (108 occasions).

5.5. Sickness Benchmarking Data (Appendix E)

5.5.1 Appendix E shows a comparison of the Council's sickness absence outturn for 2024/25 against other local authorities in the area.

5.5.2 Statistically, there is a tendency for higher levels of absence in manual occupations, such as refuse and trades, particularly with regards to musculoskeletal. Therefore, not all of those listed deliver their refuse and/or housing maintenance services in-house.

5.5.3 You will see from the comparison data that top 3 reasons for absence appear to be consistent across the data set.

5.6 Details of Initiatives already used to Reduce Sickness Absence (Appendix F)

5.6.1 Attached at Appendix F is a list of initiatives already used to help reduce sickness absence across the Council.

6 Appendices

6.5 Please note the following appendices, also referenced above:

Appendix A – 2024/25 Sickness Performance by Directorates

Appendix B - Sickness absence statistics of the Council Workforce since 2016/17

Appendix C - Top reasons for Sickness Absence since 2017

Appendix D- Sickness Trend data

Appendix E – Sickness benchmarking Data

Appendix F - Details of initiatives already used to reduce sickness absence

7 Background papers

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

8 Report Writer Details:

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Officer Name: Ruth Bartlett

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Service Unit	Year end FTE	Total S/T days lost per FTE	Total L/T Days lost per FTE	Total Days Lost per FTE
Chief Executive	1.81	0.00	0.00	0.00
Corporate Resources	122.74	3.19	1.52	4.71
Place and Economy	44.82	3.21	9.11	12.31
Housing and Communities	198.70	4.36	7.70	12.06
Public Services	130.27	3.39	5.96	9.35
Total	498.34	4.42	6.93	11.35

FTE = Full Time Equivalent

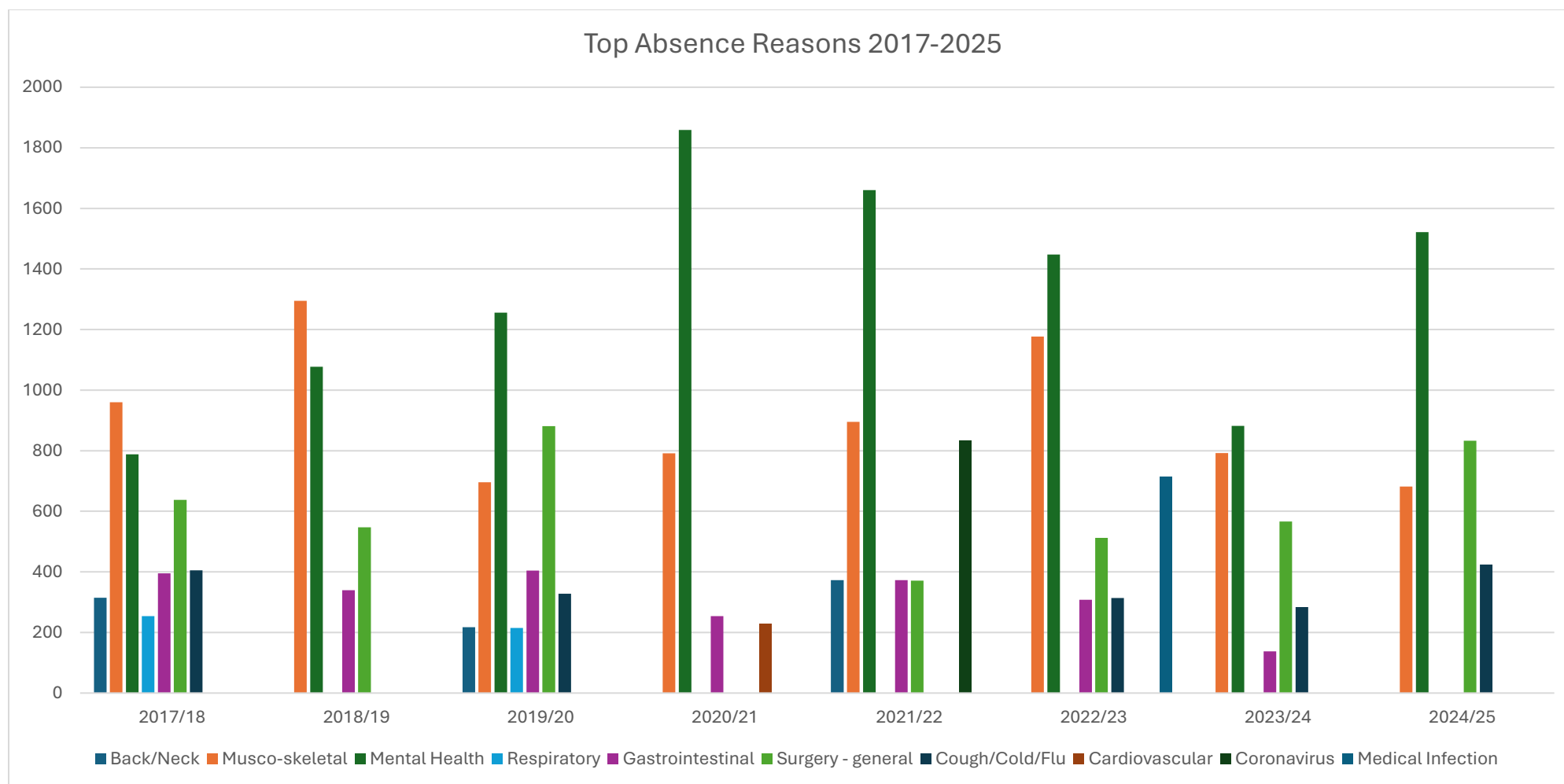
S/T = Short Term

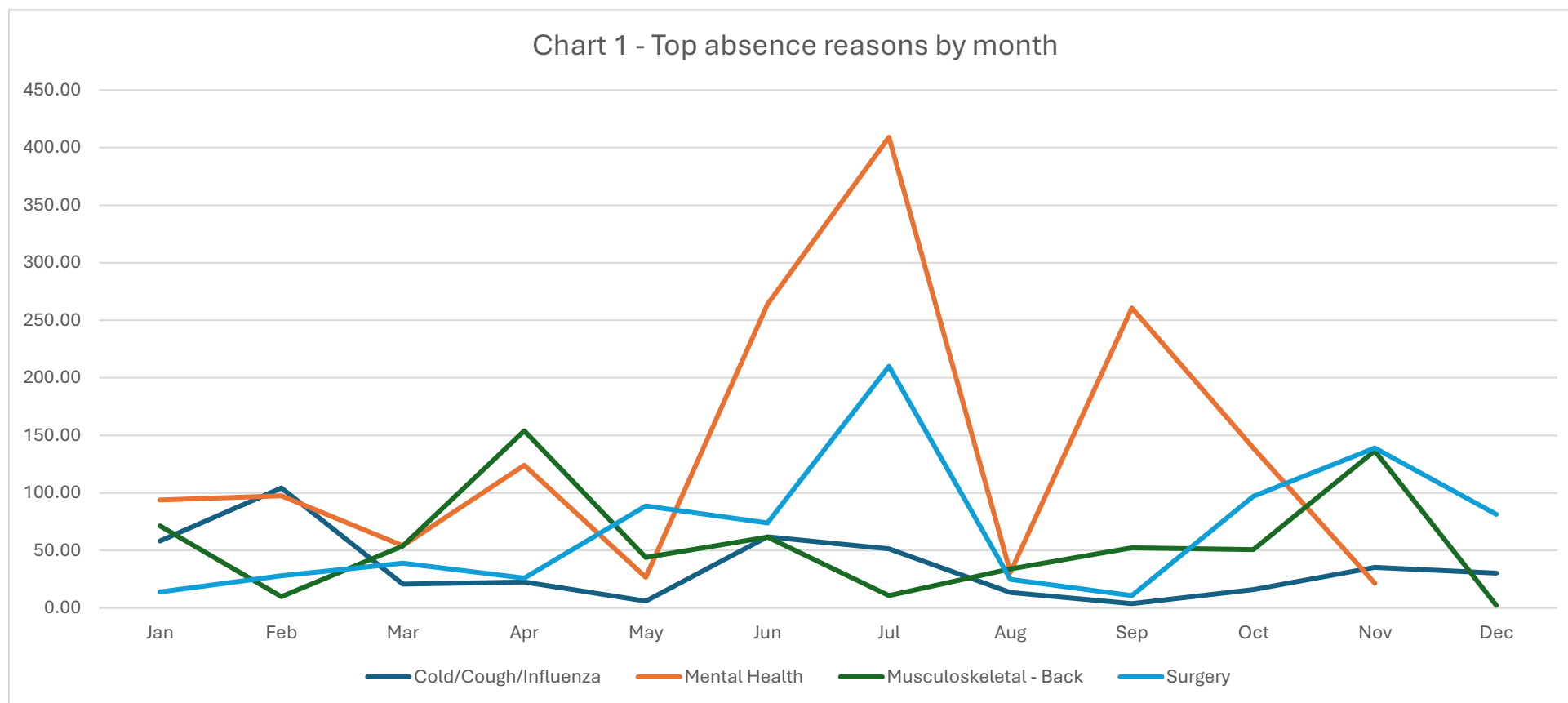
L/T = Long Term

Directorate names and division as at 31 March 2025

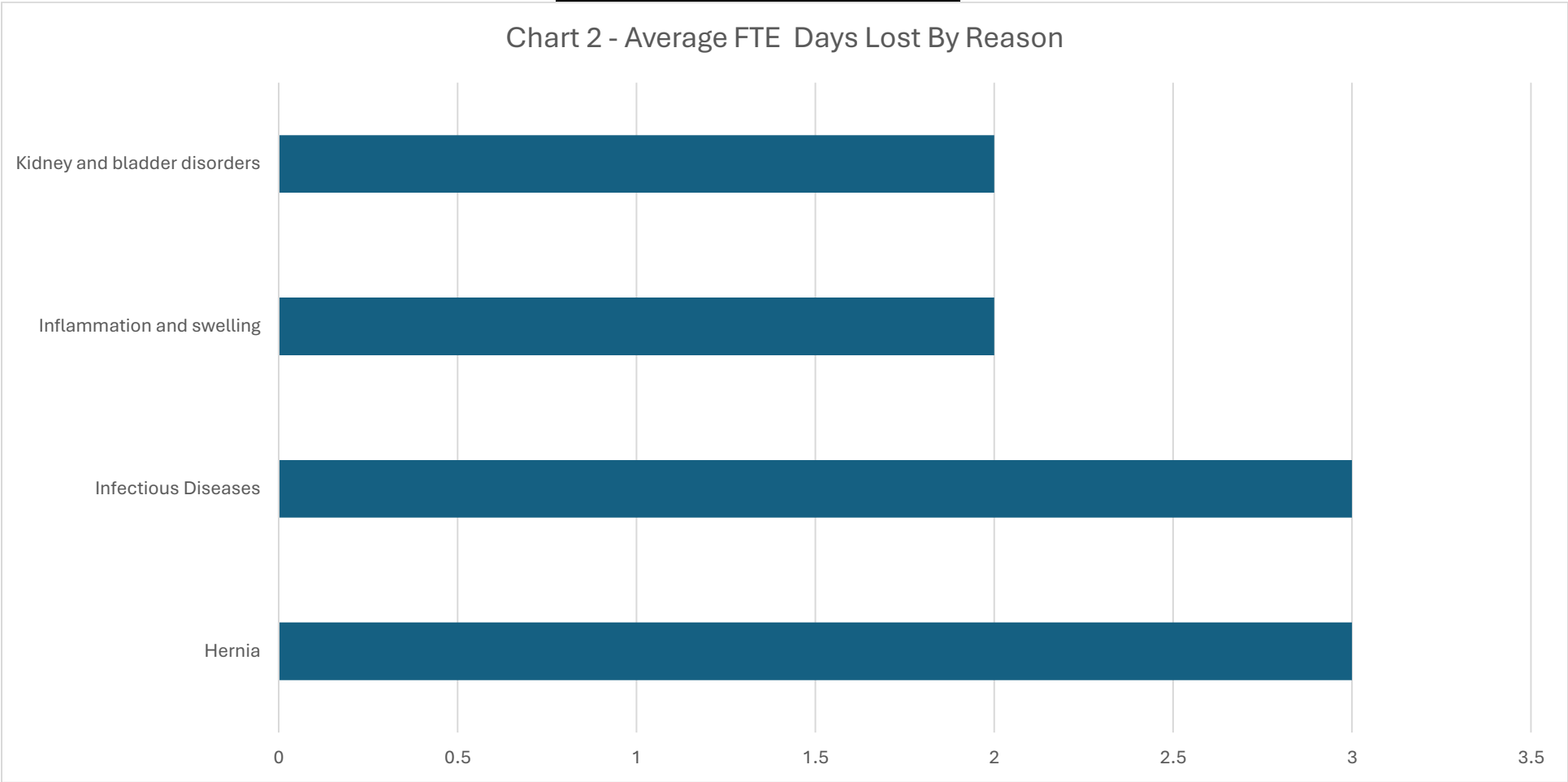
**SICKNESS ABSENCE STATISTICS OF THE COUNCILS WORKFORCE SINCE
2016/17**

YEAR	TARGET	NUMBER OF FTE DAYS LOST
2016/17	8.00	12.27
2017/18	9.00 (2.5 S/T and 6.5 L/T)	8.74 (4.02 S/T and 4.72 L/T)
2018/19	8.75 (4 S/T and 4.75 L/T)	9.88 (3.73 S/T and 6.14 L/T)
2019/20	8.75 (3.5 S/T and 5.25 L/T)	9.50 (3.82 S/T and 5.68 L/T)
2020/21	8.75 (3.5 S/T and 5.25 L/T)	8.12 (2.77 S/T and 5.36 L/T)
2021/22	8.75 (3.5 S/T and 5.25 L/T)	12.74 (5.13 S/T and 7.61 L/T)
2022/23	8.75 (3.5 S/T and 5.25 L/T)	10.66 (4.80 S/T and 5.85 L/T)
2023/24	8.75 (3.5 S/T and 5.25 L/T)	11.77 (4.83 S/T and 6.93 L/T)
2024/25	8.75 (3.5 S/T and 5.25 L/T)	11.35 (4.42 S/T 6.93 L/T)

TOP ABSENCE REASONS SINCE 2017

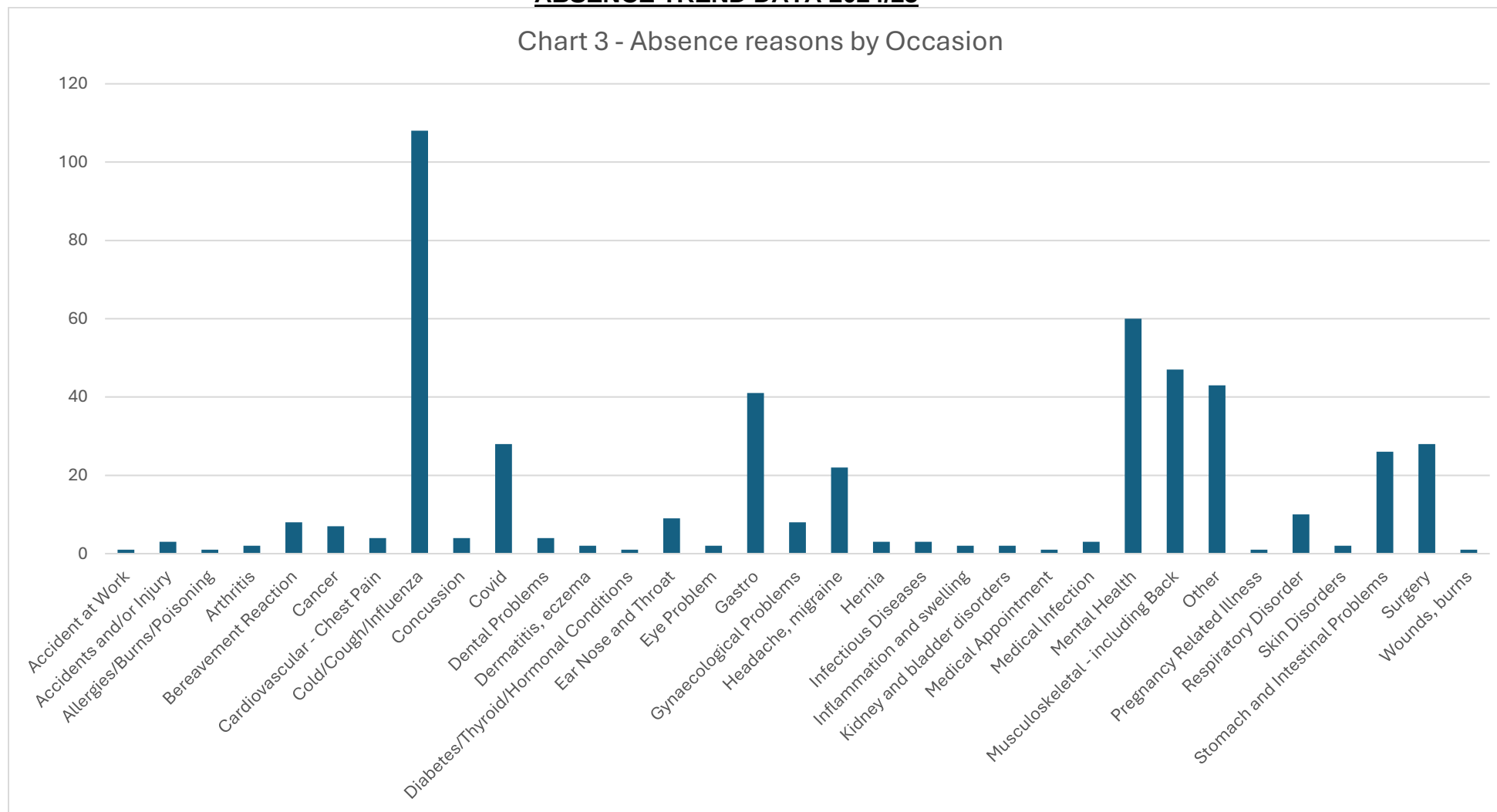
ABSENCE TREND DATA 2024/25

ABSENCE TREND DATA 2024/25



ABSENCE TREND DATA 2024/25

Chart 3 - Absence reasons by Occasion



SICKNESS BENCHMARKING DATA 2024/25

Council	Nuneaton & Bedworth Borough Council	Rugby Borough Council	North Warwickshire Borough Council	Wychavon DC	Malvern Hills DC	Stratford on Avon DC
Average FTE	498.34	455.66	273.94	241.97	237.60	296.29
Short Term Sickness (average days lost per employee)	4.42	4.61	4.7	3.91	4.90	Not available
Long Term Sickness (average days lost per employee)	6.93	10.21	7.42	3.77	5.19	Not available
All Sickness	11.93	14.82	12.12	7.68	10.09	Please note Stratford DC report as working days lost which equates to 1.46 per employee (total of 433.5 and a sickness rate of 2.69%)
Top 3 Reasons for Absence	1. Mental Health 2. Surgery 3. Musculo-skeletal	1. Musculo-skeletal 2. Mental Health 3. Respiratory	1. Mental Health 2. Musculo-skeletal 3. ENT/Mouth	1. stress 2. Musculo-skeletal 3. Infections	1. Stress 2. Stomach 3. Infections	1. Surgical 2. Other 3. Hospital

The Council utilising a number of initiatives to support employee wellbeing in an effort to reduce sickness absence. These include:

Musculoskeletal Injuries

- Manual Handling Training
- Early Assessment and Treatment
- Access to Physiotherapy

Stress & Mental Health Related Conditions

- Recognising & Managing Stress in the workplace for Managers
- Recognising & Coping with stress and anxiety for Employees
- Individual Stress Risk Assessments
- Roll out of HSE Management Standards
- Access to Counselling/therapy
- Able Futures – access to work for mental health
- Designated Employee assistance Programme providing free, confidential, 24/7,364 support to employees
- Mental Health First Aiders

Other Initiatives

- Flexible working arrangements, including Agile Working
- Cycle to Work Scheme
- Health Screening Provision
- Health Awareness Sessions
- Health Cash Plan schemes
- Financial wellbeing schemes, including access to credit unions, financial advice and retirement/pension planning
- Workplace challenges
- Wellbeing days – physio taster sessions, health checks
- Employee wellbeing surveys
- Wellbeing Action Plan

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview and Scrutiny Panel

Date of Meeting: 23 October 2025

Subject: Agency Staff Review

Portfolio: Resources and Central Services

Responsible Officer: People Services Manager

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Delivering Services Efficiently

Ward Relevance: All

Public or Private: Public

Forward Plan: Not applicable

1. Purpose of report

- 1.1. To give an overview of the use of Temporary Agency workers for 2024/25
- 1.2. To scrutinise this use and how that correlates with established vacant roles
- 1.3. To brief on some of the challenges in recruitment and the initiatives used in an effort to address these.
- 1.4. Please note that this report does not offer great detail on the financial elements of agency use as this has been covered in previous reports.

2. What is the panel being asked to consider?

2.1. The Panel is asked to consider:

- The data presented
- Initiatives utilised by the Council to reduce agency use and recruit and retain permanent staff

3. Recommendations

- 3.1. That Members note the information contained within the report and provide feedback and comment for consideration by the Cabinet Member – Resources and Central Services.

4. Background

- 4.1 The Council employs a mixed workforce comprising permanent staff and temporary agency workers. Agency staff are typically engaged to fill short-term gaps, respond to urgent service demands, or provide specialist skills not readily available within the permanent workforce.
- 4.2 In the main, temporary agency workers are sourced via a managed vendor arrangement, i.e. agency workers are sourced from a single provider rather than a number of agencies. This offers a certain level of certainty and protection to the Council in that charge rates are fixed.
- 4.3 This report aims to outline the rationale, benefits, challenges, and a summary of the financial implications of agency staffing, and details actions in place for future workforce planning.

5. Body of report

- 5.1 Agency staff play a vital role in maintaining service delivery, especially during periods of high demand, such as the summer or Christmas periods within Waste Management services. However, the Council recognises that a balanced approach is essential to ensure both financial and workforce stability.
- 5.2 In addition, the Council remains committed to building a resilient, skilled, and permanent workforce and so aims to use agency support strategically and responsibly.
- 5.3 Agency workers may be used for a variety of reasons such as:

- Vacancy Cover- To maintain service continuity during recruitment delays or staff absences.
- Project Work/Specialist Expertise - To access niche skills for short-term projects or compliance requirements.
- Absence cover – for periods of annual leave, maternity or term sickness

5.4 With the exception of some dispensations, such as within statutory waste management services, the normal recruitment approval process applies when seeking approval for use of agency staff. Managers are required to specify why the use of agency workers is required and for what period. In addition, any spend on such workers should be accounted for within agreed departmental budgets. Where such use may exceed agreed budget a separate business case is submitted for consideration. This offers some level of control over the ongoing use of agency workers.

5.5 When managers place a booking for agency workers with our managed vendor, they are also required to specify the time period needed and reason for cover. The below details the reasons given for agency cover as noted on orders from 2022/23 to end of September 2025:

Reason	2025 / 26	2024 / 25	2023 / 24	2022 / 23
Cover for long term sickness	4	16	20	6
Cover for Maternity	1	2	1	2
Cover for annual leave		5	0	1
Short term absence/sickness cover	30	22	7	14
Cover for post during recruitment	11	22	25	34
Project Work	27	46	12	14

Note: Where bookings are ongoing and extend across years they may be counted twice. With the average time 'in post' for an agency worker is currently 22.4 weeks.

5.6 As indicated above, Project Work appears to be the main driver for agency use in the last 2 years, with the majority of these being within Housing and Planning. However, it is clear that cover for vacant posts whilst recruiting is a key driver.

- 5.7 In the last financial year, agency staffing accounted for approximately £1.1 million, representing 4.8% of total staffing expenditure. While necessary in some areas, this trend highlights the need for strategic workforce planning to manage costs and improve retention.

Staffing Overview (as at 31/03/2025)

Service Unit	Directly Employed Staff (£)	Agency Staff (£)	Agency %
Business & Regeneration	757,003	102,102	11.88%
Environment & Public Services	3,120,360	228,665	6.83%
Housing	249,274	38,132	13.27%
Leisure, Communities & Health	171,383	14,908	8.00%
Planning & Enforcement	899,476	88,293	8.94%
Resources & Central Services	11,873,911	213,295	1.76%
General Fund Total	17,071,408	685,395	3.86%
HRA Total	4,953,615	424,914	7.90%
Total	22,025,022	1,110,308	4.80 %

- 5.8 Clearly, the Council faces recruitment challenges in some roles and whilst efforts continue to permanently recruit, agency workers are a vital resource to ensure ongoing service delivery. This however can often come at an additional cost with those choosing to work on an agency basis in high demand and therefore able to attract a higher pay rate than directly employed staff.

- 5.9 Such recruitment challenges are more notable in some areas, such a legal services and this can be for a variety of reasons. The Council is not unique in facing such challenges and although the below details solicitor roles in particular, these reasons can be attributed to other roles within the Council:

- Talent Shortage- There is a known shortage of solicitors within the 2–6 years post-qualification experience (PQE) bracket which is a requirement for most roles. This is largely due to post-pandemic training shortfalls and a slower qualification pipeline.

- International Demand: UK-qualified solicitors are increasingly recruited by overseas and offshore employers offering higher salaries and flexible working models.
- Regional Salary Disparities: Private firms can offer much higher salaries for newly qualified solicitors have raised expectations, making it harder for local authorities and regional firms to compete.
- Public Sector Constraints: Councils face budgetary constraints, limiting the scope for additional market forces supplements, making recruitment for roles like particularly difficult.
- Specialist Role Gaps: Legal roles with a council setting tend to be more specialist which can make roles harder to fill

5.10 The council has a number of policies and procedures already in place that aim to combat some of these recruitment challenges:

- Market Supplements Policy – additional financial allowances applied to roles to enhance recruitment and retention. Supplements are reviewed every 2 years to ensure competitiveness with regional and national benchmarks for comparable roles.
- Enhanced Advertising – historically adverts were placed on only 1 or 2 jobs boards, limiting the reach. However, roles are now promoted through other more specialist recruitment platforms and social media.
- Employer Branding - Bespoke candidate information packs highlighting organisational culture and aims and career development pathways in job adverts.
- Wellbeing and employee benefits – highlighting flexible and agile working arrangements to attract candidates seeking work-life balance. Work has also been undertaken on developing and enhancing the range of employee benefits available to employees
- Streamlining Hiring Processes -simplified and faster application processes and encouraging managers to plan their campaign and schedule time for short listing and interviews in advance.
- Job role reviews - more in depth reviews of Job Descriptions and Person Specifications prior to recruitment in an effort to encourage a wider candidate pool. This includes reducing the number of essential criteria where appropriate and the use of career graded roles.

5.11 In the main, the above procedures work well. However, there is room for improvement, particularly in more proactive and timely recruitment rather than reliance on agency workers. To this end, a new Key Performance Indicator (KPI) has been introduced from 2024/25 that focuses on the number of and the average length of service for agency workers in each quarter. This KPI is closely monitored and managers are

challenged as appropriate where agency use exceeds expectations, particularly where the reason for the use is noted as either long term absence or cover for vacant roles.

5.12 In summary, and in an attempt to review and reduce agency use, the Council has various measures, some of which have already been alluded to:

- Approval process – any manager looking to source agency workers must obtain permission to do so in the normal way
- Budget – cost for agency workers should be met from agreed departmental salary budgets; anything outside of this would be subject to normal approval processes
- Managed Vendor arrangements – this allows for better budget management for agency worker use and ensures charge rates are known and not subject to fluctuation according to the agency used
- Performance Monitoring – the Council has a variety of Key Performance Indicators that provide insight into the use of and reason for agency workers. These include monitoring of sickness absence levels and agency FTE/length of booking. This enables management to have a better oversight of agency use and ensure that efforts are made to actively manage long term sickness cases and/or ensure permanent recruitment is progressed in a more timely manner.

6. Appendices

6.1. None

7. Background papers

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

8. Report Writer Details:

Officer Job Title: People Services Manager

Officer Name: Ruth Bartlett

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview and Scrutiny Panel

Date of Meeting: 23 October 2025

Subject: Emergency Planning

Portfolio: Resources and Central Services

Responsible Officer: People Services Manager

Corporate Plan – Theme: Council

Corporate Plan – Aim: Delivering Services Efficiently

Ward Relevance: All

Public or Private: Public

Forward Plan: Not applicable

1. Purpose of report

1.1. To brief the Panel on the Council's statutory responsibilities under the Civil Contingencies Act 2004 and its role in responding to declared emergencies.

1.2. Specifically, the report will:

- Confirm that all relevant emergency planning information is available on the Council's website.
- Provide assurance that elected members, and key staff are appropriately trained and prepared.
- Reassure the public of the Council's readiness to respond effectively to emergency situations.

2. What is the panel being asked to consider?

- 2.1. The Panel is invited to consider the contents of the report and the actions taken or underway to meet the Council's obligations under the Civil Contingencies Act.

3. Recommendations

3.1. That Members:

- Note the information contained within the report.
- Provide feedback and comment for consideration by the Cabinet Member – Resources and Central Services.

4. Background

- 4.1. Emergency planning is a vital function of the Council, ensuring that our communities are protected, informed, and resilient in the face of any crisis. This report will aim to outline the Council's current preparedness and the measures in place to reassure elected members, staff, and the public.

- 4.2. The Civil Contingencies Act 2004 (CCA) provides the legislative framework for civil protection in the UK. It outlines the statutory duties of local authorities and other responders in preparing for, responding to, and recovering from emergencies.

- 4.3. The Act is divided into two parts:

Part 1: Establishes local arrangements for civil protection.
Part 2: Covers emergency powers available to central government.

- 4.4. Local councils, including Nuneaton and Bedworth Borough Council, are designated as Category 1 responders, placing them at the core of emergency planning and response.

- 4.5 Under Part 1 of the CCA, the Council's responsibilities include:

- Risk Assessment
 - Identify and assess risks of emergencies occurring in their area.
 - Maintain a Community Risk Register in collaboration with the Local Resilience Forum (LRF).
- Emergency Planning
 - Develop and maintain emergency plans to respond effectively to a range of incidents.
 - Ensure plans are regularly reviewed and exercised.

- Business Continuity Management
 - Prepare continuity plans to ensure critical services can continue during emergencies.
 - Provide advice and support to local businesses and voluntary organisations on continuity planning.
- Public Information
 - Maintain arrangements to warn, inform, and advise the public before, during, and after emergencies.
 - Ensure clear communication channels and accurate messaging.
- Cooperation and Coordination
 - Work closely with other Category 1 and Category 2 responders (e.g., utility companies, transport operators).
 - Participate actively in the Local Resilience Forum, which coordinates multi-agency planning and response.
- Information Sharing
 - Share relevant information with other responders to enhance coordination and situational awareness.
- Community Leadership
 - Provide visible leadership during and after emergencies.
 - Support recovery efforts and help rebuild community trust and resilience

4.5 In addition, the Council also has a responsibility and role in representing the community and local area in both Strategic and Tactical Coordinating Groups (SCGs and TCGS) during major incidents. This will include liaising with County Council and other partners to ensure the mobilisation of aid and resources across council boundaries and ensuring appropriate recovery plans and measures are in place.

4.6 In the main, the Local Resilience Forum (LRF) will plan and co-ordinate a joint response from all responders to emerging and developing situations. Membership of the LRF will include:

- Category 1 responders: Local authorities, police, fire and rescue services, ambulance services, NHS bodies, Environment Agency, etc.
- Category 2 responders: Utility companies, transport operators, health and safety regulators, etc.
- Voluntary sector and other partners: British Red Cross, faith groups, community organisations.

4.7 It should be noted that under the CCA, local authorities and emergency services do not have the power to declare an emergency, but they can escalate incidents and request central government intervention through established channels like the

LRF. However, that is not to say that the Council may not declare a 'local emergency' but depending on the circumstances, response to such incidents does not necessarily involve wider participation by the LRF and partners, i.e. the response and recovery may be solely at the discretion of the Council.

- 4.8 To comply with our responsibilities under the CCA, all Strategic and Assistant Directors participate in an 'out of hours' duty rota to ensure timely and efficient responses to any emerging situations that fall under the CCA.

5. Body of report

- 5.1 In an effort to meet our statutory responsibilities in relation to the CCA, support for emergency planning and business continuity is provided by Coventry, Solihull and Warwickshire (CSW) Resilience Team and the shared agreement affords for one day per week designated support. This includes development of and training of emergency plans and advice and guidance on service level business continuity plans. The support provided by CSW is managed and monitored by the People Services Manager.
- 5.2 This support also includes ensuring any information that is shared and available to the public is consistent with that agreed both by the LRF and nationally. The Council's website has a designated area for Emergency Planning ([Emergency advice for residents | Emergencies | Nuneaton and Bedworth Borough Council](#)). In summary, these pages include:
- Emergency advice for residents, including the council's out of hours contact details and contact details for other emergency services and partners.
 - Advice for residents in particular situations such as flooding and severe weather.
 - An overview of the role of the Warwickshire LRF
 - An overview of our role in Emergency Planning.
- 5.3 In relation to the development of and training on the Council's designated Emergency Plan, CSW undertook initial training for senior management on roles and responsibilities. However, the Emergency Plan is reviewed every 3 years, with the latest review due later in 2025. As such, further training will then be rolled out to officers as appropriate. This will also include briefing sessions to members on the vital role they can play in ensuring community engagement and awareness during emerging situations.

- 5.4 In addition, the LRF and other partners carry out regular emergency exercises. In the main, these are carried out virtually which mirrors the reality of responses to an emergency. However, some group exercises as well as designated training for SCGs and TCGs are arranged in-person. All relevant officers have the opportunity to participate in such training as it arises.
- 5.5 With the above in mind, the public can be reassured that the Council is well placed to respond to emergencies appropriately with a designated budget assigned to assist with this response and any recovery.

6. Appendices

None

7. Background papers

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

8. Report Writer Details:

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AGENDA ITEM NO. 11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview & Scrutiny Panel

From: Assistant Director - Finance

Subject: Capital Strategy 2025/26

Portfolio: Resources and Central Services

Corporate Plan – Theme: Your Council

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

1. Purpose of Report

- 1.1. To provide the panel with the overview of the Capital Strategy 2025/26.

2. Recommendations

- 2.1. To review the Capital Strategy 2025/26 and note the contents within the document.
- 2.2. To recommend the strategy to Cabinet for approval.

3. Background

- 3.1. The Chartered Institute of Public Finance and Accountancy (CIPFA) requires local authorities to have an approved annual capital strategy under its prudential code.
- 3.2. The Capital Strategy provides a high-level overview by which the Council's capital expenditure, financing and treasury management activities are undertaking in line with the corporate plan.
- 3.3. The strategy is developed in conjunction with the Treasury Management Strategy (TMS) and the Medium-Term Financial Plan (MTFP).

4. Body of Report

- 4.1. The Capital Strategy provides a framework by which investment decisions will be made, an overview of risk management, the implications for future financial sustainability and the governance processes for approval and monitoring.
- 4.2. The Corporate Plan 'Building Communities 2025-2029' underpins the capital strategy. The 4 themes set out how the Council identifies programmes and prioritises capital requirements.
- 4.3. The strategy outlines how proposals follow robust appraisals to ensure value for money, risk appraisals and affordability are considered before going ahead with future projects.
- 4.4. The key principles and priorities from both the Housing Revenue Account Business Plan and Asset Management Policy are reflected within the document.
- 4.5. The document is live and dynamic which will be updated as strategic influences and priorities change. The document will be reviewed annually and updated in line with the annual budget setting process for changes to capital projects.

5. Conclusion

- 5.1. CIPFA's Prudential Code requires all authorities to produce a detailed Capital Strategy. The document underpins the connections to the Corporate Plan, Housing Revenue Account business plan and asset management policy as well as detailing project establishment, approval and monitoring.
- 5.2. The strategy will be developed in the future and updated alongside changes to capital projects.

6. Appendices

- 6.1. Appendix A – Capital Strategy 2025/26

7. Report Writer Details:

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2025 / 26

Capital Strategy

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1.0 Introduction

- 1.1 The Capital Strategy provides a high level overview by which the Council's capital expenditure, financing and treasury management activities are undertaken in line with the corporate plan and service plans whilst taking account of stewardship, value for money, sustainability and affordability.
- 1.2 CIPFA's Prudential Code requires all authorities to produce a detailed Capital Strategy. It provides a framework by which investment decisions will be made, an overview of risk management, the implications for future financial sustainability and the governance processes for approval and monitoring of capital expenditure in line with requirements under the Prudential Code for Capital Finance in Local Authorities.
- 1.3 The Strategy sets out the policy framework for the development, management and monitoring of this investment and forms a key component of the Council's planning alongside the Medium Term Financial Plan (MTFP).
- 1.4 The Capital Strategy is a live and dynamic document, which will update and evolve as strategic influences and priorities change. The Strategy will be reviewed annually and updated and presented to Council in February each year as part of the annual budget setting process.

2.0 Aims and Links to Corporate Outcomes

- 2.1 The Capital Strategy is underpinned by the Corporate Plan 'Building Communities 2025-2029' which was approved by Council April 2025.
- 2.2 Building Communities sets out a plan rooted in a commitment to serve the residents, visitors and businesses that make up the communities specifically focusing on 4 themes:
 - Place and Prosperity – Enabling local jobs, supporting businesses and regenerating our Town Centres
 - Housing, Health and Communities – Promoting healthy lifestyles, supporting vulnerable residents, building new Council homes and strengthening community cohesion
 - Green Spaces and Environment – Protecting our natural environment, improving air quality and creating sustainable communities
 - Your Council – Delivering services effectively and efficiently while ensuring value for money for our taxpayers

- 2.3 How the Council identifies programmes and prioritises capital requirements to achieve these themes are set out within the strategy. Proposals follow a robust appraisal which includes valuations in relation to the risks, affordability and value for money of the project.
- 2.4 The document considers funding available for capital expenditure and how best to maximise resources to generate investment in the area. This feeds into the MTFP which details the financial planning for the authority.
- 2.5 A key element to achieving the corporate plan is to maximise the resources we have, including our land and buildings. The Housing Revenue Account Business Plan and Asset Management Policy provide an overview of the Council's land, buildings and dwellings. The key principles and priorities of these are reflected in the Capital Strategy. The Asset Management Policy is in the process of being reviewed with a refreshed document expecting to be completed by March 2026. The HRA business plan is reviewed annually in-line with the budget setting process.

3.0 Capital Funding Streams

- 3.1 Decisions on capital investment are made in the context of limited resources. The capital programme is currently reliant on funding from capital receipts, third party contributions, external grants, contributions from revenue and borrowing. The following is the priority order in how funding will be applied:
- External Grants – A significant part of capital funding comes through as external grant allocations from central government departments towards the cost of capital projects.
 - Section 106 (S106) and External Contributions – There is a possibility that some projects can be funded or part funded by contributions from private sector developers and partners. Growth in Nuneaton and Bedworth has resulted in S106 contributions from developers to support specific infrastructure projects throughout the borough.
 - Capital Receipts – The Council is able to generate capital receipts through the sale of surplus assets such as land and buildings. While the Council has benefitted from this in recent years, the assets that are retained by the Council are necessary to deliver services or generate income.

- Revenue Contributions – The council has earmarked reserves set aside to support specific capital investment projects (e.g. IT infrastructure replacement, vehicles, CCTV, property purchases etc) and also to support invest to save initiatives. These reserves receive a contribution each financial year from the revenue budgets to create a pot to draw from as and when required.
- Specific Reserves – The Housing Revenue Account is mandated to charge the revenue account for depreciation on the assets that it holds. This annual charge is held in the Major Repairs Reserve and is ringfenced to fund capital expenditure incurred by the HRA.
- Prudential Borrowing – The introduction of the Prudential Code in 2004 allows councils to undertake unsupported borrowing which is subject to the requirements of the Prudential Code for Capital Expenditure for Local Authorities. The Council must ensure the unsupported borrowing is affordable, prudent and cost effective.

4.0 Project Establishment and Approval

- 4.1 A significant number of projects are undertaken each year. The MTFP and HRA Business Plan inform the Capital Strategy and consider the resources needed to deliver services now and into the future.
- 4.2 Business cases for capital project proposals are initially prepared by project managers in accordance with the Council's Project Management Office (PMO) process. Outlined in the business case is an appraisal of the project which identifies the objectives and how this is linked to the corporate plan.
- 4.3 To ensure the development of robust business cases and governance, project managers seek guidance from experts within the organisation for key business areas such as legal, finance, procurement, IT and HR. Once this is completed the business case follows a sign-off process for the central departments prior to being submitted to the next stage.
- 4.4 To ensure strategic oversight, once the business case has been completed and approved through the workflow it is presented at Senior Leadership Team (SLT). SLT includes the council's Chief Executive, Strategic Directors and Assistant Directors who review project business cases to ensure this meets the risk appetite, affordability and priorities of the Council. Projects are based on:
 - Corporate Plan Objectives
 - Asset Management Policy priorities

- Health and Safety Requirements
- Affordability
- Deliverability
- Transformation
- Income Generation
- Compatibility with Council Strategies

4.5 Once the project receives SLT approval it will be included in reports presented to Cabinet and Council for consideration as required in the Financial Procedure Rules within the Council's Constitution. If this meets all the approval requirements, then the project expenditure and financing will be built into the Council's Capital Programme and MTFP or HRA Business Plan.

5.0 Governance and Risk Management

- 5.1 Nuneaton and Bedworth's Full Council make decisions on budgetary and policy framework which provides overall direction and approval of the Capital Strategy and investment in the Capital Programme.
- 5.2 Cabinet and Council will receive quarterly capital programme monitoring and treasury management monitoring is reported quarterly to Audit & Standards Committee plus Council. Variations or recommendations for additions to the capital programme will be presented for decision making once business cases have been approved internally via SLT.
- 5.3 SLT receive routine updates in relation to individual project progress through the Corporate Programme Review Board, capital budget monitoring reports and investment progress.
- 5.4 Corporate Programme Review Board (CPRB) is an internal working group which monitors the progress of projects once the business cases have been approved by SLT. CPRB considers mitigating actions for risks highlighted during project updates. Risks that can't be mitigated are escalated back to SLT for decisions on the options presented. Depending on the scale of decision required depends on whether this is reported to Cabinet and Council.
- 5.5 The Council is committed to the culture of Risk Management with the agreed roles and responsibilities within the framework outlined in the table below:

Group / Individual	Role
Audit and Standards Committee	• Monitor the effectiveness of the Councils risk management arrangements, including the actions taken to manage risks and to receive regular reports on risk management. • To monitor the actions being taken to mitigate the impact of potentially serious risks
Cabinet	• To provide strategic direction with regard to risk management.
Strategic Directors / Assistant Directors	• To provide leadership for the process of managing risks. • To ensure that risk management methodology is applied to all service plans, projects, partnerships and proposals. • To identify and manage business /operational risks. • To ensure that the management of risk is monitored as part of the performance management process. • To ensure that all risks are identified, recorded and effectively managed in their area or responsibility. • To review and update their risk register on at least an annual basis but appropriate to the risk. • To determine the method of controlling the risk. • To delegate responsibility if appropriate for the control of the risk.
Corporate Programme Review Board	• Monitor the delivery of projects against the measurable criteria included in business cases. • Manage risks effectively and escalate mitigating action for decision making as per the terms of reference. • Ensure project risks and RAID logs are updated with on-going challenges.
All Staff	• To ensure that risk is effectively managed in their areas. • To ensure that they notify their managers of new and emerging risks.

- 5.6 One of the Council's key investment principles is that all investment risks should be understood with appropriate strategies to manage those risks. Major capital projects require careful management to mitigate the potential risks which can arise. The effective monitoring, management and mitigation of these risks is a key part of managing the capital strategy. All projects are required to maintain a risk register and align reporting to the Council's reporting framework.

- 5.7 There are inherent risks associated with management of capital projects such as interest rates or credit risk of counterparties, but the Council ensures that robust due diligence procedures cover all external capital financing.
- 5.8 The Council's cash is managed centrally to ensure that there is enough liquidity in the short and medium-term to meet cashflow requirements as well as longer-term solvency requirements.
- 5.9 No project or investment will be approved where the level of risk is unacceptable. This will be determined by the Section 151 Officer or Cabinet as appropriate.

6.0 Priority Areas for Investment

- 6.1 Underlying the capital strategy is the recognition that the financial resources available to meet the corporate priorities are constrained. Therefore, the Council relies more on internal resources and seeks ways in which investment decisions can be self-sustaining or generate positive returns in meeting corporate objectives and producing revenue savings.
- 6.2 The wider regeneration of the borough relies on investment into new jobs, economic growth, commercial property and homes. In turn these contribute towards council funding in the longer term through the form of council tax, business rates or land sale receipts. Given the limited resources available there is little flexibility for schemes to progress or continue without meeting the following investment principles
- Invest to improve and maintain Council assets
The Council will improve and maintain the condition of its core assets to:
 - Extend their life where appropriate
 - Ensure they are fit for the future
 - Meet its ongoing legal / statutory duties e.g. Health and Safety
 - Investing for sustainable, inclusive, economic growth
The Council will expand its capacity to grow the economy in an inclusive manner, whilst delivering whole system solutions to demographic, social and environmental challenges sustainably.
 - Invest to save and to generate income
The Council will invest in projects which will:
 - Transform the operational efficiency of services

- Reduce running costs
 - Avoid costs (capital or revenue) that would otherwise arise
 - Generate a financial return
- Risk awareness
- The risks of the project have been fully assessed, consulted, communicated and are at an acceptable level.

6.3 The Council's capital investment falls within, and needs to comply with, the "Prudential Code for Capital Finance in Local Authorities" (The Code). Under the Code, local authorities have greater discretion over the funding of capital expenditure especially with the freedom to determine, with the regulatory framework of the Code, the level of borrowing they wish to undertake to deliver their capital plans and programmes.

7.0 The Housing Revenue Account (HRA) Business Plan

- 7.1 The Council is a HRA authority and holds and maintains Council Dwellings. Capital expenditure needs within the HRA are driven primarily by maintaining decent homes standards, ensuring that the properties are safe and comply with legislative standards. The vision is to increase the dwellings stock through acquisitions or new build projects.
- 7.2 The HRA financial business plan models the 30 year cash flows of the HRA and the capital spend needs to ensure the HRA remains viable long term.
- 7.3 The priority of maintaining our existing stock is the initial spending need when reviewing the business plan each year. Any surplus funds can then be utilised to provide additional dwellings or meet other strategy demands on the HRA.
- 7.4 During 2018, MHCLG announced that the debt cap, which had been applied to the HRA since 2012, was to be removed. This effectively meant that the HRA was free to borrow for a capital purpose without limit, so long as it still satisfied the requirement of the prudential code in that it was affordable and prudent.
- 7.5 Extensive modelling has been undertaken to ensure that new build and acquisitions factored into the business plan are both achievable with realistic financial assumptions and affordable. Further information is contained within the HRA Budget Report.

8.0 The Capital Programme

- 8.1 The capital programmes for both the General Fund and the HRA are approved by Council each February as part of the budget setting agenda. This includes the sources of funding for the two programmes.
- 8.2 A three year forward looking summary forecast is included below. These budgets are purely investment in the Council's assets and grant payments to third parties (e.g. HEART) or costs for acquiring properties under Camp Hill are classified as other as they do not generate an asset for the Council.
- 8.3 General Fund (£'m):

Category of Expenditure	2024/25 Actual	2025/26 Budget	2026/27 Budget	2027/28 Budget
Maintaining / Improving Existing Assets	£11.60	£22.04	£4.25	£0.25
Commercial Investment / Acquisitions	£16.61	£17.31	£0.00	£0.00
Vehicle / IT Replacements	£0.51	£2.44	£0.65	£0.60
Contingency	£0.00	£0.05	£0.05	£0.05
Other	£7.43	£9.00	£11.07	£6.50
Total	£36.15	£50.85	£16.02	£7.40
Financing				
Grants / Contributions	£27.97	£24.59	£11.03	£6.46
Capital Receipts	£0.15	£0.24	£0.00	£0.00
Reserves	£0.94	£3.13	£1.02	£0.94
Borrowing	£7.08	£22.89	£3.98	£0.00
Total	£36.15	£50.85	£16.02	£7.40

8.4 Housing Revenue Account:

Category of Expenditure	2024/25 Actual	2025/26 Budget	2026/27 Budget	2027/28 Budget
Maintaining / Improving Existing Assets	£14.24	£12.23	£10.64	£10.98
Acquisitions & New Build	£1.81	£5.61	£0.00	£0.00
Vehicle / IT Replacements	£0.00	£0.00	£0.00	£0.00
Contingency	£0.08	£0.20	£0.20	£0.20
Total	£16.13	£18.04	£10.84	£11.18
Financing				
Grants / Contributions	£1.59	£1.01	£0.00	£0.00
Capital Receipts	£0.25	£0.00	£0.00	£0.00
Reserves (incl Major Repairs Reserve)	£11.87	£11.68	£10.84	£11.18
Borrowing	£2.43	£5.36	£0.00	£0.00
Total	£16.13	£18.04	£10.84	£11.18

8.5 Capital Expenditure that is not immediately financed from other sources such as capital receipts, grants and contributions or reserves impacts on the Council's underlying need to borrow.

8.6 Debt is only a temporary source of finance, since loans and leases must be repaid which is replaced over time by other financing, usually revenue. This is known as minimum revenue provision (MRP). Borrowing to fund capital projects impacts the revenue budget through the need to pay interest and cover repayments.

8.7 The Council's likely total amount of debt finance is measured by the capital financing requirement (CFR). This increases with any new capital projects financed by borrowing and reduces with MRP, loan repayments and capital receipts used to replace debt.

8.8 Based on the above tables for expenditure and financing, the movement in the Council's estimated CFR is below:

General Fund	2024/25 Actual	2025/26 Budget	2026/27 Budget	2027/28 Budget
Opening CFR	£23.97	£30.54	£52.95	£56.10
MRP	(£0.46)	(£0.48)	(£0.83)	(£1.39)
MRP (Finance Lease)	(£0.05)	(£0.00)	(£0.00)	(£0.00)
New Borrowing	£7.08	£22.89	£3.98	£0.00
Lease Adjustment	£0.69	£0.00	£0.00	£0.00
Closing CFR	£31.24	£52.95	£56.10	£54.71

HRA	2024/25 Actual	2025/26 Budget	2026/27 Budget	2027/28 Budget
Opening CFR	£81.71	£84.13	£89.49	£89.49
New Borrowing	£2.42	£5.36	£0.00	£0.00
Closing CFR	£84.13	£89.49	£89.49	£89.49

9.0 Knowledge and Skills

- 9.1 The Council employs professionally qualified and experienced members of staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. Both the Strategic Director for Corporate Resources (Section 151 Officer) and the Assistant Director for Finance (Deputy Section 151 Officer) are CCAB qualified accountants. The Council pays for other members of staff to study towards relevant professional qualifications including Chartered Institute of Public Finance and Accountancy (CIPFA) and Association of Accounting Technicians (AAT).
- 9.2 Where Council staff do not have the knowledge and skills required, use is made of external advisors and consultants that are specialist within the required field. MUFG Pension & Market Services (Previously Link Asset Services) are currently the Council's treasury management advisors and provide training as and when required.
- 9.3 Training for Members with regard to treasury management was last undertaken in the early part of 2025 with an update scheduled to be provided during 2026/27.

- 9.4 When considering complex and 'commercial' investments, the Council will ensure that appropriate specialist advice is taken. If this is not available internally it will be commissioned externally to inform decision making.

*This document has been published by Nuneaton and Bedworth
Borough Council*

09/10/2025

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Nuneaton and Bedworth Borough Council

FORWARD PLAN SHOWING THE KEY DECISIONS THAT WILL BE MADE IN THE 4 MONTHS BEGINNING 1ST 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	Consultation on the Budget 2026/27	Cabinet	No		October 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
29/08/25	Culture Update	Cabinet	No		October 2025	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476 376143	Leisure & Health	Env & Leisure

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

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

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

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

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

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

31/07/25	Treasury Annual Report 2025/26	Council	No		July 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	General Fund Budget Monitoring Q1	Cabinet	No		September 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	Housing Revenue Account Budget Monitoring Q1	Cabinet	No		September 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Central Services	Health & Corp Resources
30/09/25	Capital Monitoring Q1	Cabinet	No		September 2026	Liam Brown ☎02476 376275	Victoria Summerfield ☎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	Regeneration Projects Update	Cabinet	Yes	The report will contain information relating to the financial or business affairs of any particular person (including the Authority holding the information)	October 2025	Jonathan White ☎02476 376549	Maria Bailey ☎02476 376144	Business & Regeneration	Business, Regen & Planning

Individual Cabinet Member Decisions

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

Individual Cabinet Member Decisions – Exempt Items								
	None							

Officer Decisions									
Date entered:	Item - Description	Directorate	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	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: 30th September 2025

Signed: C. Watkins (Leader of the Council)

Health and Corporate Resources OSP – Work Programme 2025/26

Meeting dates: 26th June 2025, 23rd October 2025, 12th February 2026

Date Added	Lead Officer	Title	Description	Scrutiny/ Overview	Proposed Committee Date	Include in 2026/27 Work Programme	On Agenda 2025/26 or Briefing Note
	Steve Gore	Integrated Performance Report	Quarterly Benchmarking Report	Scrutiny (Councillors to submit queries in advance of the meeting)	26 th June 2025 23 rd October 2025 12 th Feb 2026	yes	yes
	Director of Public Health (Katie MB, Gemma McKinnon, jane.minchin@geh.nhs.uk)	HWBB Annual Report	Annual Report from Health and Wellbeing Board and JSNA	Overview	26 th June 2025	yes	yes
	Liam Brown	Fees and Charges Policy		Scrutiny	26 th June 2025	Yes	yes
Dec 2019	Vicki Summerfield/ Liam Brown	Capital Strategy	The Capital Strategy to be brought to the Panel for consideration and comment.	Scrutiny	23 rd October 2025		Yes
Dec 2019	Maria Bailey	Asset Strategy and Asset Management Plan	The Asset Strategy and Asset Management Action Plan to be brought to the Panel consideration and comment.	Scrutiny	23 rd October 2025		
Oct 2024	Ruth Bartlett	Emergency Planning	Work Programme Suggestion Form agreed in October 2024 that a report should provide information and an update on Emergency Planning, including: 1. That all the relevant information is on the website 2. That all elected members and relevant staff members have training would know exactly what to do in any situation		23 rd October 2025		Yes

			3. To reassure the public that the Council are fully prepared and would know what to do in the event of any emergency situation occurring in the Borough				
	Ruth Bartlett	Attendance Management Report	Annual report updating Members on previous year's performance and concerns.	Scrutiny	23 rd October 2025		Yes
26/06/2025	Ruth Bartlett	Agency Staff Review	A review of the use of agency staff over all departments as opposed to the employment of full/part time employees	Scrutiny	23 rd October 2025		Yes
	Chris Bain/ Shabina Khalifa	Healthwatch	The concerns and priorities for Healthwatch	Overview	12 th February 2026		
	GEH/ Jenni Northcote/ Samantha Young	George Eliot Hospital	Update presentation from the GEH on the current services, funding situation and challenges, including mortality rates in relation to coronary heart disease.	Overview	12 th February 2026		
26/06/2025		Air Quality	Air quality and its impact on health in the Borough	Overview	12 th February 2026		
	Abu Malek	Gambling		Overview	If required.		