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Date: 17th February 2026

Dear Sir/Madam,

A meeting of the **CABINET** will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday, 25th February 2026** at **4.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

To: Members of Cabinet

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

Observer

Councillor Kris Wilson

-

Leader of the Main Opposition Group

The Council is committed to providing a safe and respectful environment for our employees, customers and elected members. As such, please be advised that any form of abuse, aggression, or disrespectful behaviour towards our team will not be tolerated under any circumstances.

AGENDA
PART I
PUBLIC BUSINESS

1. **EVACUATION PROCEDURE**

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

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

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

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

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

3. **DECLARATIONS OF INTEREST** - To receive declarations of disclosable pecuniary interests and other interests in matters under consideration pursuant to Council procedure Rule 4A.2(iii).

a) Declaring interests at meetings

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

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

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

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

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

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

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

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

b) General dispensations granted to all members under s.33 of the Localism Act 2011

As the agenda for consideration by Cabinet includes budget related matters and setting council tax or a precept under the Local Government Finance Act 1992, a general dispensation applies to all elected members associated to the budget and Council tax related items on the agenda, as per the Council Schedule of Declarations of Interests 2025/2026 contained in the link above.

c) Notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.

Section 106 of the Local Government Finance Act 1992 places a duty to declare an interest on any councillor/elected member who is two or more months in arrears with their Council Tax payments if they attend any meeting involved in setting the Council tax rate for the local authority. They must abstain from any vote involved in the setting of the Council tax rate until they are no longer in arrears

4. MINUTES - To confirm the minutes of the Cabinet meeting held on the 21st January 2026 (**Page 8**).

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. UTILITY MANAGEMENT SOLUTION AND ENERGY ADMINISTRATIVE SERVICES PROVIDER – CONCESSION CONTRACT – report of the Interim Assistant Director – Housing and Community Safety attached **(Page 13)**
7. FOOD WASTE SERVICE a report of the Assistant Director - Environment and Enforcement attached **(Page 17)**
8. GENERAL FUND BUDGET 2026/27 a report of the Assistant Director – Finance attached **(Page 29)**
9. HOUSING REVENUE ACCOUNT BUDGET 2026/27 a report of the Assistant Director – Finance attached **(Page 94)**
10. CAPITAL BUDGET 2026/27 a report of the Assistant Director – Finance attached **(Page 105)**
11. LOCAL COUNCIL TAX SUPPORT SCHEME a report of the Assistant Director – Finance attached **(Page 114) (Appendix A - online only, see separate doc)**
12. CRISIS AND RESILIENCE FUND POLICY 2026 – a report of the Assistant Director – Finance attached **(Page 118)**
13. COUNCIL TAX S13A POLICY a report of the Assistant Director – Finance attached **(Page 134)**
14. NBBC BUSINESS RATE DISCRETIONARY RELIEF POLICY– report of the Assistant Director – Finance attached **(Page 147)**
15. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANEL
a) Housing and Communities OSP – 22nd January 2026
At its meeting the panel considered a motion ([22 January 2026: Housing and Communities Overview and Scrutiny Panel | Nuneaton and Bedworth Borough Council](#)) approved at Full Council on 16th September 2025. The following recommendation was put forward for Cabinet consideration:

i) it be recommended to Cabinet to examine the possibility of giving access to the Passport to Leisure Scheme for asylum seekers.

b) Business, Regeneration and Planning OSP – 29th January 2026

At its meeting the panel considered a motion ([29 January 2026: Business, Regeneration and Planning Overview and Scrutiny Panel | Nuneaton and Bedworth Borough Council](#)) referred from Full Council on 10th December 2025 regarding the Abbey Theatre/Nuneaton Arts CIO and put forward the following recommendation to Cabinet:

i) it be recommended to Cabinet that the Portfolio Holder for Leisure and Health (or a substitute) take up the second available seat on the Board of Trustees for Nuneaton Arts CIO, alongside Councillor S. Markham.

c) Health and Corporate Resources OSP – 12th February 2026
Equalities Policy

At its meeting the panel considered the attached report (**Page 189**)(**Appendix A - online only, see separate document**) and put forward the following recommendation for Cabinet consideration:

i) It be recommended to Cabinet that the revised Equality Policy be approved and adopted.

d) Health and Corporate Resources OSP – 12th February 2026
People Strategy 2026 - 2029

At its meeting the panel considered the attached report (**Page 194**) and put forward the following recommendation for Cabinet consideration:

i) it be recommended to Cabinet that the People Strategy 2026-2029 be approved and adopted.

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

Nuneaton and Bedworth Borough Council
Corporate Plan
Building Communities 2025 – 2029

United in Achievement.

Theme 1: Place and Prosperity

Strategic Aims:

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

Theme 2: Housing, Health and Communities

Strategic Aims:

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

Theme 3: Green Spaces and Environment

Strategic Aims:

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

Theme 4: Your Council

Strategic Aims:

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL

CABINET

21st January 2026

A meeting of Cabinet was held on Wednesday 21st January 2026 in the Council Chamber at the Town Hall.

Present

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

CB76 **Apologies**

None

CB77 **Declarations of Interest**

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

CB78 **Minutes**

RESOLVED that the minutes of the Cabinet meeting held on 3rd December 2025, be approved, and signed by the Chair

CB79 **Supplementary Planning Documents (SPD) – Permission to consult**

The Assistant Director – Planning submitted a report to Cabinet seeking approval to consult on Supplementary Planning Documents.

RESOLVED that the Affordable Housing SPD, Health Impact Assessment SPD, Heritage SPD, Hot Food Takeaway SPD, Sustainable Design and Construction SPD and Transport Demand Matters SPD be approved for a four-week public consultation and, it be noted a future report be issued back to Cabinet following consultation to endorse the Supplementary Planning Documents and recommend to Full Council the adoption of the Supplementary Planning Documents

SPEAKERS:

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options

Not to proceed with the consultation on the SPDs - Rejected – To provide supplementary planning guidance in accordance with the commitments set out in the adopted Borough Plan Review and latest Local Development Scheme (December 2025). The draft National Planning Policy Framework (NPPF) (December 2025) requires SPD's to be adopted by June. The Town and Country Planning Act (2012) requires Local Planning Authorities to consult on SPD's a minimum of 4 weeks. Therefore, the proposed consultation dates meet the

statutory requirement and timeframes set out in the consultation documents (December 2025).

Reasons

In accordance with the provisions in the Local Development Scheme (LDS) the Council has committed to produce the Supplementary Planning Documents. In accordance with the LDS consultation is required before Cabinet and Council approval.

CB80 Air Quality Management – Revocation of Midland Road Air Quality Management Area (AQMA 2)

The Assistant Director – Environment and Enforcement submitted a report to Cabinet to seek approval for the revocation of Midland Road AQMA 2 following the requirement from DEFRA.

RESOLVED that

- a) the revocation of AQMA (Air Quality Management Area) 2 be approved; and
- b) that a report be taken to OSP in early 2026 to outline the steps to be taken for the Council to adopt an Air Quality Strategy (AQS) for the whole borough, to ensure that air quality remains a high-profile issue.

SPEAKERS:

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options:

Do nothing – Rejected - Defra has confirmed that AQMA 2 should be revoked as the NO₂ concentrations have been below 90% of the annual mean objective value for five years. Concentrations in 2024 were all at or below 75% of the annual mean objective. Demonstrable compliance with air quality objectives over a prolonged period. Defra have requested revocation in accordance with updated guidance to retain the integrity of the Local Air Quality Management regime. If the AQMA is retained Defra will not appraise any Air Quality Action Plans for AQMAs that have been in compliance for five years.

Reasons:

NO₂ concentrations measured in AQMA 2 have been below 90% of the annual mean NO₂ objective value of 40 µg/m³ (i.e. below 36 µg/m³) for five consecutive years. The highest NO₂ concentration in AQMA 2 in 2024 was 30.8 µg/m³. Following appraisal of the 2025 Annual Status Report, Defra have recommended revocation of AQMA 2.

CB81 Contract Value Uplift – Property Maintenance

A report by the Interim Assistant Director – Housing and Community Safety submitted a report for Cabinet to seek approval to uplift the value of existing procured contracts to absorb the increased spend related to corporate property repair and maintenance.

RESOLVED that the increase to financial values as per 3.6 of the report be approved.

SPEAKERS:

Councillor Michele Kondakor

Options:

- 1) To agree the recommendations
- 2) To not agree the recommendations and request further information

Reasons:

To uplift the value of the existing relevant contracts as allowable under procurement regulations would:

- remove the delay caused by compliant contract tendering processes;
- allow time to undertake a full procurement exercise that incorporates the requirements of both dwellings and commercial properties
- ensure that all repair and maintenance requirements to corporate properties can be undertaken in a timely manner.

CB82 Contract Value Uplift – Independent Living Units Cleaning Contract with Nuneaton and Bedworth Community Enterprises Limited (NABCEL)

The Assistant Director – Strategic Housing submitted a report to uplift the value of the existing procured Independent Living Unit (ILU) Cleaning Contract awarded to NABCEL

RESOLVED that the proposed variation to the Independent Living Unit Cleaning Contract with NABCEL increasing the contract value as set out in paragraph 4.1 of the report be approved.

SPEAKERS:

None

Options:

- 1) Do nothing – Rejected - This option would result in the Council being unable to provide cleaning services for Independent Living Units (ILUs). This would lead to unacceptable hygiene standards, increased health risks for vulnerable tenants, and potential reputational damage to the Council.
- 2) Bring the service in house – Rejected - A full cost analysis showed that insourcing would require significant investment in staff recruitment, training, equipment, and ongoing management. These costs exceed the revised proposal and would place additional strain on existing resources, making this option financially and operationally unviable.

Reasons:

To accept the revised pricing proposal effective from 1st March 2026 will:

- Remove delays caused by initiating a new tendering process.
- Allow sufficient time to undertake a full procurement exercise.
- Ensure all cleaning requirements for ILU units are met in a timely manner

CB83 Pride in Place Camp Hill Funding

The Assistant Director – Economy and Regeneration submitted a report to Cabinet with an update on the progress of the Pride in Place Programme (PiPP) for Camp Hill and provide details of fund requirements as well as the Council's role as the responsible and accountable body

RESOLVED that

- a) the requirements of the fund be noted;
- b) the strategic direction and priorities of the fund be noted; and
- c) spend by the Board must be signed off by the Council's Section 151 Officer, as per the fund's Technical Guidance be noted.

SPEAKERS

County Councillor Keith Kondakor

Options

To approve the recommendations

To not approve the recommendations and request further information.

Reasons

To provide Cabinet with an update on the Pride in Place Camp Hill Programme .

CB84 Council Tax Support Scheme

The Assistant Director – Finance submitted a report to seek approval to undertake a review of the Local Council Tax Support Scheme with a view to changing the Banding Discount Scheme from 1st April 2027

RESOLVED that

- a) a review of the current scheme and the options around changes to a Banded Scheme be undertaken.
- b) engagement with an external consultant to support a review of the options for the Banded Scheme be approved.
- c) a report will be issued back to Cabinet following the review for consideration to either continue with the existing scheme or move to a Banded Scheme.

SPEAKERS

County Councillor Keith Kondakor

Councillor Michele Kondakor

Options

To approve the recommendation

To not approve the recommendation and request further information.

Reasons

Nuneaton and Bedworth Borough Council currently offer an 85% scheme where residents in receipt of LCTRS pays at least 15% of their Council Tax bill, regardless of their circumstances. The current scheme is not as supportive as it could be for the most vulnerable residents who simply cannot pay rather than will not pay.

**CB85 Recommendation from Local Government Reform Sub-committee
Community Governance**

The Chief Executive submitted a report to the Local Government Reform Sub-committee outlining the process and key considerations associated with establishing community governance structures within the Borough, specifically through the mechanism of Community Governance Reviews (CGRs). Recommendations were put forward for Cabinet approval.

RESOLVED that

- a) the report be noted and the actions raised be brought back to a future meeting of the Local Government Reform Sub-committee; and
- b) recommend to Council it is most logical to defer a full council decision to initiate a Community Governance Review, until the Government has decided on the future structure or local government within Warwickshire.

SPEAKERS

None

Options

To approve the recommendation

To not approve the recommendation and request further information.

Reasons

Deferring the initiation of a Community Governance Review until the Government has confirmed the future structure of local government within Warwickshire will allow the Council to make an evidence based and appropriately timed decision, avoiding duplication of effort and ensuring alignment with any wider reorganisation outcomes

CB86 Recommendations from Overview and Scrutiny Panels

None

CB87 Any Other Items

None

Chair

PUBLICATION DATE: 29TH JANUARY 2026

DECISIONS COME INTO FORCE: 6TH FEBRUARY 2026

AGENDA ITEM NO. 6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	18 February 2026
Subject:	Utility Management Solution and Energy Administrative Services Provider – Concession Contract
Portfolio:	Housing
Responsible Officer:	Interim Assistant Director – Housing and Community Safety
Corporate Plan – Theme:	Housing, Health and Communities
Corporate Plan – Aim:	Facilitate warm, safe, sustainable and affordable housing. Help local businesses thrive, support new business incubation and reduce the number of vacant units.
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. **Purpose of report**

- 1.1. The purpose of the report is to seek approval to procure and enter into a concession contract to provide utility management solutions and energy administrative services for the Council's property portfolio including domestic, void and commercial properties.

2. **Recommendations**

- 2.1. That Cabinet approve the appointment of a specialist organisation to provide the services outlined in 3.4 of this report.

- 2.2. Delegated authority be given to the Strategic Director for Housing and Communities, in consultation with the Portfolio Holder, to procure and appoint a supplier under a concession-based services contract to assist and support the provision of utility management solutions and energy administrative services for the Council's property portfolio for a term of no more than 5 years.

3. Background

- 3.1. The Council owns a property portfolio consisting of more than 5,600 housing assets and corporate assets.
- 3.2. As part of the management of these assets, the Council is required to engage with utility providers to for example, reinstate energy supplies, removing debt from utility meters etc. This can be extremely time consuming. Officers are often subject to lengthy waiting times for calls to be answered and progressed. This results in works being extended whilst officers wait for utility providers to act resulting in families in need of housing waiting longer for void properties, with the associated loss of rental income, and commercial properties remaining vacant whilst utility issues are resolved, again taking longer to rent out with a loss of income to the General Fund.
- 3.3. There are specialist organisations that provide utility services free of charge to the Council. Utilising these services would provide the following benefits:
 - Improving turnaround times for works including void properties.
 - Supporting the Voids, Capital and Corporate Property teams by freeing up officer time to focus on other areas.
 - Bringing commercial properties back to market allowing them to be relet more quickly.
- 3.4. The services which the Council are seeking to procure include:
 - Transferring energy providers
 - Reinstating energy supply to properties
 - Administering the opening and closing of energy accounts
 - Arranging for meters to be moved and updated
 - Removing debt from gas, electric and water meters
 - Adding a level of credit to the meters for works to be carried out.

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

- 4.1. Consultation has been carried out with the Interim Service Heads for Corporate Property and the Capital Projects Teams; the Voids Team and Land and Property. The Procurement Team have also been consulted and provided advice due to the nature of the

concessions contract and the fact services are offered free of charge.

5. Financial Implications

- 5.1. Under the concession contract the provider would receive some or all of the remuneration from the utility providers. The providers, therefore, are exposed to a potential loss on their investment due to demand fluctuations. The Council does not envisage any financial implications as there is no cost to the Council, no management fees are applicable, and the provider would instead re-coup their costs via the opportunity presented by the contract. The supplier's costs would be covered by the utility providers.

6. Legal Implications

- 6.1. There will be the requirement for the Council to procure the services in accordance with the Contract Procedure Rules found at part 4G of the Constitution. There may also be requirements to comply with the Procurement Act 2023 and Procurement Regulations 2024 where required and applicable.

7. Equalities implications

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

8. Health implications

- 8.1. No specific health implications have been identified.

9. Climate and environmental implications

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

10. Section 17 Crime and Disorder Implications

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

11. Risk management implications

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

12. Human resources implications

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

- Officer time will be released across different teams, with the greatest impact being on the Voids Team. This will allow the team to focus on other areas of the Voids process to improve turnaround times.

13. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Doing nothing would continue to extend periods of time for completing works, turning around void properties and re-letting commercial properties. Additionally, this option would continue to require additional costly capacity to manage the existing process.

14. Conclusion

- 14.1. The proposed approach will reduce the amount of officer time spent in dealing with utility providers which in turn will improve turnaround times for works, void properties and re-letting commercial properties.

15. Appendices

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

16. Background papers

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

17. Report Writer Details:

Officer Job Title: Interim Assistant Director – Social Housing and Community Safety

Officer Name: Lynn Joy



AGENDA ITEM NO.7

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting:

Subject: Domestic Food Waste Collections

Portfolio: Communities and Public Services

Responsible Officer: Andrew France

Corporate Plan – Theme: Green Spaces and Environment

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

Ward Relevance: All

Public or Private: Public

Forward Plan:

Subject to Call-in: Recommendations presented in this report have already been agreed at OSP in October 2025

1. Purpose of report

- 1.1 This report sets out the arrangements for enacting the delivery of domestic food waste collections in accordance with the requirements of the Environment Bill 2021.
- 1.2 The proposals are brought under the delegated authority granted by Cabinet in June 2025 and reflect the service design and approach agreed by OSP in October 2025 and was noted at Cabinet on the 12th of November as per minute number CB60 (iii).
- 1.3 The report provides the details of the service, how it will be implemented, and the associated current expected timescales required to ensure effective and compliant delivery.

2. Recommendations

- 2.1. That Cabinet approve the service provision enclosed in this report and the subsequent appendices for the roll out and delivery of domestic food waste collections.
- 2.2. The key specifics of these recommendations being:
 - The provision of 7 bespoke 7.5 tonne food waste collection vehicles
 - The provision of 23 litre kerbside caddies and 5 l kitchen caddies to all households
 - The provision of all kitchen caddies and wheeled bins to all communal properties and flats
 - The provision of caddy liners at the point service roll out and through public collection points moving forward

3. Background

- 3.1. The Environment Act 2021 places a legal obligation on all local authorities in England to arrange for the separate and free collection of food waste from all households. This legislation aims to reduce the amount of biodegradable waste sent to landfill, thereby lowering greenhouse gas emissions and promoting the recycling and composting of valuable resources.
- 3.2. NBBC is required by this legislation to implement a system for separate food waste collections by April 2026.
- 3.3. We are currently holding discussions with DEFRA to clarify our timelines for implementation and whilst DEFRA are keen to ensure compliance with this new service requirement, recent press releases from them have made it clear that where Authorities are engaging with them and have plans for the service roll out that the April date is not a hard deadline and the efficient and effective service roll out and delivery is the priority.
- 3.4. The existing garden waste collection service allows residents to dispose of food waste but as the service is charged paid for by residents and is a fortnightly collection it does not meet the requirements of the legislation and therefore cannot be used to meet the new statutory obligations from April 2026.
- 3.5. A bespoke, free weekly food waste collection service is therefore required to meet the requirements of the Environment Act 2021.

4. Body of report and reason for recommendations

- 4.1 To undertake the effective collection of Food Waste from domestic premises a new and bespoke service is required.

4.2 Collection vehicles

- 4.2.1 Specific collection vehicles are required for the collection of food waste. Our normal Refuse Collection Vehicles (RCV's) do not provide suitable containment for any liquids produced through the collection of food waste and rely on compaction systems within the vehicles body to squash waste they collect. The requirement for collecting food waste means it cannot be compacted.
- 4.2.2 Bespoke 7.5 tonne food waste trucks are to be procured to meet the collection requirements of the food waste collections service.
- 4.2.3 Modelling of the collections and resource requirements have led to established maximum resource levels as set out in appendix a and show that we will operate 6 collection rounds daily, meaning we will seek to procure 7 bespoke food collection vehicles to allow for the operation of the service with a spare vehicle to cover for down time of vehicles for issues such as breakdowns, scheduled inspections or planned maintenance.
- 4.2.4 The procurement of the food waste trucks has been a cause of slight delay to the development of the service. This was due to concerns we had operationally about two aspects of the service delivery; the safe storage during transit of the bins used to facilitate collections of the caddies from households and the cleaning of the vehicles.
- 4.2.5 Having identified a new to market vehicle in November that resolved both issues we have waited for the vehicle to become available to procure. This is now possible and the procurement process will be completed post approval of this report.
- 4.2.6 Delivery timescales of these vehicles are currently shorter than the previously viewed vehicles, so service rollout timescales and plans are not affected by waiting for this improved vehicle options.

4.3 Collection Model & Methodology

- 4.3.1 As shown in appendix A the modelling for the collection's services show that the most efficient model both for vehicle resources and staff levels is to operate a driver and two loaders model.
- 4.3.2 The driver plus 1 loader models don't provide enough resource to undertake weekly collections across the borough until we have 11 vehicles operating, whereas the driver plus 2 loader models provide sufficient resource at 6 vehicles.
- 4.3.3 The driver and 2 model allows for two crew members to undertake the collections from properties and to improve efficiency of this service we will operate a companion bin system to further improve collection efficiency.

4.3.4 This means the crews will use a bin that they remove from the vehicle and tip the contents of the kerbside caddies into. They then only need to visit the vehicle to empty the bins occasionally rather than to tip every caddy. This reduces the time it takes to undertake each properties collection.

4.4 Containers/Caddies

- 4.4.1 New containers for the collection of the food waste are required. Industry standards are a 5-10 litre kitchen caddy and a 20-30 litre kerbside caddies.
- 4.4.2 Work has been undertaken to identify and assess the best available caddies and again these options were shown to and discussed with the OSP working group.
- 4.4.3 Five litre kitchen caddies were identified as the best option for this item and 23 litre kitchen caddies for the kerbside models.
- 4.4.4 The use of both caddies is recommended from published studies in food waste showing that the provision of kitchen caddies increases service participation by between 8% - 15%.
- 4.4.5 The use of kerbside caddies is an essential part of the collection process and without these the service would not be deliverable. The kerbside caddies are designed to allow for safe handling and ergonomic holding for crews undertaken the collections.
- 4.4.6 Delivery deadlines for caddies is around 4 months from order and we have a couple of preferred options from our testing and sampling of options available on the market. This will go into a tender process as the suppliers aren't available via any framework agreements and allows us to source the best price available.
- 4.4.7 Communal properties will receive the kitchen caddies but rather than kerbside caddies will receive a communal wheeled bin to empty their kitchen caddies into that will then be emptied.
- 4.4.8 This methodology avoids communal properties having a large number of kerbside caddies cluttering bin storage areas and becoming damaged or lost.

4.5 Caddy Liners

- 4.5.1 The use of caddy liners for the kitchen bins, is shown by national studies to increase use in the service by up to 20%.

- 4.5.2 In accordance with the agreed service parameters from the OSP working group we will issue a set of caddy liners at the roll out of the service (delivered with the containers).
- 4.5.3 Replacement free liners will be made available, but only from certain public collection points. Where residents wish to they can source their own liners, now commonly available at low cost from most supermarkets etc.
- 4.5.4 Disposal outlets for the food waste place no restrictions or requirements on the types of liners used, they are removed from in the processing process anyway.

4.6 Communications

- 4.6.1 An extensive communications campaign will be undertaken prior and during the service roll out.
- 4.6.2 This will include a combination of direct written communications to households, social media posts, press engagements and direct engagement with community groups and residents associations.
- 4.6.3 Using our Promotions and Engagement officer we will also target low performing areas after services start to engage and encourage the use of the service.

4.7 Timeline for Service Delivery

- 4.7.1 Taking into account current market timelines it is expected that NBBC would be able to undertake the delivery of containers to households in September 2026 and undertake collection from Later September early October. A draft headline timeline is attached in appendix C.
- 4.7.2 Whilst it's possible that vehicles and containers would be available around July 2026, it is not considered good practice to attempt service roll out during the period of school summer holidays due to the likelihood of people being away on holiday.
- 4.7.3 In addition this timeline allows us to avoid the period of most significant resource impact on our collections operatives where holidays leave us limited in availability and we would not want to attempt service commencement whilst resources are stretched.

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

- 5.1 The development of a cross-party working party through the Environment and Leisure OSP group was established and meetings held to discuss and evolve the service parameters.

- 5.2 The recommendations for the service were agreed in full in the October OSP meeting and the service provision in this report reflect those agreed recommendations in full and noted within the Cabinet minutes of 12th November 2025.

6. Financial Implications

- 6.1 A Capital Transitional Grant from DEFRA has been awarded to Nuneaton and Bedworth Borough Council to the value of £980k to support the purchase of necessary equipment for food waste collections. This includes bins (internal kitchen caddies, external kerbside caddies, and communal bins) and food waste collection vehicles.
- 6.2 A further grant for the implementation and communication of the food waste service has been provided by Defra for £365k.
- 6.3 The costs for the implementation of the service are set out below this is based on current market discussions but is pending final procurement agreements. It shows though that currently the service implementation costs come in within the budget provided through the grants from Central Government.

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

7. Legal Implications

- 7.1 NBBC has a statutory duty to provide a free, weekly food waste collection service to all residents from April 2026. Failure to provide that

service could, based on published guidance from DEFRA result in future Extended Producer Responsibility payments received by the Council (circa £1.3m for NBBC in 25/26) being reduced or stopped.

- 7.2 The procurement activity would need to be undertaken in accordance with the Contract Procedure Rules and public procurement regulations to ensure compliant procurement and contract awards.

8. Equalities implications

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

9. Health implications

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

10. Climate and environmental implications

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

- i. Increased GHG emissions from the operation of new collection rounds for food waste
- ii. Circa 323 tonnes of CO₂ will be saved by the treatment of collected food waste
- iii. Noise impact of collection process

- 10.2. It is proposed to mitigate the above by implementing the following mitigations:

- i. Operation of euro 6 (or higher) collection vehicles, modelled to use least vehicles possible and smallest vehicles possible to minimise emissions. Route Optimisation software used to generate efficient and effective collection rounds.
- ii. Moving food waste to being disposed of through anaerobic digestion facilities rather than through energy from waste will save around 323 tonnes of CO₂ each year.
- iii. The use of bespoke modern collection equipment will reduce the impact of noise during the collection of food waste. Operation of the service solely during daytime hours will further limit the impact of noise during the collection process.

11. Section 17 Crime and Disorder Implications

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

12. Risk management implications

12.1. No direct risk management implications have been identified.

13. Human resources implications

13.1. No direct human resource implications have been identified.

14. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	NBBC would be in breach of its statutory duties and could be subject to penalty actions by central government.

15. Conclusion

15.1 With a legal requirement to implement domestic food waste collections NBBC needs to conclude the procurement process and set in place the full timeline for the roll out of domestic food waste service.

16. Appendices

16.1. Please note the following appendices:

- i. Appendix A – Collection Model and Round Viability
- ii. Appendix B – Collection Model costs based on staffing levels
- iii. Appendix C – Proposed implementation timeline

17. Background papers

17.1. Please note the following background papers:

- i. Delegated Authority granted by Cabinet in June 2025
- ii. Environment and Leisure recommendation paper October 2025
- iii. Cabinet minutes CB60 (iii) 12th November

18. Report Writer Details:

Officer Job Title: Neighbourhood Services Manager

Officer Name: Andrew France

Officer Email Address: andrew.france@nuneatonandbedworth.gov.uk

Appendix A

Collection Models and round viability

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

Appendix B

Collection model costs based on staffing levels

	Number of Rounds	Drivers	Collection Operatives	Total Staff Number	Total Annual Salary Costs (25/26 salaries)
Driver +1	5	5	5	10	£ 268,655
	6	6	6	12	£ 322,386
	7	7	7	14	£ 376,117
	8	8	8	16	£ 429,848
	9	9	9	18	£ 483,579
	10	10	10	20	£ 537,310
	11	11	11	22	£ 591,041
Driver +2	5	5	10	15	£ 396,600
	6	6	12	18	£ 475,920

Appendix C

Planned service implementation timeline

Task	Description	February 26	March 26	April 26	May 26	June 26	July 26	August 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27
Phase 1														
1.1	Project Team Formation													
1.2	Service Design													
	Set Service Parameters													
	Establish Policies For Service													
	Optimise routes													
1.3	Establish Data Management Systems													
	Missed bin reporting system													
1.4	Treatment Facility Agreement													
Phase 2														
2.1	Comms Strategy													
	Identify target audiences													
	Define Key Messages													
2.2	Create Information Materials													
2.3	Launch Comms Campaign													
Phase 3														
3.1	Finalise container distribution process													
	Identify storage area													
	Route delivery rounds													
3.2	Staff recruitment													
	Vehicle Delivery													
	Vehicle Livery													
3.3	Staff Training													
3.4	Container Distribution													
Phase 4														
4.1	Final Comms Blitz													
	Social Media													

	Printed media													
4.2	Service Launch													
4.3	Post Launch Monitoring													
	Resolve roll out issues													
4.4	Project Review													

AGENDA ITEM NO. 8

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	25 th February 2026
Subject:	General Fund Revenue Budget 2026/27
Portfolio:	Resources and Central Services
Responsible Officer:	Strategic Director for Corporate Resources
Corporate Plan – Theme:	Grow a Strong and Inclusive Economy
Corporate Plan – Aim:	Work
Ward Relevance:	All
Forward Plan:	Yes
Subject to Call-in:	No – this is not subject to call-in as a delay would seriously prejudice the Council's or the public's interests. Furthermore, the report requires approval from Full Council to which Full Council may review, debate and vote on the adoption of the scheme.

1. **Purpose of report**

- 1.1. To present the General Fund revenue budget for 2026/27 for approval.
- 1.2. To provide an update on the General Fund Medium-Term Financial Plan (Appendix B) taking account of the Local Government Finance Settlement for 2026/27 to 2028/29.

2. **Recommendations**

- 2.1. It be Recommended to Council that:
 - 2.1.1. The Council Tax requirement for 2026/27 of £11,566,358, an increase of 2.99% on a Band D, is approved in accordance with the Local Government Finance Act 1992.

- 2.1.2. It be noted that the NNDR1 has been completed and submitted to the Ministry of Housing, Communities and Local Government (MHCLG) and included within the Budget for 2026/27 with a precept for Nuneaton and Bedworth Borough Council (NBBC) of £21,678,232 in 2026/27.
- 2.1.3. The Fees and Charges for 2026/27 (Appendix C) are approved and implemented.
- 2.1.4. The net General Fund revenue expenditure budget of £23,838,704 is approved (Appendix A).
- 2.1.5. The Section 25 Statement of the S151 Officer in part 9 of the report detailing the reserve position, robustness of estimates and affordability is given due consideration when approving the budget and Council Tax for 2026/27.
- 2.1.6. Delegated authority be given to the Strategic Director – Corporate Resources, Strategic Director – Housing & Community Safety and Strategic Director – Public Services to incur expenditure in accordance with the approved budget including undertaking procurement exercises in accordance with the Council's Contract Procedure Rules.
- 2.1.7. Delegated authority be given to the Strategic Director – Corporate Resources to use the Financial Planning Earmarked Reserve when necessary to support the financial position of the Council.
- 2.1.8. It be noted the update to the medium-term financial plan (section 6) and use of reserves (section 7).
- 2.1.9. The Leader of the Council writes to the Secretary of State for Environment, Food and Rural Affairs on behalf of the Council to outline the Council's concerns regarding the adequacy of Government funding to meet the full operational costs of delivering the mandated food waste collection service.
- 2.1.10. The Leader of the Council writes to the Secretary of State for Levelling Up, Housing and Communities on behalf of the Council to outline the Council's concerns regarding the lateness of the Local Government Finance Settlement and the settlement amount awarded.
- 2.2. The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Local Government Finance Settlement

- 3.1. Details of the Final Local Government Finance Settlement were announced on 9th February 2026, and the budget has been updated following the changes.
- 3.2. This year was unprecedented as initially it was later than in previous years but significant changes to the funding mechanisms provided in the Provisional Settlement were announced.
- 3.3. The impact of changes are in relation to a recalculation of grant funding available for allocation after review of Business Rates growth contained within pools. The Council is part of the Coventry and Warwickshire Business Rates Pool and was affected by these changes.
- 3.4. Although the Council was set to lose with the changes to the above noted recalculation, the Government announced a one-off Adjustment Support Grant to compensate losses in 2026/27.
- 3.5. The impact of changes from provisional to final settlement are detailed below with additional funding being received for Homelessness:

	2026/27 £m	2027/28 £m	2028/29 £m
Fair Funding Allocation:			
Final	10.65	10.72	10.75
Provisional	11.10	10.95	10.75
Decrease	-0.46	-0.23	0.00
Homelessness, Rough Sleeping and Domestic Abuse:			
Final	1.00	1.09	1.10
Provisional	0.89	1.03	1.07
Increase	0.11	0.06	0.03
Adjustment Support Grant	0.46	0.00	0.00
Total Change in Funding	0.11	-0.17	0.03

- 3.6. The settlement covers 2026/27, 2027/28 and 2028/29 which is the first to cover multiple financial years since 2017/18 and the medium-term financial plan has been updated.
- 3.7. Core Spending Power as listed in the final settlement is detailed below with 2025/26 as a comparator.

	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m
Fair Funding Allocation	0.00	10.65	10.72	10.75

Legacy Funding Arrangements	10.05	0.00	0.00	0.00
Council Tax Requirement	11.08	11.58	12.11	12.67
Homelessness, Rough Sleeping and Domestic Abuse	0.60	1.00	1.09	1.10
Grants Rolled into RSG	0.40	0.00	0.00	0.00
Recovery Grant	0.51	0.51	0.51	0.51
Adjustment Support Grant	0.00	0.46	0.00	0.00
Core Spending Power	22.65	24.21	24.44	25.03

- 3.8. Although core funding has increased by 6.9% (£1.56m) from 2025/26 to 2026/27, Council Tax increases, funding now included in CSP for Homelessness and the one-off Adjustment Support Grant make up £1.36m of the increase.
- 3.9. Funding such as New Homes Bonus, compensation for increased employer National Insurance contributions and part of the homelessness prevention grant which were identified individually previously have been rolled up into the Revenue Support Grant.
- 3.10. The Council will continue to receive the £514k Recovery Grant and will receive an additional support grant in 2026/27 of £456k to fund the reduction in Revenue Support Grant between the draft and final financial settlements.
- 3.11. Homelessness funding has been consolidated into a single grant of £1,002k which is a slight increase in comparison to 2025/26 allocation of £976k when considering the Homelessness Prevention, Rough Sleeping Prevention and Domestic Abuse Recovery grants.
- 3.12. In addition, the increase of 2.99% on a Band D property and the increase in tax base to 41,369.0 has resulted in an increase of £487,732 in Council Tax between years for NBBC and is £335,503 more income than the draft budget. The Band D of £279.59 is an increase of £8.12.
- 3.13. An area of specific pressure going forwards is Food Waste which is set to cost the Council an additional £1.1m from 2027/28. Although the fair funding review was due to consider this new burden, it is unclear what funding was allocated within the settlement due to grants being rolled up into Revenue Support Grant.

National Non-Domestic Rates (NNDR)

- 3.14. The return for NNDR forecasting the income position for 2026/27 has been submitted to MHCLG and a summary of the position included within the budget is included in the following table.

	2025/26	2026/27	Movement
	£	£	£
Income	19,887,710	21,678,232	1,790,522
Levy	(2,330,908)	0	2,330,908
Surplus / (Deficit)	1,506,079	(262,484)	(1,768,563)
Reserve Contribution	0	826,155	826,155
Tariff	(11,346,032)	(16,938,674)	(5,592,642)
	7,685,849	5,303,229	(2,413,620)

3.15. For 2026/27 there has been a Business Rates Revaluation which amends the Rateable Value (RV) for business premises alongside the change from two multipliers to five multipliers and a Business Rates Reset which has given the Council a new Baseline Funding Level (BFL) and Business Rate Baseline (BRB).

3.16. Both amendments to business rates have resulted in a negative impact on funding available to the Council and subsequently the decision to not continue with the Warwickshire Collection Fund Pool past 31st March 2026 has been taken.

3.17. Formerly, a levy was payable on any growth of Business Rates above the Baseline of 50%. Growth has been significant for the Council in recent years therefore being part of the Pool has been beneficial. The levy payment has been altered as part of the settlement, but the Council is unlikely to pay significant contributions going forwards due to the loss of growth retained.

3.18. The deficit in 2026/27 can be covered by the increased S31 grant for Reliefs which are higher than budgeted in 2025/26 and this will be carried forward to offset the 2026/27 deficit.

3.19. When considering the impact of Business Rates retention in 2026/27, the Council has increased income of £4.1m (excluding the usual bonus of S31 grants in year) but has an increased tariff of £5.6m to pay to the Government.

3.20. The risks around reductions to business rates retention after the reset has been presented to Council in previous years financial reports as an on-going risk. Due to the changes in the BFL and BRB the Council is having to use the earmarked reserve specifically set a-side for Business Rates in the interim whilst longer term savings are identified to fund the reduction in retained rates.

4. Budget Consultation

4.1. Appendix F summarises the consultation responses and gives a graphical representation for clarity.

- 4.2. The consultation received 103 responses, of which 96 were from residents living within the borough. Response levels varied by question, as not all fields within the consultation were mandatory. Although only a small percentage of the Borough's population responded to the consultation, the submissions provide valuable insight into the views, experiences and concerns of participants.
- 4.3. Below are summary points raised regarding specific service delivery areas.
- 4.4. Parks and Open Spaces was the most frequently mentioned area, referenced by 36.7% of consultation respondents. Within the budget, an additional £30k has been included to enable further tree and planting works around the Borough.
- 4.5. Economic Development and Business Support was the second most frequently mentioned area, referenced in 34.7% of consultation responses. Within this theme, the primary area of concern (31%) related to town centre regeneration.
- 4.6. Regeneration has been fully funded and has been in progress in both Nuneaton and Bedworth for four years. The major projects are concluding during 2026 and £400k has been set-aside in reserves as part of the budget round to support continuation of regeneration. A more detailed report will be presented to Cabinet in 2026/27.
- 4.7. Community Safety and CCTV was the third most frequently mentioned area, appearing in 32.7% of consultation responses. Within this theme, the most prominent issue related to a desire for increased policing and stronger action to address antisocial behaviour, accounting for 62% of comments within the theme, with a particular focus on town centre areas.
- 4.8. Policing is not an area of responsibility of the Council, but points have been reviewed and any opportunities to improve our support regarding the safety concerns noted will be considered. CCTV however has in recent years been increased with 24 hour coverage of town centres funded by the Council.
- 4.9. Housing Services accounted for 14.3% of the feedback, representing the smallest of the areas identified through the analysis. Within this theme, respondents most frequently called for increased investment in the social housing stock.
- 4.10. Additional concerns included the pace and scale of housebuilding, the quality of customer experience associated with social housing services, and the management of void properties. One respondent referenced the Downsizing Incentive Scheme as a potential means of freeing up larger social housing properties and supporting

tenants living in homes that no longer meet their needs and encouraged the Council to consider revisiting the scheme as part of its wider housing approach.

- 4.11. New build is a key priority for the Council with 26 properties being delivered in 2024/25, new build is in progress in 2025/26 and £1.4m has been included in the budget in 2026/27 to increase housing stock further. A scheduled plan over 30-years is in place to ensure housing stock is maintained to a decent homes standard with £12.7m included in the budget for 2026/27.
- 4.12. A project group has been set up to review the Downsizing Incentive Scheme, and any outcomes will be reported to Cabinet.
- 4.13. Engagement with residents is a focus for the Council and further work will be undertaken to review priority concerns.

5. Budget Position

- 5.1. The draft budget was presented to Cabinet in December 2025 and a deficit position of £3.543m was reported.
- 5.2. Within the draft budget, Food Waste costs were included alongside inflationary pressures plus other growth items for services such as an election, Borough Plan support and additional Health & Safety resource.
- 5.3. Work has been undertaken to bridge the budget gap with savings and income generation accompanied by the Local Government Finance Settlement resulting in a balanced budget position for 2026/27.
- 5.4. Additional pressures were highlighted during the finalisation of the budget, and a breakdown of the final position is summarised in the following table:

	2026/27
	£'000
General Fund Draft Budget Deficit	3,543
<u>Changes in Funding:</u>	
Update to Business Rates Retention	£734
Increased Revenue Support Grant	(£2,347)
Inclusion of Recovery Grant	(£514)
Council Tax Surplus	(£101)
Homelessness Consolidated Grant Increase	(£53)
<u>Additional Changes since the Draft Budget:</u>	
Reduction in Investment Income	£200

Increase in Pay award from 3% to 3.5%	£84
Emergency Planning Service change from External to Internal	£23
Leisure Facilities Management Hub Contract	(£420)
Reviewed Business Rates Charges applicable to NBBC	(£175)
Changes due to the Pension Fund revaluation	(£165)
Final Deficit to Fund	809
<u>Councillor Funding Decisions</u>	
Transformational savings target	(£500)
Council Tax Increase at 2.99%	(£336)
Removed Loss of Income on Planning Fees	(£60)
Funding Software Implementation by Earmarked Reserves	(£49)
Remove Growth for Planning Legal Support	(£42)
Increase in Fees and Charges	(£18)
<u>Growth Items:</u>	
Support for Development Control Enforcement	£55
Support for Climate and Sustainability	£50
Include resource for Selective Licencing	£38
Consultancy for Legal	£20
Increase Events within the Borough	£20
Total Deficit / (Surplus)	(11)

5.5. The additional income received within the final settlement is proposed to be included in full during 2026/27 which has supported the General Fund. Savings will be required into the future to ensure financial sustainability of the Council. Refer to section 6 and the detail around the MTFP.

5.6. All additional growth included as part of the final budget are one-off due to the ongoing funding pressures and are referenced in the MTFP.

Additional Changes since the Draft Budget

5.7. Due to the high interest rates and economic climate, the Council has internally borrowed to fund recent year's Capital programmes. This has led to cash reserves reducing to keep external interest costs as low as possible but has had a knock-on effect on the investment income. This has subsequently been reduced to factor in the lower cash reserves.

- 5.8. The Consumer Price Index (CPI) was expected to continue reducing towards the end of 2025 working its way towards the 2% target set by the Bank of England. This did not occur with CPI increasing by 0.2% in December 2025. Due to this the Pay award Provision was increased from 3% to 3.5% causing an additional funding requirement on the General Fund.
- 5.9. Currently NBBC contributes to a partnership provided by Coventry, Solihull and Warwickshire for emergency planning. However, the arrangement does not meet our needs fully and in order to strengthen this the service will be brought back in house causing a staffing requirement and additional funding.
- 5.10. The new leisure contract has been completed with the contract signed. This has resulted in large amounts of revenue savings for the General Fund going from paying the contractor management fees for running the leisure centres to receiving an income.
- 5.11. Following the revaluation of Rateable Values for properties there has been a review on the Councils liability to pay business rates which has led to a saving identified from the draft budget.
- 5.12. Every 3 years the pension fund has a revaluation which changes the percentages contributed by the employer. The most recent revaluation has reduced the contribution percentage and therefore alleviated funding for the General Fund.

Member Funding Decisions

- 5.13. In previous years there has been a budget provision to account for vacancy savings. This was not included within the draft budget but following further analysis the saving has been re-instated.
- 5.14. Increasing the council tax by the maximum 2.99% will increase funding to deliver services.
- 5.15. The draft budget included a reduction on planning fee income which has subsequently been re-instated by the controlling group after further analysis on previous years income received.
- 5.16. Within the draft budget was the inclusion of software implementation as a one-off cost. This has been removed and the cost of the implementation will be funded from earmarked reserves.
- 5.17. After further consultation with officers, the planning legal support growth item included within the draft report has been removed and generic legal support has subsequently been added as referred to in point 5.22.

- 5.18. Attached at Appendix C is the proposed increases to discretionary fees and charges with more detailed explanation on the increase under point 8 of the report. These increases result in additional income.

Growth Items

- 5.19. To improve the enforcement and monitoring of planning applications it is proposed to increase resources and include funding for development control enforcement. This will attempt to mitigate legacy issues where work is undertaken without planning authority.
- 5.20. To improve the council's approach to climate change and sustainability it is proposed to make additional resource available. This will be dedicated to managing the action plan in place and provide guidance or advice to members and officers in relation to tackling the climate change and sustainability issues the Council faces.
- 5.21. Funding to explore the viability of a selective licensing scheme and article 4 direction.
- 5.22. As referred to in point 5.17 it is proposed to increase the consultancy budget in legal services. Currently the service area has difficulty recruiting which has limitations on capacity and this increase offers scope to utilise external resources where necessary.
- 5.23. Additional money has been allocated to increase events across the borough.

6. Medium-Term Financial Plan

- 6.1. A revised Medium Term Financial Strategy (MTFS) was reported to Cabinet in November 2022 and was noted in the report that the Plan that accompanies the Strategy will be updated and presented during the budget process. Now a multi-year settlement has been finalised on the 9th February 2026 the MTFS will be updated and presented to Cabinet during 2026/27.
- 6.2. The MTFP includes all of the updates considered within this report and the funding changes from the multi-year settlement. A level of reserves is still set to be drawn down in 2026/27 with contributions being made for future capital and strategy works.
- 6.3. A summary of the anticipated position in future years is included below with detail contained in Appendix B.

GENERAL FUND MEDIUM-TERM FINANCIAL PLAN

	Budget	Proposed Budget	Forecast	Forecast
	2025.26	2026.27	2027.28	2028.29
	£'000	£'000	£'000	£'000
Portfolio Expenditure	23,027	25,236	26,239	27,472
Central Provisions	(2,243)	(1,397)	(919)	(307)
Additional Pressures/Opportunities	(250)	0	(2,055)	(3,386)
Net Expenditure	20,534	23,839	23,264	23,778
Total Funding	(20,784)	(23,848)	(23,265)	(23,778)
Surplus	(250)	(10)	(1)	(0)

- 6.4. The in-year anticipated surplus is to be contributed to the General Fund balances to ensure there is provision for future pressures that may arise.
- 6.5. On the 12th February 2026 a report in relation to the Transformation Strategy was taken to the Health and Corporate Resources Overview and Scrutiny Panel which outlined the approach to producing and publicising a strategy. This will outline how potential savings will arise and the approach the Council will take to achieve them.
- 6.6. The Transformation Strategy and updated MTFS will be key to tackle the savings targets of £1m in 2027/28 and £0.75m in 2028/29 which are included within the MTFP in order to balance future years.
- 6.7. During the course of the MTFP there is still an expectation that reserves will be drawn down. These drawdowns are primarily for projects and capital works already committed to. The Council's earmarked reserves position is set to reduce during the coming years, and the end of year balances are outlined in the table below.

2025.26	2026.27	2027.28	2028.29
£'000	£'000	£'000	£'000

Capital	4,672	3,547	3,007	2,897
Financial Resilience	4,517	4,206	3,856	3,856
General	5,219	5,219	5,219	5,219
Risk	4,578	4,578	4,578	4,578
Total Earmarked Reserves	18,986	17,550	16,660	16,550
General Fund Balance	2,640	2,650	2,651	2,651
Total General Fund Reserves	21,626	20,200	19,311	19,201

6.8. The Local Government Finance Settlement will provide a greater level of certainty regarding funding and any resulting expenditure pressures. A summary of assumptions included within the Plan is listed below:

- 3.5% salary increase in 2026/27, reducing to 3.0% salary from 2027/28 and 2.5% from 2028/29
- Inflation but only where contractual obligations exist
- Council Tax limits before referendum will remain at 2.99% on a Band D and this is built in going forwards
- A 1% tax base increase per annum on Council Tax
- NNDR is built in as per the Local Government Finance Settlement
- Assumed a reduction in Extended Producer Responsibility Grant year on year with no guarantee of the funding after 2026/27
- Increased costs for food waste post 2026/27 building in a full year of the service

7. Reserves

- 7.1. Earmarked reserves are held for specific purposes and transfers to and from reserves are anticipated to be made in year for both revenue and capital purposes.
- 7.2. As at 31st March 2025, the Council held £18.986m in specific earmarked reserves and there is an expected drawdown from reserves during 2025/26. This is due to commitments already approved, funding that is set-aside for specific purposes less the anticipated surplus during 2025/26.
- 7.3. Appendix E highlights a review undertaken to re-purpose earmarked reserves which are no longer needed and alleviate funding to mitigate risks the Council faces.
- 7.4. The review has resulted in more funding being made available for expenditure in relation to risks around Asset Maintenance as the Council continues to produce an Asset Management Strategy to understand funding requirements in future years.

- 7.5. Following the changes to business rates the NDR Retention reserve has been moved in full to the Financial Planning reserve. This reserve will now be used as a provision to finance any losses or funding requirements to support expenditure in relation to Local Government Re-organisation, Business Rates Revaluation and Reset and gaps in achieving the savings targets referred to in point 6.6.
- 7.6. Project specific funding has been made available for ICT & Transformation and over £400k for future regeneration projects with Grayson Place phase one and two nearing completion.
- 7.7. Local Government Reorganisation has been added to the list of financial risks, and a Shadow Cabinet Election has been included in the MTFP in 2027/28. Greater costs to merge authorities will be seen in future years which needs to be considered as this will impact Financial Planning.

8. Fees and Charges

- 8.1. Discretionary fees and charges are recommended to be uplifted by December CPIs rate of 3.4% (excluding the green bin charge). The Fees & Charges Policy was approved by Cabinet in July 2025.
- 8.2. No uplifts for fees and charges within the following services are proposed due to reviews on-going:
 - Planning and Land Charges
 - Licencing
 - Legal
- 8.3. During 2026/27 individual cabinet reports will be presented in relation to the above service area fees and charges with recommendations for uplifts. Once these have been approved the new fees and charges will supersede the ones outlined in Appendix C.

9. Statement of the S151 Officer

- 9.1. In their role as the Council's S151 Officer (Chief Finance Officer), the Strategic Director – Corporate Resources is required, under S25 of the Local Government Act 2003, to provide an opinion of the robustness of the estimates included in the budget for the forthcoming year and the adequacy of the Council's reserves.
- 9.2. The three-year Financial Settlement has given more certainty around funding and has enabled the MTFP to be balanced. There is however a requirement to make savings in future years to ensure the Council remains financially sound.

- 9.3. With large savings targets being included within the MTFP, it is key that the Transformation Strategy is developed and embedded very early in 2026/27 to ensure a sustainable financial position.
 - 9.4. The budget presented is balanced over the three-year period and although challenging, it is deliverable.
 - 9.5. There is an underspend forecasted for 2025/26 due to the benefit of business rates growth. The surplus expected in year will increase the General Fund working balance as noted in the MTFP and anything additional will be utilised to support the potential drawdown budgeted for the business rates retention losses in 2026/27.
 - 9.6. The budget setting process has been thorough, involving the Senior Leadership Team who have put forward risks and opportunities included within the budget, Cabinet members have scrutinised the detail and a full public consultation was undertaken, details of which are included in section 4 of the report.
 - 9.7. As noted in section 7 of the report, the Council holds reserves for risks and analysis conducted suggests that these are robust and will enable support of Council services over the next three-years.
 - 9.8. On review of the General Fund balance, it is deemed sufficient by the Chief Finance Officer to have 10% of net expenditure as a minimum balance. The General Fund balance is currently £2.4m and is expected to increase to £2.6m and therefore exceeds this target.
 - 9.9. Considering the above, together with the proposals within the report, it is the view of the Strategic Director – Corporate Resources that the estimates for 2026/27 are robust and the proposed level of reserves are adequate.
10. Financial Implications
 - 10.1. Contained throughout the report.
 - 10.2. Once a budget is in place, the Cabinet holds the responsibility to implement it in accordance with its responsibility for functions. In doing so, the Cabinet may not act contrary to the budget without provision being provided for that within the Council's Constitution or without the consent of Council.
 11. Legal Implications
 - 11.1. Having a balanced budget is a key concept outlined in Section 114 of the Local Government Finance Act 1988.

- 11.2. The Authority must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.
 - 11.3. Section 30(6) of the Local Government Finance Act 1992 provides that the Council must set its budget before 11 March in the financial year preceding the one in respect of which the budget is set.
12. Equalities implications
 - 12.1. A review has been undertaken, and it has been identified that no assessment is required following consultation and liaison with the appropriate officer.
13. Health implications
 - 13.1. No specific health implications have been identified following the completion of an impact assessment.
14. Climate and environmental implications
 - 14.1. Funding has been included in the budget to for development of a Climate Change and Sustainability Strategy and Action Plan which will support the Council's approach to the climate change emergency.
15. Section 17 Crime and Disorder Implications
 - 15.1. No direct Section 17 crime and disorder implications have been identified.
16. Risk management implications
 - 16.1. As part of determining whether the Council has financial stability, risk analysis regarding the financial position needs to be considered.
 - 16.2. The Council faces financial risks from a number of sources, some of which are unforeseen and to ensure the authority is able to operate, specifically statutory obligations, it is essential to understand the risks and ensure mitigation is in place.

16.3. Full risk analysis has been undertaken and is included in Appendix D.

17. Human resources implications

17.1. No direct human resource implications have been identified.

18. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	This is rejected as per point 11 of the report. Having a balanced budget is a key concept outlined in Section 114 of the Local Government Finance Act 1988.

19. Conclusion

19.1. Following the funding changes in the Local Government Finance Settlement, increases in Core Spending Power from 2026/27 to 2027/28 and 2028/29 heavily relies on Council Tax being increased by the maximum 2.99%. Savings targets will be identified to ensure the Council is sustainable with the risk of costs increasing faster than the additional funding being made available.

19.2. That a balanced budget is proposed and that a robust level of reserves is in place to support the Council's services during 2026/27.

20. Appendices

20.1. Please note the following appendices:

- i. Appendix A – General Fund Detailed Budget Breakdown 2026/27
- ii. Appendix B – Medium-Term Financial Plan
- iii. Appendix C – Fees and charges 2026/27
- iv. Appendix D – Risk Analysis
- v. Appendix E – Earmarked Reserves Changes
- vi. Appendix F – Consultation Questions and Responses

21. Background papers

- 21.1. Transformation Strategy (Health and Corporate Resources Overview and Scrutiny Panel – 12th February 2026) - [12 February 2026: Health and Corporate Resources Overview and Scrutiny Panel | Nuneaton and Bedworth Borough Council](#)
- 21.2. General Fund Draft Budget 2026/27 (Cabinet – 3rd December 2025) - [3 December 2025: Cabinet | Nuneaton and Bedworth Borough Council](#)
- 21.3. Consultation on the Budget 2026/27 (Cabinet – 8th October 2025) - [8 October 2025: Cabinet | Nuneaton and Bedworth Borough Council](#)

22. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

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

General Fund Detailed Budget 2026/27

Appendix A

	2025/26 Budget	2026/27 Draft Budget	2026/27 Final Budget	Variance
	£	£	£	
Markets & Street Trading	53,301	44,154	38,855	(14,447)
Town Centre Management	631,332	726,790	718,695	87,363
West Midlands Combined Authority	30,000	30,000	30,000	0
Car Parks	72,439	101,907	(26,885)	(99,324)
Public Passenger Transport	57,499	58,748	56,425	(1,074)
Public Conveniences	146,128	168,213	166,508	20,379
Marketing, Promotions and Publicity	92,850	90,670	110,450	17,600
Commercial Property	(867,434)	(795,296)	(966,864)	(99,430)
Industrial Estates	(193,669)	(199,091)	(193,275)	395
Economic Development	465,950	517,517	515,087	49,137
Estates	801,100	741,971	723,158	(77,942)
Business & Regeneration Total	1,289,496	1,485,583	1,172,154	(117,342)
Rent Allowances	82,510	82,510	82,510	0
Rent Rebates	740,602	740,602	740,602	0
Electoral Registration	111,685	133,335	133,335	21,650
Election Expenses	78,500	196,300	196,300	117,800
Equal Opportunities	51,960	59,600	59,250	7,290
Emergency Planning	31,400	31,400	54,800	23,400
Democratic Representation and Management	364,185	391,672	403,300	39,115
Revenues	1,402,795	1,608,763	1,596,403	193,608
Corporate Management	5,216,341	5,685,885	5,563,953	347,612
Mayoralty	16,290	17,930	17,930	1,640
Resources and Corporate Services Total	8,096,268	8,947,997	8,848,383	752,115
Cemeteries	96,092	126,527	204,224	108,132
Allotments	(1,125)	(1,072)	(1,072)	53
Parks	2,869,784	2,962,647	2,969,126	99,342
Community Recreation	1,308,740	1,386,612	938,714	(370,026)
Sports Development	22,420	22,420	22,420	0
Museum	274,837	302,574	295,181	20,344
Arts Development	115,150	85,241	85,241	(29,909)
Community Development	1,950	1,970	1,970	20
Voluntary Bodies	142,383	142,983	142,983	600
Community Safety	93,580	48,870	48,870	(44,710)
Community Centres	70,018	70,031	70,031	13

Leisure, Communities and Health Total	4,993,829	5,148,803	4,777,689	(216,141)
Housing Advice Centre	(981,682)	(892,392)	(958,525)	23,157
Private Sector Grants	94,880	124,944	123,704	28,824
Housing Strategy	1,062,242	758,172	748,803	(313,439)
Private Sector Housing Standards	(11,822)	228,248	351,542	363,364
Mobile Home Sites	(100,150)	(100,088)	(103,930)	(3,780)
Housing Total	63,468	118,885	161,595	98,127
Environmental Protection	180,731	492,171	489,241	308,510
Food & Occupational Safety	271,375	280,765	278,945	7,570
Land Drainage Works	0	0	0	0
Street Nameplates	9,660	9,660	9,660	0
Building Control	95,911	97,841	97,841	1,930
Development Control	(446,620)	(266,750)	(365,920)	80,700
Planning Policy & Applications	1,540,000	1,353,605	1,347,775	(192,225)
Land Charges	(61,119)	(56,219)	76,961	138,080
Licences	(90,556)	(24,056)	(25,386)	65,170
Health & Safety	93,812	251,838	208,583	114,771
Planning and Enforcement Total	1,593,194	2,138,855	2,117,700	524,506
Refuse & Cleansing	3,953,294	4,288,089	4,265,892	312,598
Recycling	1,618,114	2,210,349	2,207,519	589,405
Neighbourhood Management	1,304,861	1,451,661	1,445,835	140,974
Footpath Lighting	6,300	6,300	6,300	0
Environmental Projects	63,204	137,754	187,754	124,550
Environmental Sustainability	45,000	45,000	45,000	0
Environment and Public Services Total	6,990,773	8,139,153	8,158,300	1,167,527
Portfolio Total	23,027,028	25,979,275	25,235,821	2,208,793
Central Provisions	433,416	1,082,489	636,591	203,175
Depreciation & Impairment	(3,096,530)	(3,086,890)	(3,169,390)	(72,860)
Contributions To/From Reserves	(1,435,806)	(1,435,806)	(1,435,806)	0
Financing of Capital Expenditure	1,125,000	1,125,000	1,125,000	0
PWLB Premiums	21,120	21,120	21,120	0
Investment Income	(741,320)	(741,320)	(458,820)	282,500
Minimum Revenue Provision	530,418	828,862	828,862	298,444
External Interest	920,348	1,055,326	1,055,326	134,978
Total Council Net Expenditure	20,783,674	24,828,056	23,838,704	3,055,030
Council Tax	(11,078,501)	(11,230,442)	(11,565,945)	(487,444)
New Homes Bonus	(1,027,339)	0	0	1,027,339
General Government Grants	(844,000)	(3,844,000)	(6,879,184)	(6,035,184)
Business Rates Retention	(6,210,770)	(6,210,770)	(5,303,229)	907,541

NDR Collection Fund (Surplus)/ Deficit	(1,506,079)	0	0	1,506,079
Council Tax Collection Fund (Surplus)/ Deficit	(117,378)	0	(101,102)	16,276
Total Funding	(20,784,067)	(21,285,212)	(23,849,460)	(3,065,393)
(Surplus) / Deficit	(393)	3,542,844	(10,756)	(10,363)

GENERAL FUND MEDIUM-TERM FINANCIAL PLAN

	Budget	Proposed Budget	Forecast	Forecast
	2025.26	2026.27	2027.28	2028.29
	£'000	£'000	£'000	£'000
Portfolio				
Business & Regeneration	1,289	1,172	1,243	1,331
Environment & Public Services	6,991	8,158	8,837	9,315
Housing	63	162	257	340
Leisure, Communities & Health	4,994	4,778	4,887	4,982
Planning & Enforcement	1,593	2,118	2,191	2,254
Resources & Central Services	8,096	8,848	8,824	9,250
Portfolio Expenditure	23,027	25,236	26,239	27,472
Accounting Adjustments				
Depreciation	(3,097)	(3,169)	(3,169)	(3,169)
Minimum Revenue Provision	530	829	1,424	1,454
Interest Payable	941	1,076	942	670
Interest Receivable	(741)	(459)	(409)	(339)
Financing of Capital Expenditure	1,125	1,125	540	540
Contributions to/from reserves	(1,436)	(1,436)	(890)	(110)
Central Provisions	433	637	642	648
Net Expenditure	20,784	23,839	25,319	27,165
Provisions				
Forecasted Outturn	(250)	0	0	0
Regeneration Income	0	0	(1,040)	(1,421)
Removal of 2026/27 One-off Spend	0	0	(165)	(165)
Transformation Savings	0	0	(1,100)	(1,800)
LGR Shadow Cabinet	0	0	250	0
Additional Pressures/Opportunities	(250)	0	(2,055)	(3,386)
Funding				
NNDR	(7,717)	(5,303)	(5,026)	(5,127)
Council Tax	(11,196)	(11,666)	(12,031)	(12,515)
New Homes Bonus	(1,027)	0	0	0
Revenue Support Grant	(330)	(5,818)	(5,694)	(5,622)
Recovery Grant	(514)	(514)	(514)	(514)
Adjustment Support Grant	0	(546)	0	0
Total Funding	(20,784)	(23,848)	(23,265)	(23,778)
Surplus	(250)	(10)	(1)	(0)

General Fund
Cemeteries

Fees & Charges 2026/27

2025/26 Fee

2026/27 Proposed Fee

% Change

Exclusive Rights of Burial Under 18 Years	£523.00	£541.00	3.40%
Exclusive Burial Rights – 50 Years	£1,203.00	£1,244.00	3.40%
Reservation of a Burial Plot (Marston Lane only)	£1,203.00	£1,244.00	3.40%
Deed of Grant Transfer Fee	£83.00	£86.00	3.40%
Grave for Person Under 18 Years	£781.00	£808.00	3.40%
Grave Depth for One Person	£781.00	£808.00	3.40%
Grave Depth for Up to Two Persons	£1,030.00	£1,065.00	3.40%
Grave Depth for Three Persons	£1,263.00	£1,306.00	3.40%
Grave Depth Burial with Ashes casket inside the coffin	£322.00	£333.00	3.40%
Grave Depth Burial with Ashes Casket	£322.00	£333.00	3.40%
Short Notice Internment – Saturday (in addition to Burial: Internments fee)	£308.00	£318.00	3.40%
Short Notice Internment – Sunday & Bank Holidays (in addition to Burial: Internments fee)	£616.00	£637.00	3.40%
Fees Grave Care	£66.00	£68.00	3.40%
Exhumation Applications	£34.00	£35.00	3.40%
Genealogy Requests	£16.50	£17.50	3.40%
Administration Charge	£33.50	£34.50	3.40%
Exclusive Cremated Remains Rights	£598.00	£618.00	3.40%
Reservation of a Burial Plot (Marston Lane only)	£598.00	£618.00	3.40%
Exclusive Cremated Remains Rights – Outside Borough	£1,281.00	£1,325.00	3.40%
Deed of Grant Transfer	£83.00	£86.00	3.40%

Internment of Cremated Remains	£322.00	£333.00	3.40%
Fees: Usher Service – Scattering of Ashes	£62.00	£64.00	3.40%
Scattering of Ashes from External Sources	£137.00	£142.00	3.40%
Rights to Erect a Memorial	£287.00	£297.00	3.40%
Additional Inscriptions	£108.00	£112.00	3.40%
Small Memorial Vase	£82.00	£85.00	3.40%
Benches	£948.00	£980.00	3.40%
Memorial Tree and Boulder	Variable	Variable	
Replacement Plaques to Tree or Benches	Variable	Variable	
Book of Remembrance and Tablets	£34.00	£35.00	3.40%
Memorial Blocks and Tablets	£546.00	£565.00	3.40%
Vase Block Renewal	£377.00	£390.00	3.40%
Replacement Vase Block Plaques	£115.00	£119.00	3.40%

Football & Cricket

Pitch Only (per game)	£21.50 - £37.00	£22.50 - £38.00	3.40%
Pitch & Showers (per game)	£29.00 - £67.00	£30.00 - £69.00	3.40%
Mini Soccer (per game)	£13.00 - £16.00	£13.50 - £17.00	3.40%
Seasonal Senior Charge with Changing	£661.00	£683.00	3.40%
Seasonal Senior Charge without Changing	£395.00	£408.00	3.40%
Cricket Pitch & Pavilion - Local Groups (Per Hour)	£39.00 - £67.00	£40.00 - £69.00	3.40%
Cricket Pitch & Pavilion - Out of Borough (Per Hour)	£53.00 - £93.00	£55.00 - £96.00	3.40%
Pavilion - Local Groups (Per Hour)	£13.00	£13.50	3.40%
Pavilion - Out of Borough (Per Hour)	£16.00	£17.00	3.40%
Pavilion Play Groups - Local Groups (Per Hour)	£21.00	£22.00	3.40%

Pavilion Play Groups - Out of Borough (Per Hour)	£24.00	£25.00	3.40%
Bowls games (Per Game)	£16.50	£17.50	3.40%
Pingles Stadium	£73.00 - £123.00	£75.00 - £127.00	3.40%

Parks

Funfair (per day) trading day	£379.00	£392.00	3.40%
Funfair - bond returnable	£630.00	£651.00	3.40%
Funfair (per day) non-trading day	£77.00	£80.00	3.40%
Miscellaneous Events - Commercial groups	£349.00	£361.00	3.40%
Miscellaneous Events - National Registered Charity	£159.00	£164.00	3.40%
Miscellaneous Events - Local Charity			
Day Hire of Destination Park - Commercial	£630.00	£651.00	3.40%
Day Hire of Destination Park - National Registered Charity	£313.00	£324.00	3.40%
Day Hire of Destination Park - Local Charity			
Commercial Personal Training - 6 month permit peak (Apr-Sep)	£144.00	£149.00	3.40%
Commercial Personal Training - 6 month permit off-peak (Oct-Mar)	£231.00	£239.00	3.40%
Commercial Personal Training - 12 month permit (Flat Rate)	£205.00	£212.00	3.40%
Leaflet/Sampling - 1st Person Leafleting	£190.00	£196.00	3.40%
Leaflet/Sampling - Per Person Thereafter	£77.00	£80.00	3.40%
Bouncy Castle/Inflatables - Large	£128.00	£132.00	3.40%
Bouncy Castle/Inflatables - Small	£67.00	£69.00	3.40%
Park Landing - Helicopter	£97.00	£100.00	3.40%
Park Landing - Hot Air Balloon	£97.00	£100.00	3.40%
Family Events (i.e. barbeques)	£67.00	£69.00	3.40%

Cancellation - 6 weeks before event	£0.25	£0.25	
Cancellation - 5 weeks before event	£0.50	£0.50	
Cancellation - less than 5 weeks before event	£0.75	£0.75	
Cancellation - less than 2 weeks before event	£1.00	£1.00	
DBS application charge (not charged for volunteers) - Enhanced	£49.50	£51.50	3.40%
DBS application charge (not charged for volunteers) - Standard	£21.50	£22.50	3.40%
DBS administration charge (chargeable to volunteers)	£13.00	£13.00	3.40%

Museum

Museum Lecture Theatre/Gallery (hour) until 4.00pm	£23.50	£24.50	3.40%
Museum Lecture Theatre/Gallery (hour) 4.00pm until close	£46.00	£48.00	3.40%
School Visits no museum support			
School Visits led/supported by museum staff	£3.50	£3.50	3.40%
School Visits led by external contractors	£67.00	£69.00	3.40%
Commission on Gallery sales	£0.25	£0.25	
Commission on Shop sales	£0.30	£0.30	
Fines - artists who don't collect work on time	£2.50	£2.50	3.40%

Reproduction Fees

Image on file and emailed	£5.00	£5.00	
Image on file, disc produced	£15.00	£16.00	3.40%
Object/painting to be photographed and emailed	£26.00	£27.00	3.40%
Object/painting to be photographed, disc produced	£36.00	£37.00	3.40%
Professional photograph, high resolution, suitable for larger print - image on file, disc produced	£36.00	£37.00	3.40%

Photographic prints (of larger prints) - 6x4	£10.00	£10.00	
Photographic prints (of larger prints) - 7x5	£12.50	£12.50	
Photographic prints (of larger prints) - 10x8	£15.00	£16.00	3.40%
Scanned photocopies - A4 black & white	£3.00	£3.00	
Scanned photocopies - A4 colour	£6.00	£6.00	
Scanned photocopies - A3 black & white	£5.50	£5.50	
Scanned photocopies - A3 colour	£11.00	£11.00	
Postage - UK First Class	£4.50	£4.50	
Postage - UK Special delivery	£8.00	£8.00	
Postage - European Union (Air sure)	£8.00	£8.00	
Postage - Elsewhere (Air sure)	£16.00	£17.00	3.40%

Licenses

<u>Regional casino</u>			
New application where provisional statement granted	£6,400.00	£6,400.00	
Non conversion other premises (i.e. NEW)	£12,000.00	£12,000.00	
Annual Fee	£12,000.00	£12,000.00	
Variation	£6,000.00	£6,000.00	
Transfer of license	£5,200.00	£5,200.00	
Re-instatement fee	£5,200.00	£5,200.00	
Provisional Statement	£12,000.00	£12,000.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>New large casino</u>			
New application where provisional statement granted	£4,000.00	£4,000.00	

Non conversion other premises (i.e. NEW)	£8,000.00	£8,000.00	
Annual Fee	£8,000.00	£8,000.00	
Variation	£4,000.00	£4,000.00	
Transfer of license	£1,720.00	£1,720.00	
Re-instatement fee	£1,720.00	£1,720.00	
Provisional Statement	£8,000.00	£8,000.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>New small casino</u>			
New application where provisional statement granted	£2,400.00	£2,400.00	
Non conversion other premises (i.e. NEW)	£6,400.00	£6,400.00	
Annual Fee	£4,000.00	£4,000.00	
Variation	£3,200.00	£3,200.00	
Transfer of license	£1,440.00	£1,440.00	
Re-instatement fee	£1,440.00	£1,440.00	
Provisional Statement	£6,400.00	£6,400.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Existing casinos</u>			
New application where provisional statement granted	N/A	N/A	
Non conversion other premises (i.e. NEW)	£4,000.00	£4,000.00	
Annual Fee	£2,400.00	£2,400.00	
Variation	£1,600.00	£1,600.00	
Transfer of license	£1,080.00	£1,080.00	
Re-instatement fee	£1,080.00	£1,080.00	

Provisional Statement	N/A	N/A	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Bingo premises</u>			
New application where provisional statement granted	£960.00	£960.00	
Non conversion other premises (i.e. NEW)	£2,800.00	£2,800.00	
Annual Fee	£800.00	£800.00	
Variation	£1,400.00	£1,400.00	
Transfer of license	£960.00	£960.00	
Re-instatement fee	£960.00	£960.00	
Provisional Statement	£2,800.00	£2,800.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Adult gaming centre</u>			
New application where provisional statement granted	£960.00	£960.00	
Non conversion other premises (i.e. NEW)	£1,600.00	£1,600.00	
Annual Fee	£800.00	£800.00	
Variation	£800.00	£800.00	
Transfer of license	£960.00	£960.00	
Re-instatement fee	£960.00	£960.00	
Provisional Statement	£1,600.00	£1,600.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Betting premises tracks</u>			
New application where provisional statement granted	£760.00	£760.00	

Non conversion other premises (i.e. NEW)	£2,000.00	£2,000.00	
Annual Fee	£800.00	£800.00	
Variation	£1,000.00	£1,000.00	
Transfer of license	£760.00	£760.00	
Re-instatement fee	£760.00	£760.00	
Provisional Statement	£2,000.00	£2,000.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Betting premises (other)</u>			
New application where provisional statement granted	£960.00	£960.00	
Non conversion other premises (i.e. NEW)	£2,400.00	£2,400.00	
Annual Fee	£480.00	£480.00	
Variation	£1,200.00	£1,200.00	
Transfer of license	£960.00	£960.00	
Re-instatement fee	£960.00	£960.00	
Provisional Statement	£2,400.00	£2,400.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Family entertainment centres</u>			
New application where provisional statement granted	£760.00	£760.00	
Non conversion other premises (i.e. NEW)	£1,600.00	£1,600.00	
Annual Fee	£600.00	£600.00	
Variation	£800.00	£800.00	
Transfer of license	£760.00	£760.00	
Re-instatement fee	£760.00	£760.00	

Provisional Statement	£1,600.00	£1,600.00	
Change of circumstance	£50.00	£50.00	
Copy of license	£25.00	£25.00	
<u>Licensed premises gaming machine permit</u>			
Grant	£150.00	£150.00	
Existing operator grant	£100.00	£100.00	
Variation	£100.00	£100.00	
Transfer	£25.00	£25.00	
Annual fee	£50.00	£50.00	
Change of name	£25.00	£25.00	
Copy of permit	£25.00	£25.00	
<u>License premises automatic notification process</u>			
On notification	£50.00	£50.00	
Club gaming permits			
Grant	£200.00	£200.00	
Grant (club premises certificate holder)	£100.00	£100.00	
Existing operator grant	£100.00	£100.00	
Variation	£100.00	£100.00	
Renewal	£200.00	£200.00	
Renewal (club premises certificate holder)	£100.00	£100.00	
Annual fee	£50.00	£50.00	
Copy of permit	£15.00	£15.00	
<u>Club machine permits</u>			
Grant	£200.00	£200.00	
Grant (club premises certificate holder)	£100.00	£100.00	

Existing operator grant	£100.00	£100.00	
Variation	£100.00	£100.00	
Renewal	£200.00	£200.00	
Renewal (club premises certificate holder)	£100.00	£100.00	
Annual fee	£50.00	£50.00	
Copy of permit	£15.00	£15.00	
<u>Family entertainment centre gaming machine permits</u>			
Grant	£300.00	£300.00	
Renewal	£300.00	£300.00	
Existing operator grant	£100.00	£100.00	
Change of name	£25.00	£25.00	
Renewal (club premises certificate holder)	£100.00	£100.00	
Annual fee	£50.00	£50.00	
Copy of permit	£15.00	£15.00	
<u>Prize gaming permits</u>			
Grant	£300.00	£300.00	
Renewal	£300.00	£300.00	
Existing operator grant	£100.00	£100.00	
Change of name	£25.00	£25.00	
Copy of permit	£15.00	£15.00	
<u>Small lottery registration</u>			
Grant	£40.00	£40.00	
Annual fee	£20.00	£20.00	
Sex establishments	£2,210.00	£2,210.00	

Licensing Act 2003

Application Fee/Annual Charge statutory charges

Premises and club premises certificates - fees			
Band A - rateable value £0-£4,300	£100.00 / £70.00	£100.00 / £70.00	
Band B - rateable value £4,301-£33,000	£190.00 / £180.00	£190.00 / £180.00	
Band C - rateable value £33,001-£87,000	£315.00 / £295.00	£315.00 / £295.00	
Band D - rateable value £87,001-£125,000	£450.00 / £320.00	£450.00 / £320.00	
Band E - rateable value £125,000 and above	£635.00 / £350.00	£635.00 / £350.00	
Premises licenses only - additional fees			
Band D (X2)	£900.00 / £640.00	900.00/640.00	
Band E (X3)	£1905.00 / £1050.00	1905.00/1050.00	
<u>Variation Fees</u>			
Band A	£100.00	£100.00	
Band B	£190.00	£190.00	
Band C	£315.00	£315.00	
Band D	£450.00	£450.00	
Band E	£635.00	£635.00	
<u>Additional Fees re large-scale events, number attending</u>			
5000-9999	£1,000.00	£1,000.00	
10000-14999	£2,000.00	£2,000.00	
15000-19999	£4,000.00	£4,000.00	
20000-29999	£8,000.00	£8,000.00	
30000-39999	£16,000.00	£16,000.00	
40000-49999	£24,000.00	£24,000.00	
50000-59999	£32,000.00	£32,000.00	

60000-69999	£40,000.00	£40,000.00	
70000-79999	£48,000.00	£48,000.00	
80000-89999	£56,000.00	£56,000.00	
90000 and over	£64,000.00	£64,000.00	
<u>Fees for permitted temporary activities, personal licenses and miscellaneous items</u>			
Section 25 Theft, loss, etc. of premises licence or summary	£10.50	£10.50	
Section 29 Application for a provisional statement where premises being built, etc.	£315.00	£315.00	
Section 33 Notification of change of name or address	£10.50	£10.50	
Section 37 Application to vary licence to specify individual as premises supervisor	£23.00	£23.00	
Section 42 Application for transfer of premises licence	£23.00	£23.00	
Section 47 Interim authority notice following death etc. of licence holder	£23.00	£23.00	
Section 79 Theft, loss etc. of certificate or summary	£10.50	£10.50	
Section 82 Notification of change of name or alteration of rules of club	£10.50	£10.50	
Section 83(1) or (2) Change of relevant registered address of club	£10.50	£10.50	
Section 100 Temporary event notice	£21.00	£21.00	
Section 110 Theft, loss etc. of temporary event notice	£10.50	£10.50	
Section 117 Application for a grant or renewal of personal licence	£37.00	£37.00	
Section 126 Theft, loss, etc. of personal licence	£10.50	£10.50	
Section 127 Notification of change of name or address	£10.50	£10.50	
Section 178 Right of Freeholder etc. to be notified of licensing matters	£21.00	£21.00	

Vehicles

<u>Hackney Carriage / Private Hire Vehicles</u>			
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Drivers - New Applications			
Application for Driver's Licence (3 years)	£358.00	£358.00	
DBS + Admin Fee	£54.00	£54.00	
Safe Guarding	£30.00	£30.00	
English & Numeracy Test	£15.00	£15.00	
Knowledge Test	£64.00	£64.00	
<u>Drivers - Renewals</u>			
Application for Driver's Licence (3 years)	£317.00	£317.00	
DBS + Admin Fee	£50.00	£50.00	
DVLA Licence Check	£8.00	£8.00	
Knowledge Test (re-take)	£64.00	£64.00	
Knowledge Test Cancelled on the day	£15.00	£15.00	
Replacement Badge/Licence	£25.00	£25.00	
DVLA licence check (where required)	£8.00	£8.00	
Child sexual exploitation training	£15.00	£15.00	
Vehicle Licence Application	£188.00	£188.00	
Vehicle Test	£92.00	£92.00	
Vehicle interim test / full re- test	£92.00	£92.00	
Test Cancellation Fee	£40.00	£40.00	
Re-Test within 10 working days	£40.00	£40.00	
Replacement Plate	£25.00	£25.00	

Replacement Licence	£25.00	£25.00	
Transfer of Licence	£25.00	£25.00	
Time-tabled Bus - operator fee per departure	£0.45	£0.45	
Coaches	£1.55	£1.55	
<u>Private Hire Operator's Licence Application</u>			
- first year	£223.00	£223.00	
- 3-year renewal	£184.00	£184.00	
- 5-year renewal	£305.00	£305.00	
<u>Scrap Metal Licences</u>			
Sites	£750.00	£750.00	
Collectors	£300.00	£300.00	

Refuse and Cleansing

<u>Green Waste Collection</u>			
Annual Collection Charge	£45.00	£45.00	
<u>Bulky Refuse</u>			
1 item	£33.00	£34.00	3.40%
- Each additional item up to maximum of 10 in total	£3.50	£3.50	
Above 10 items	Quotation	Quotation	
Bin Repair	£21.00	£22.00	3.40%

Bin Replacement	£39.00	£40.00	3.40%
Full MOT Testing - Class 4	£54.85	£54.85	
Chargeable Re-test - Class 4	£27.43	£27.43	
Full MOT Testing - Class 7	£58.60	£58.60	
Chargeable Re-test - Class 7	£29.30	£29.30	
<u>Trade Sacks</u>			
By Invoice	£3.00	£3.00	
Across Counter	£3.50	£3.50	
<u>Sweeping</u>			
Per Sweep	£81.00	£84.00	3.40%
<u>Skips</u>			
Collection	£108.00	£112.00	3.40%
Disposal Cost per tonne	£118.00	£122.00	3.40%
-			
<u>Wheeled Bin – 140, 240 & 360</u>			
Between 1 & 5 bins	£157.00	£162.00	3.40%
Between 6 & 10 bins	£162.00	£168.00	3.40%
11+ bins	£173.00	£179.00	3.40%
660 & 1100 Euro Bins (each)	£154.00	£159.00	3.40%
Skip (plus disposal costs)	£163.00	£169.00	3.40%

Finance and Corporate

<u>Land Charges</u>			
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LLC 1	£21.00	£21.00	
NLIS LLC 1 (Electronically)	£15.00	£15.00	
Personal Search	£14.65	£14.65	
Part 1 Enquiries	£113.00	£113.00	
Part 2 Enquiries	£21.00	£21.00	
Part 3 Enquiries	£31.00	£31.00	
Office copy of agreements	£38.00	£38.00	
Individual additional questions (charge per question)	Quotation on Request	Quotation on Request	
Extra Parcel	£25.00	£25.00	
<u>Legal Services - Electoral Registration</u>			
Sale of register and the notices of alteration: Data Format (under 1,000)	£20.00	£20.00	
Sale of register and the notices of alteration – Data Format (over 1,000)	1.50 per 1,000	1.50 per 1,000	
Sale of register and the notices of alteration: Printed Format (under 1,000)	£10.00	£10.00	
Sale of register and the notices of alteration – Printed Format (over 1,000)	£5 per 1,000	£5 per 1,000	
Sale of register and the notices of alteration - list of overseas electors - Data Format (under 100)	£20.00	£20.00	
Sale of register and the notices of alteration – list of overseas electors – Data Format (above 100)	1.50 per 100	1.50 per 100	
Sale of register and the notices of alteration - list of overseas electors - Printed Format	£10.00	£10.00	
Sale of register and the notices of alteration – list of overseas electors – Printed Format	£1.50 per 100	£1.50 per 100	
<u>Rating Authority Costs</u>			
Magistrates Clerk Costs / Issue of Summons	£0.50	£0.50	
Rating Authority Costs - Council Tax	£107.00	£107.00	

Rating Authority Costs - NNDR	£161.00	£161.00	
<u>Magistrate Court:</u>			
Committed Warrant	£305.00	£305.00	
Per Committal Order for prison sentence	£145.00	£145.00	
Committal summons	£54.00	£54.00	
<u>Markets - Nuneaton</u>			
<u>Wednesday and Saturday</u>			
Self-Erect Per 3.5m x 3.5m pitch			
1 Pitch	£20.00	£20.00	
2 Pitches	£40.00	£40.00	
3 Pitches	£60.00	£60.00	
Vehicular Trading	£40.00	£40.00	
Reduced market per vehicle (Adverse weather)	£10.00	£10.00	
Power supply - per day (limited availability)	£5.00	£5.00	
Street Advertising per day	£100.00	£100.00	
<u>Bedworth Market – permanent</u>			
Lock-up Unit (3 metres)	£65.00	£65.00	
Lock-up Unit (4 metres)	£88.00	£88.00	
Lock-up Unit (5 metres)	£110.00	£110.00	
Cabin	£60.00	£60.00	
<u>Open Stall</u>			

Indoor Market	£10.00	£10.00	
<u>Outdoor Market</u>			
Self-erect per 3.5m x 3.5m stall	£10.00	£10.00	

Planning

<u>Sale of Freehold Property / Land</u>			
£0 - £20,000	£550.00	£550.00	
£20,001 - £50,000	£920.00	£920.00	
£50,001 - £100,000	£1,225.00	£1,225.00	
£100,001 - £200,000	£1,840.00	£1,840.00	
£200,001 and over	TBA	TBA	
<u>Sale of Leasehold Property / Land</u>			
£0 - £20,000	£550.00	£550.00	
£20,001 - £50,000	£920.00	£920.00	
£50,001 - £100,000	£1,225.00	£1,225.00	
£100,001 - £200,000	£1,840.00	£1,840.00	
£200,001 and over	TBA	TBA	
Right To Buy Administrative Fee	£110.00	£110.00	
Right To Buy Deed of Postponement of Change	£165.00	£165.00	
Right To Buy First Refusal Certificate	£110.00	£110.00	

<u>Leases</u>			
Starter Unit type / Craft Centre	£415.00	£415.00	
New Business Lease - Slingsby Close	£535.00	£535.00	
Shop Leases	£595.00	£595.00	
License to Assign – Residential	£380.00	£380.00	
License to Assign – Commercial	£540.00	£540.00	
Leasehold Enquiries	£80.00	£80.00	
Deed of Postponement	£162.00	£162.00	
2nd Mortgage Questionnaire	£162.00	£162.00	
Application for retrospective consents for property alterations	£216.00	£216.00	
<u>Photo-copying</u>			
Per copy - A4	£0.30 + £30 per hour (admin)	£0.30 + £30 per hour (admin)	
- A3	£0.45 + £30 per hour (admin)	£0.45 + £30 per hour (admin)	
Licences / Grazing Licence	£270.00	£270.00	
Easements	£378.00	£378.00	
Release of Covenants	£486.00	£486.00	
Deed of Variation (based on complexity)	Quotation	Quotation	
Lease Extension (based on complexity)	Quotation	Quotation	
Title investigations for 3rd parties	£324.00	£324.00	
Section 38 Agreements where landowners	£112.00	£112.00	
Section 40 Agreements where landowners	£112.00	£112.00	
Developer Licence	£540.00	£540.00	

Assignments	£540.00	£540.00	
Consents	£324.00	£324.00	
<u>Section 106 / 111 Agreements (including abortive costs undertaking)</u>			
1 – 10 Units (based on complexity)	Quotation	Quotation	
11 – 15 Units	£1,730.00	£1,730.00	
16 – 30 Units	£2,270.00	£2,270.00	
30 – 150 Units	£3,350.00	£3,350.00	
150 – 350 Units	£5,510.00	£5,510.00	
350 – 500 Units	£8,100.00	£8,100.00	
Road Closure Order	£3,240.00	£3,240.00	
Footpath Diversion Orders/Closure Order	£3,025.00	£3,025.00	
CPO on behalf of developers	£3,340.00	£3,340.00	
Purchase of properties in advance of CPO (Camp Hill)	£540.00	£540.00	
Other Purchases - to be agreed (where appropriate)	£540.00	£540.00	
Assignments & Transfer – for sold Properties at Middlemarch (Camphill)	£112.00	£112.00	
Enfranchisement to freehold development	£648.00	£648.00	
Camp Hill Certificate of Compliance	£150.00	£150.00	
<u>Room Booking and Hire Charges – Town Hall</u>			
<u>Local/Commercial</u>			
Monday to Friday (Inclusive)	£16.00 / £31.00	£17.00 / £32.00	3.40%
Council Chamber/Committee. Rooms A & B	£22.00 / £45.00	£23.00 / £47.00	3.40%
Committee Room C	£22.00 / £45.00	£23.00 / £47.00	3.40%

Plus additional staffing charge on room bookings	£20.00	£21.00	3.40%
Evac chair & Health & Safety training required by external organisations as per terms of use	£65.00	£67.00	3.40%
Flask (per ten cups)	£12.00	£12.00	
Plate of biscuits	£2.00	£2.00	
<u>Saturday & Sunday (Inclusive)</u>			
All rooms 4 Hour Hire	£330.00	£341.00	3.40%
All rooms 8 Hour Hire	£630.00	£651.00	3.40%
<u>Dog Warden</u>			
Dog Fines – PSPO (reduced to £80 if paid within 10 days)	£100.00	£100.00	
Dog Fines – CPN	£100.00	£100.00	
Stray Dogs - first day	£80.00	£80.00	
Fee Payable Directly to Kennel	30 per day	30 per day	
<u>Business Regulation Licences</u>			
Acupuncture	£125.00	£125.00	
Ear Piercing	£125.00	£125.00	
Electrolysis	£125.00	£125.00	
Tattooing	£250.00	£250.00	
Skin Piercing	£125.00	£125.00	
Dangerous Wild Animals (plus vet fees)	£360.00	£360.00	
Dog Breeding Establishments (plus vet fees)	£380.00	£380.00	
Pet Shops	£500.00	£500.00	
Pet Shop Licensing (at home)	£465.00	£465.00	
Riding Establishments (plus vet fees)	£275.00	£275.00	

Animal Boarding – Dog & Day Care	£465.00	£465.00	
Animal Boarding Larger (over 25 animals)	£500.00	£500.00	
Training of animals for exhibition	£230.00	£230.00	
Zoo Licence (plus inspection fees)	£778.00	£778.00	
Game Dealers	£7.00	£7.00	
Assisted Burial	Varies	Varies	
Environmental Information Request - Basic	£82.00	£82.00	
Environmental Info Request - per 1/2hr above basic	£42.00	£42.00	
Food Health certificate	£48.00	£48.00	
<u>Local Authority Pollution Control (LAPC) and</u>			
<u>Local Authority Pollution Prevention and Control (LAPPC) Charges</u>			
<u>Application Fees</u>			
Standard process	£1,650.00	£1,650.00	
Additional fee for operating without a permit	£1,188.00	£1,188.00	
Reduced fee activities (except VRs)	£155.00	£155.00	
PVR I and II combined	£257.00	£257.00	
Vehicle refinishers (VRs)	£362.00	£362.00	
Reduced fee activities: Additional fee for operating without a permit	£71.00	£71.00	
Mobile screening and crushing plant	£1,650.00	£1,650.00	
- for the third to seventh applications	£985.00	£985.00	
- for the eighth and subsequent applications	£498.00	£498.00	
<i>All Fees are set by LAPPC</i>			
<u>Annual Subsistence Charge</u>			

Standard process LOW	£834.00	£834.00	
Standard process MEDIUM	£1,254.00	£1,254.00	
Standard process HIGH	£1,887.00	£1,887.00	
<u>LOW/MEDIUM/HIGH</u>			
Reduced fee activities	£79.00 / £158.00 / £237.00	£79.00 / £158.00 / £237.00	
PVR I and II combined Medium component	£113.00 / £226.00 / £341.00	£113.00 / £226.00 / £341.00	
Vehicle refinishers	£228.00 / £365.00 / £548.00	£228.00 / £365.00 / £548.00	
Mobile screening and crushing plant , for first and second permits	£626.00 / £1034.00 / £1551.00	£626.00 / £1034.00 / £1551.00	
- for the third to seventh permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	
- for the eighth and subsequent permits	£198.00 / £316.00 / £473.00	£198.00 / £316.00 / £473.00	
Late Payment fee (New)	£52.00	£52.00	
<i>All Fees are set by LAPPC</i>			
<u>Transfer & Surrender</u>			
Standard process transfer	£169.00	£169.00	
Standard process partial transfer	£497.00	£497.00	
New operator at low risk reduced fee activity	£78.00	£78.00	
Reduced fee activities: partial transfer	£47.00	£47.00	
<u>Temporary Transfer for mobiles</u>			
First transfer	£53.00	£53.00	

Repeat following enforcement or warning	£53.00	£53.00	
<u>Substantial Change</u>			
Standard process	£1,050.00	£1,050.00	
Standard process where the substantial change results in a new PPC activity	£1,650.00	£1,650.00	
Reduced fee activities	£102.00	£102.00	
<u>Mobile Plant Charges</u>			
<u>Application Fees</u>			
1 permit	£1,650.00	£1,650.00	
2 permits	£1,650.00	£1,650.00	
3 permits	£985.00	£985.00	
4 permits	£985.00	£985.00	
5 permits	£985.00	£985.00	
6 permits	£985.00	£985.00	
7 permits	£985.00	£985.00	
8 or more permits	£498.00	£498.00	
<u>Subsistence Fees</u>			
<u>LOW/MEDIUM/HIGH</u>			
1 permit	£646.00 / £1034.00 / £1506.00	£646.00 / £1034.00 / £1506.00	
2 permits	£646.00 / £1034.00 / £1506.00	£646.00 / £1034.00 / £1506.00	
3 permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	

4 permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	
5 permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	
6 permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	
7 permits	£385.00 / £617.00 / £924.00	£385.00 / £617.00 / £924.00	
8 or more permits	£198.00 / £316.00 / £473.00	£198.00 / £316.00 / £473.00	
<i>All Fees are set by LAPPC</i>			
<u>LA-IPPC Charges</u>			
Application	£3,363.00	£3,363.00	
Additional fee for operating without a permit	£1,188.00	£1,188.00	
Annual Subsistence LOW	£1,447.00	£1,447.00	
Annual Subsistence MEDIUM	£1,611.00	£1,611.00	
Annual Subsistence HIGH	£2,334.00	£2,334.00	
Late Payment Fee (New)	£52.00	£52.00	
Variation	£1,368.00	£1,368.00	
Substantial Variation	£3,363.00	£3,363.00	
Transfer	£235.00	£235.00	
Partial transfer	£698.00	£698.00	
Surrender	£698.00	£698.00	
<i>All Fees are set by LAPPC</i>			
<u>Planning Documents</u>			

Borough Local Plan - Residents	22.28 + £2.75 postage	22.28 + £2.75 postage	
Borough Local Plan - Non-Residents	36.42 + £2.75 postage	36.42 + £2.75 postage	
Residential Design Guide	£4.61	£4.61	
Postal Numbering Plans	£94.37	£94.37	
Ann.Sub.- Weekly List of Planning Applications (post)	£125.01	£125.01	
Ann.Sub.- Weekly List of Planning Applications (email)	£81.30	£81.30	
Copies of Decision Notices (Electronic)	£12.00	£12.00	
Copies of Decision Notices (Postal)	£15.96	£15.96	
Breach of Conditions Notice	£18.85	£18.85	
Copy of Tree Preservation order	£33.64	£33.64	
A3 Copies of Other Planning Application Documents	£1.39	£1.39	
A4 Copies of Other Planning Application Documents	£0.86	£0.86	
Plans - Up to A1	£2.89	£2.89	
Sewer Map Extracts	£28.39	£28.39	
<u>Copies of Ordnance Survey Maps for:-</u>			
Planning & Building Reg's (7 copies)	£39.31	£39.31	
Planning Application (5 copies)	£35.33	£35.33	
Building Regulations (3 copies)	£33.64	£33.64	
Section 38 Booklet	£29.03	£29.03	
Section 106 Agreements (1 copy)	£36.42	£36.42	
Plan Printing on paper:- A0	£3.11	£3.11	
Plan Printing on paper:- A1	£2.89	£2.89	
Plan Printing on paper:- A2	£2.36	£2.36	

Photocopying	A4	£0.86	£0.86	
Photocopying	A3	£1.39	£1.39	
<u>Street Naming & Numbering</u>				
Numbering up to 10 addresses		£148.00	£148.00	
Numbering over 10 addresses, per address		£15.00	£15.00	
Street Naming, per street		£148.00	£148.00	
House naming or renaming, per house		£72.00	£72.00	
Street renaming, per street		£435.00	£435.00	
S106 Monitoring Fees		£1,475.00	£1,475.00	

Car Parks

<u>Long Stay (except Harefield Road MSCP and Bedworth Railway Station)</u>				
Sunday – All Day		£1.00	£1.00	
Up to 1 Hour		£1.00	£1.00	
Up to 2 Hours		£2.00	£2.00	
Up to 3 Hours		£3.00	£3.00	
3 - 4 Hours		£4.00	£4.00	
Over 4 Hours (but less than 24 hours)		£6.00	£6.00	
Evening/Overnight		Free	Free	
Monthly Season Tickets		£75.50	£75.50	
6 Monthly Season Tickets		£305.50	£305.50	
Yearly Season Tickets		£532.00	£532.00	

Yearly Season Tickets(50+ further 10% discount)	£443.30	£443.30	
<u>Short Stay (except Town Hall and Riverside)</u>			
Sunday – All Day	£1.00	£1.00	
Up to 1 Hours	£1.00	£1.00	
Up to 2 Hours	£2.00	£2.00	
Up to 3 Hours	£3.00	£3.00	
3 - 4 Hours	£4.00	£4.00	
Over 4 Hours (but less than 24 hours)	£7.00	£7.00	
Evening/Overnight	Free	Free	
Monthly Season Tickets	£95.50	£95.50	
6 Monthly Season Tickets	£422.50	£422.50	
Yearly Season Tickets	£789.00	£789.00	
<u>Town Hall</u>			
Sunday – All Day	£1.00	£1.00	
Up to 1 Hours	£1.50	£1.50	
Up to 2 Hours	£2.50	£2.50	
Up to 3 Hours	£3.50	£3.50	
Over 4 Hours (but less than 24 hours)	£8.00	£8.00	
<u>Riverside Maximum Stay 2 Hours; No Return Within 4 Hours</u>			
Sunday – Maximum 2 Hours	£1.00	£1.00	
Up to 1 Hours	£1.50	£1.50	
Up to 2 Hours	£2.50	£2.50	

<u>Harefield Road and Bedworth Train Station</u>			
Up to 4 Hours	£1.00	£1.00	
Over 4 Hours (but less than 24 hours)	£2.00	£2.00	
Monthly Season Tickets	£39.00	£39.00	
6 Monthly Season Tickets	£197.00	£197.00	
Yearly Season Tickets	£338.00	£338.00	
<u>Abbey Street Car Park</u>			
Sunday – All Day		£1.00	
Up to 1 Hour		£1.00	
Up to 2 Hours		£2.00	
Up to 3 Hours		£3.00	
3 - 4 Hours		£4.00	
Over 4 Hours (but less than 24 hours)		£7.00	
<u>Leisure Centre Parking</u>			
Sundays – All Day	Free	Free	
Up to 3 Hours	Free	Free	
Up to 4 Hours	£2.00	£2.00	
Over 4 Hours (but less than 24 hours)	£3.00	£3.00	
<u>Miners Welfare Park</u>			
Saturday, Sunday, Bank Holidays – All Day	Free	Free	
Up to 3 hours	Free	Free	

4 hours	£4.50	£4.50	
Over 4 Hours (but less than 24 hours)	£6.50	£6.50	
<u>Blue Badge Season Ticket</u>			
6 Months	£110.00	£110.00	
12 Months	£200.00	£200.00	

Housing

<u>Mobile Home (Caravan) Sites</u>			
Caldwell Site - rent of site only - per pitch per week	TBC	TBC	Subject to February 2025 CPI Rate
Exhall Site - Rent of site only - per pitch per week	TBC	TBC	Subject to February 2025 CPI Rate
Laundry Facilities (per wash and per dry)	£3.50	£3.50	
Commission on Sale of Caravans	10% of sale value	10% of sale value	
Rent of garages for Tenants	£10.00	£10.00	
Rent of garages for Non-Tenants including VAT	£20.00	£20.00	
<u>Private Sector Housing</u>			
HMO Licence – Up to 5 lets	£841.00	£841.00	3.40%
HMO Licence – Up to 6 – 10 lets	£882.00	£882.00	3.40%
HMO Licence – Up to 11+ lets	£923.00	£923.00	3.40%
<u>Strategic Housing</u>			
Homeless Hostel Rent per night	£65.00	£69.12	4.8% + £1 In line with HRA uplift

Homeless Hostel Service Charge	£3.65	£3.83	4.8% In line with HRA uplift
<u>Private Mobile Homes and Caravan Parks</u>			
Initial Licence Fee	£8.50	£8.50	3.40%
Annual Fee	£34.00	£34.00	3.40%
Transfer or Standard Amendment Fee	£262.00	£262.00	3.40%
Site Expansion Amendment Fee	£262.00	£262.00	3.40%
Immigration Letter	£82.00	£82.00	3.40%
Immigration Notice	£119.00	£119.00	3.40%
Enforcement Notice	£277.00	£277.00	3.40%
Private Landlords – Civil Penalty Charges	£5,535.00	£5,535.00	3.40%
Smoke Alarm Fee	£1,107.00	£1,107.00	3.40%

RISK ANALYSIS

Risk	Issue	Mitigation
Loss of Business Rate income	Business Rate appeals are a risk to the income base and the revaluation in 2026 will increase this possibility in 2026/27	An appeal of £3m is contained to cover the reduction in rateable value and £1.1m has been included in the forecast for future losses
Fair Funding Review	The Council's Core Spending Power reduces providing less income for services	A three year settlement has now been issued by Government which gives more certainty. Transformation savings are built into the MTFP with a strategy and plan to be implemented in 2026/27
Losses in other income	Reduction to core income through fees and charges due to less uptake from the public	Fees and charges policy adopted in 2025/26 and growth has only been included on specific services at December CPI, detail included in section 7 of the report
Recycling	Risk that the recycling facility does not generate the savings expected	Increased costs of recycling have been included in the budget and bi-monthly meetings regarding performance are undertaken by the S151 Officer with the site Finance Manager. In addition, the Shareholder Committee and Scrutiny Panel has updates from Sherbourne twice per year.
Local Council Tax Support Scheme	A revision to the scheme could result in higher costs/income losses to the Preceptors	An update to the scheme is being consulted on in 2026/27 and the impact of changes will be reported and included in any future budget. Provision is included within the MTFP
Savings targets	Targets have been set and included within the detail of the budget to ensure a balanced position	A transformation strategy is underway to ensure achievement of any savings plans and will be reported to Cabinet in 2026/27. The Scrutiny Panel have been updated on progress during February 2026
Uninsured losses	The Council holds a number of insurance policies but also self-insures	There is a risk reserve in place of £577k to cover any potential issue
Inflation and interest rates	Inflation and interest fluctuations can have a big impact on the cost base	Inflation has been built into the base at December CPI for contractual obligations in 2026/27, a pay award of 3.5% has been factored in and interest payments have been reviewed and increased in line with capital borrowing requirements

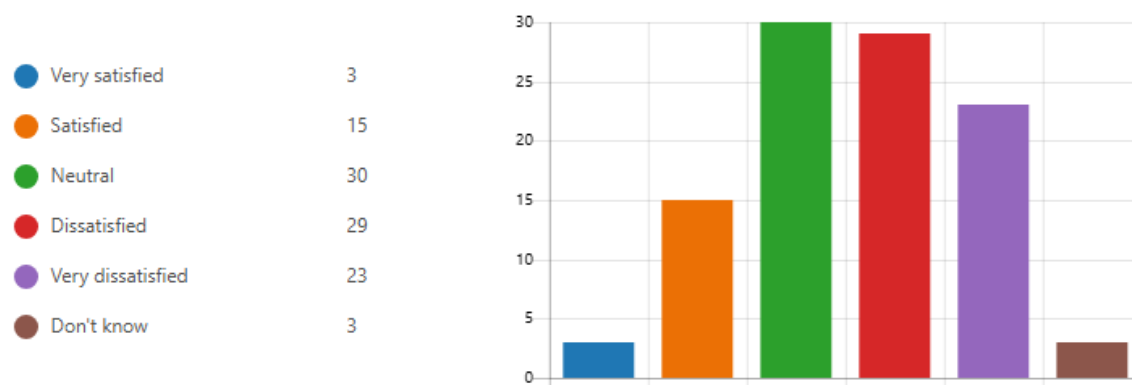
Regeneration Ongoing	Generation of income from the new sites not being as high as forecast	A new contract has been agreed for the leisure centres resulting in a positive outcome for the Council and is factored into the budget. In addition, ongoing discussions are underway with potential leaseholders at Grayson Place and will be secured during 2026
Grayson Place	Finalisation of Grayson Place due to available funding	Options are being fully reviewed regarding funding and earmarked reserves have been allocated to contribute to Grayson Place phase 3. No work will progress until full funding is sourced and detail will be reported during 2026/27 to Cabinet
Local Government Reorganisation	Support to develop the merge of authorities is currently under resourced plus the cost to merge is still unknown	A Financial Planning reserve is in place to support the transition and will be utilised as required to support
Grounds Maintenance	Contracts for the outsourced service are due to expire in 2027 which may create a risk to future cost	Work is being conducted on the specification and a working group meets to work through options. A soft market test will be conducted in 2026/27 to determine potential financial risk
Food Waste Collection	A new work stream is to be introduced in 2026/27 collecting food waste separately which will create a cost pressure	Government have rolled up funding into the Fair Funding Review but the increase in cost has not been covered in full by the Settlement. Only 9 months of delivery is included in 2026/27 budget with the addition

General Fund	Opening Balance 2025/26 £'000	Net Movement 2025/26 £'000	New opening Balance 2025/26 £'000
Asset Maintenance	0	(839)	(839)
Borough Plan	(210)	(2)	(211)
Carry Forward Requests	(583)	28	(555)
Collection Fund	(387)	387	0
Community Development	(109)	0	(109)
Covid Resilience	(276)	276	0
Financial Planning	(763)	(5,979)	(6,742)
Food Waste	(216)	0	(216)
Future High Street/ Towns Fund	(76)	76	0
GF Rev Budget	(105)	105	0
HEART	(468)	90	(378)
Homelessness	(1,534)	53	(1,481)
Innovations/ Invest to Save	(65)	65	0
Insurance	(620)	43	(577)
IT	0	0	0
LAMS	(89)	0	(89)
Levelling Up Fund	(166)	0	(166)
Local Welfare Scheme	(17)	0	(17)
Museum Donations	(29)	(2)	(30)
NDR Retention	(5,215)	5,215	0
New Burdens R&B	(573)	12	(561)
Other	(1,196)	435	(761)
Park Strategy	(300)	0	(300)
Planning	(428)	0	(428)
Planning for Future	(481)	(100)	(581)
Provisions	(325)	325	0
Repossession Grants	(92)	0	(92)
Skills & Development	(182)	0	(182)
Transformation	(796)	796	0
Transforming Nuneaton & Bedworth	(347)	347	0
REVENUE EARMARKED RESERVES	(15,647)	1,333	(14,314)
ICT & Transformation	0	(1,239)	(1,239)
Regeneration	0	(423)	(423)
Computer Reserves	(349)	0	(349)
Target Hardening	(100)	100	0
COMF - WCC	(162)	162	(0)
CCTV Replacement Fund	(135)	0	(135)
Cemeteries Maintenance Fund	(130)	0	(130)
Skate Parks	(134)	0	(134)
General Fund - Capital	(858)	28	(830)
Vehicle Replacement	(1,077)	0	(1,077)

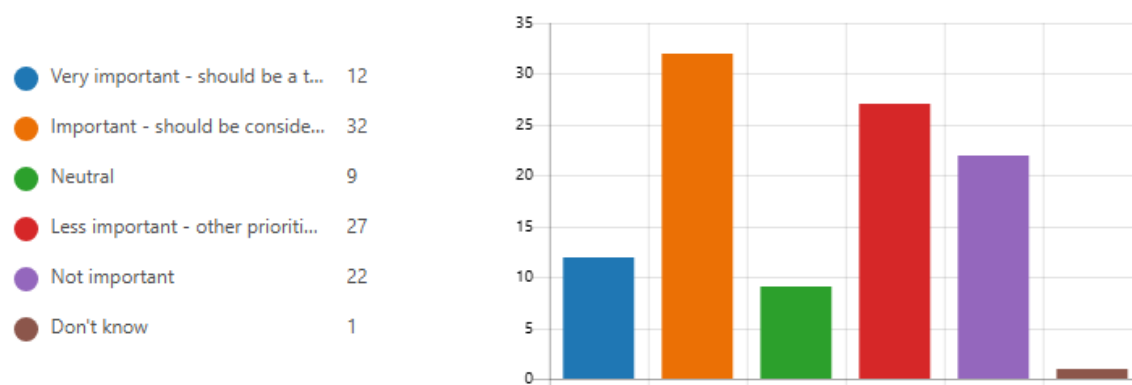
Other Capital Reserves	(396)	39	(357)
CAPITAL EARMARKED RESERVES	(3,339)	(1,333)	(4,672)
TOTAL GENERAL FUND RESERVES	(18,986)	(0)	(18,986)

Appendix F

1. How satisfied are you with the value for money provided by Nuneaton and Bedworth Borough Council?

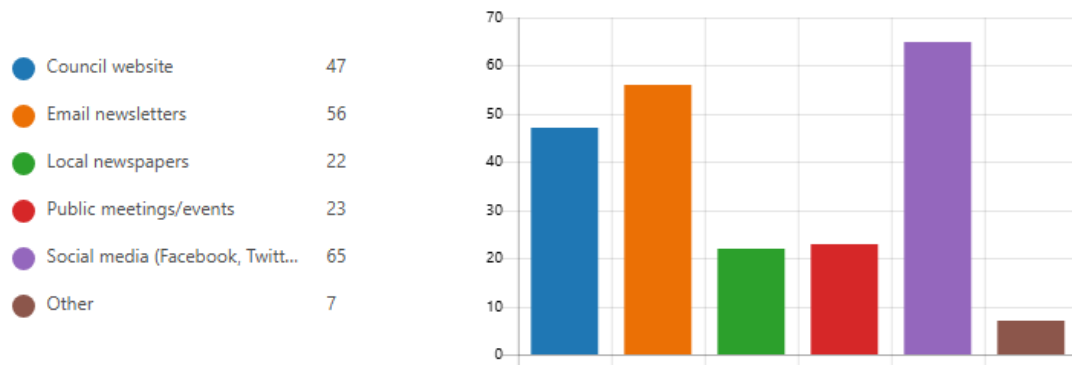


2. How important is it for the Council to invest in tackling climate change and improving environmental sustainability?

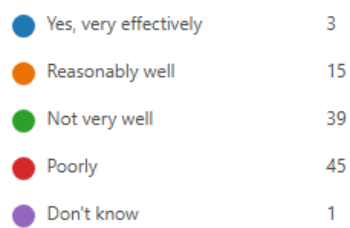


3. How do you prefer to receive information about Council services and consultations? (Select all that apply.)

The list is in alphabetical order.



4. Do you feel the Council communicates effectively about how it spends your money?



5. Is there anything else you would like to tell us about the Council's budget priorities for 2026-27?

55
Responses

Latest Responses
"Would like to know what they are "

7. Are you

● a resident of Nuneaton and B...	96
● a business owner, charity or v...	1
● an elected member of Nuneat...	0
● Other	6

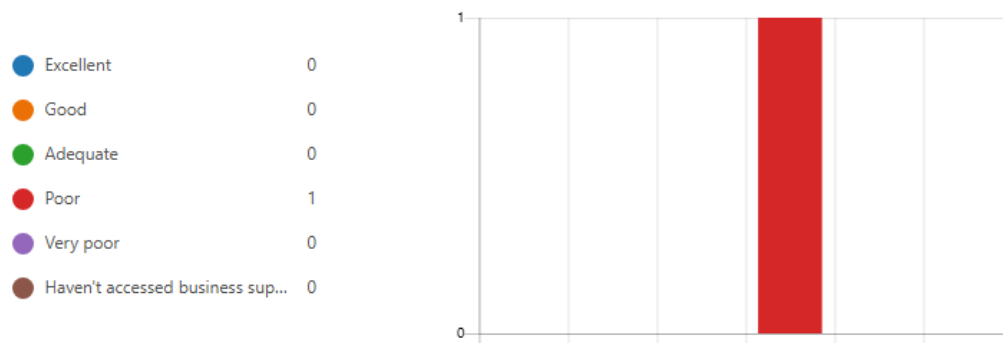


8. What sector do you operate in?

● Charity/voluntary sector	1
● Hospitality (cafes, restaurants, ...	0
● Leisure (for example, recreatio...	0
● Manufacturing/industrial	0
● Professional services	0
● Retail	0
● Other	0



9. How would you rate the council's support for local businesses?



10. What additional support would help your business thrive in the borough?

1
Responses

Latest Responses

11. Do you understand the business rates changes coming into effect from April 2026?

Yes, fully understand	0
Partially understand	1
No, need more information	0
Not applicable	0



12. Do you currently receive discretionary business rates relief from the Council?

Yes	1
No, but I would like to apply	0
No, not applicable to my orga...	0
I don't know	0



13. How important are Council community grants to your organisation's work?

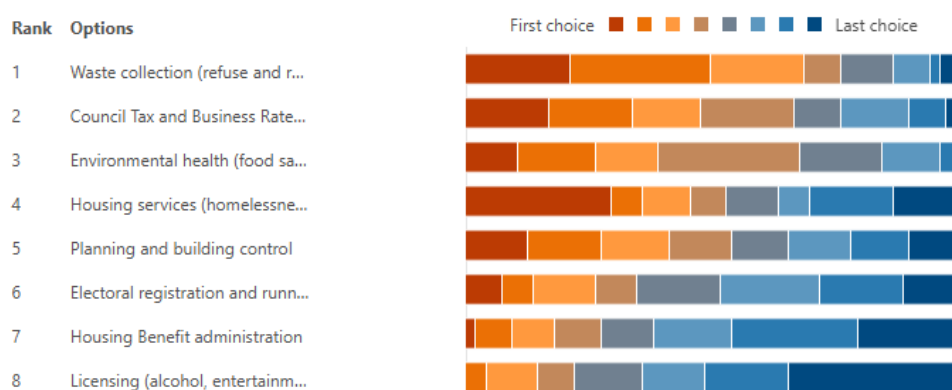
Essential - we couldn't operat...	1
Very important - they enable s...	0
Somewhat important - they s...	0
Not important - we don't rely ...	0
We don't currently receive Co...	0



14. How important are the following STATUTORY services to you? These are services we must provide by law. Drag and drop each service in order of importance: 1 for most important, 8 for least important.

- To change the order, click on any item in the list to start and move it to its desired position from 1 to 8
- If you're using a touchscreen, tap and hold the item, then drag it with your finger to its new position
- Once you move your first item, the numbered list from 1 to 8 will appear to guide placement
- Continue until you have your items in your preferred order

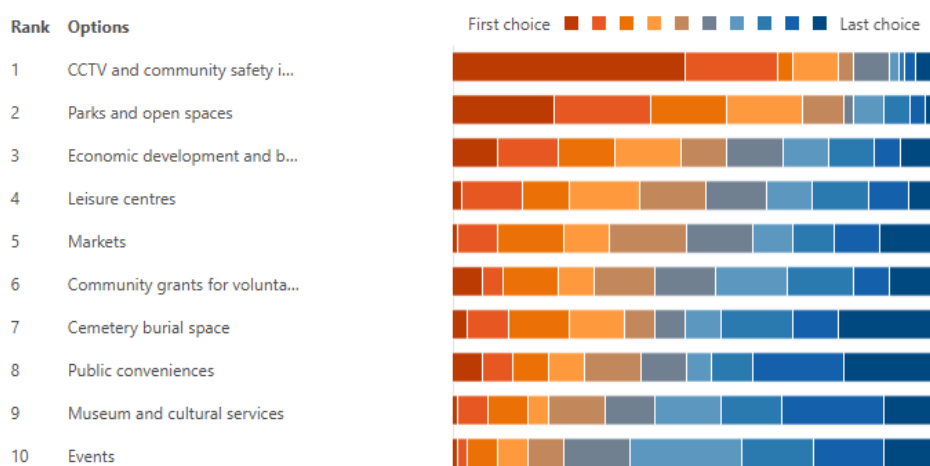
The list is in alphabetical order.



15. How important are the following NON-STATUTORY services to you? These are discretionary services we choose to provide. Drag and drop each service in order of importance: 1 for most important, 10 for least important.

- To change the order, click on any item in the list to start and move it to its desired position from 1 to 10
- If you're using a touchscreen, tap and hold the item, then drag it with your finger to its new position
- Once you move your first item, the numbered list from 1 to 10 will appear to guide placement
- Continue until you have your items in your preferred order

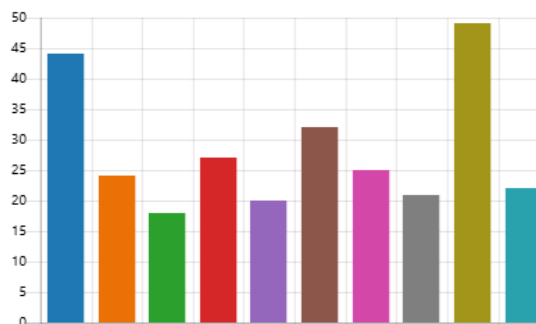
The list is in alphabetical order.



16. If the Council had to reduce spending on non-statutory services, which THREE would you most want to protect?

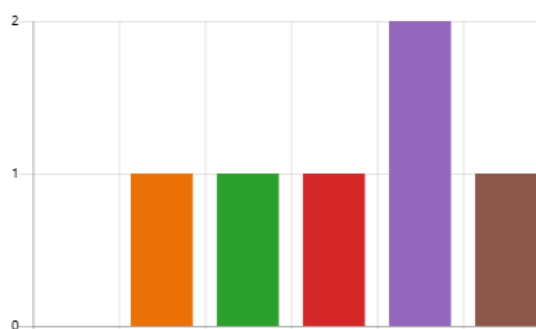
The list is in alphabetical order.

CCTV and community safety i...	44
Cemetery burial space	24
Community grants for volunta...	18
Economic development and b...	27
Events	20
Leisure centres	32
Markets	25
Museum and cultural services	21
Parks and open spaces	49
Public conveniences	22



17. How would you rate the council's support for local businesses?

Excellent	0
Good	1
Adequate	1
Poor	1
Very poor	2
Don't know	1



18. What additional support would help businesses thrive in the borough?

4
Responses

Latest Responses

19. Do you understand the business rates changes coming into effect from April 2026?

Yes	1
Partially understand	3
No	2



20. Are you aware of the discretionary business rates relief from the Council?

Yes - I own a business in the b...	2
Yes - I don't own a business in...	2
No - I own a business in the b...	1
No - I don't own a business in ...	1



21. How important are Council community grants to organisations in the borough?

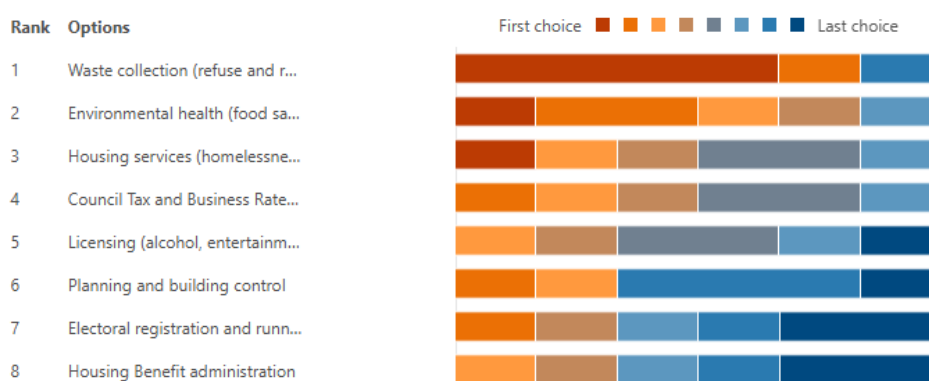
Essential	1
Very important	4
Somewhat important	1
Not important	0



22. How important are the following STATUTORY services to you? These are services we must provide by law. Drag and drop each service in order of importance: 1 for most important, 8 for least important.

- To change the order, click on any item in the list to start and move it to its desired position from 1 to 8
- If you're using a touchscreen, tap and hold the item, then drag it with your finger to its new position
- Once you move your first item, the numbered list from 1 to 8 will appear to guide placement
- Continue until you have your items in your preferred order

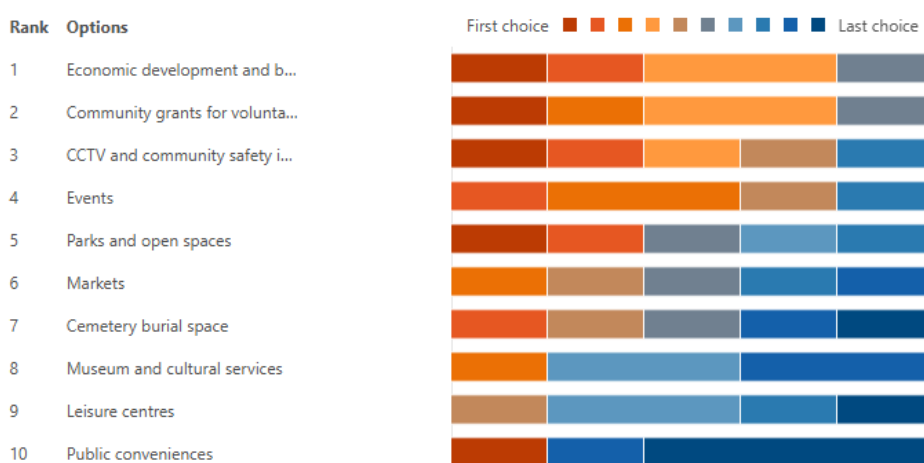
The list is in alphabetical order.



23. How important are the following NON-STATUTORY services to you? These are discretionary services we choose to provide. Drag and drop each service in order of importance: 1 for most important, 10 for least important.

- To change the order, click on any item in the list to start and move it to its desired position from 1 to 10
- If you're using a touchscreen, tap and hold the item, then drag it with your finger to its new position
- Once you move your first item, the numbered list from 1 to 10 will appear to guide placement
- Continue until you have your items in your preferred order

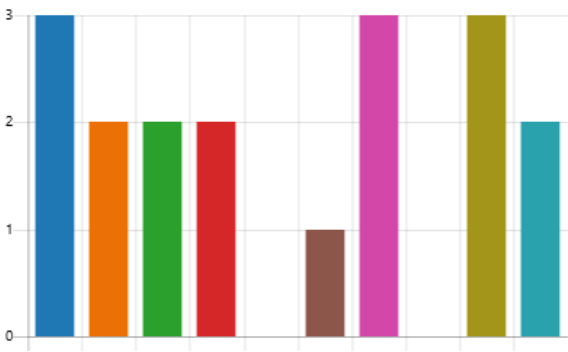
The list is in alphabetical order.



24. If the Council had to reduce spending on non-statutory services, which THREE would you most want to protect?

The list is in alphabetical order

CCTV and community safety i...	3
Cemetery burial space	2
Community grants for volunta...	2
Economic development and b...	2
Events	0
Leisure centres	1
Markets	3
Museum and cultural services	0
Parks and open spaces	3
Public conveniences	2





AGENDA ITEM NO.9

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	25 th February 2026
Subject:	Housing Revenue Account Revenue Budget 2026/27
Portfolio:	Housing Resources and Central Services
Responsible Officer:	Strategic Director for Housing & Community Safety Strategic Director for Corporate Resources
Corporate Plan – Theme:	Work
Corporate Plan – Aim:	Grow a strong and inclusive economy.
Ward Relevance:	All
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	No - Due to the timescales for setting a budget as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

1. **Purpose of report**

- 1.1. To present the Housing Revenue Account (HRA) revenue budget for 2026/27 for approval.

2. **Recommendations**

- 2.1. It be recommended to Council that:

2.1.1. The budgeted surplus of £181 for 2026/27 is approved;

2.1.2. A rent increase on dwellings of 4.8% from 6th April 2026 is approved;

- 2.1.3. The Fees and Charges for the HRA (Appendix B) are approved and implemented from 6th April 2026;
- 2.1.4. Delegated authority be given to the Strategic Director – Housing & Community Safety to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme; and
- 2.2 The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Budget Position 2026/27

- 3.1. The budget surplus position of £181 is detailed within Appendix A.

Budget Assumptions

- 3.2. There have been a number of assumptions included within the budget as summarised below with further detail included within the proceeding commentary.
 - A pay award provision of 3.5% for 2026/27
 - An increase to volume of repairs and contracted costs due to inflation
 - Rental income has been increased by 4.8% (September 2025 CPI +1%)
 - Treasury budgets have been updated in line with interest rate forecasts and borrowing expectations
- 3.3. In line with the General Fund, the pay award provision has been included at 3.5% following an increase in CPI from November 2025 to December 2025.
- 3.4. Due to increases in the volume of repairs, it is prudent to increase the budget for repairs and maintenance. This has been discussed with the relevant service managers and agreed as a sensible increase.
- 3.5. Material and contractor budgets have been increased in-line with inflation to ensure price increases do not cause overspends in the year.
- 3.6. A contribution from earmarked reserves of £200k has been included to fund the implementation of the new housing system following a tendering exercise.

- 3.7. Changes to the HRA recharges based on the General Fund changes have been factored in.

Rental Income

- 3.8. Average rental income charges per weekly currently sit at £98.58 with an increase of 4.8% the average weekly charge will be £103.31, an increase of £4.73.
- 3.9. There are varying charges administered for housing rents due to the location of the dwelling, the size and type and whether the dwelling is classified as an affordable housing unit (generally new build properties).
- 3.10. The Council has been able to increase rents by CPI + 1% for 2026/27 a maximum increase of 4.8% has been proposed to ensure the risk posed to the HRA of rising costs due to inflation and increased regulatory requirements is reduced and longer-term financial sustainability is achieved.
- 3.11. All service charges fees have also been increased in-line with the rent increases at 4.8%.
- 3.12. Income from homeless hostels for 2026/27 has increased due to the proposed increase in the nightly charge of 4.8% + £1.

4. Reserves

- 4.1. The HRA has many risks around inflation but also legislative changes for decent homes standards, consumer reform and the changes on rent increases plus the level of Right to Buy.
- 4.2. Underspends have been seen in recent years which has helped contribute to reserve balances but where planned works have not been completed, this poses further risk to the cost base into the future.
- 4.3. The reserve position on the HRA is healthy but there are significant risks and so close management of the expenditure base is essential. As at March 2025 the HRA had a general reserve balance of £2,931k which is likely to be utilised due to overspends in year. Earmarked reserve balance of £5,496k which includes risks for the Housing and Planning Act.

5. Business Plan Update

- 5.1. Following the introduction of the Self-Financing system for the HRA in 2012, the Council is required to produce a 30-year business plan. The Plan must set out the approach to priorities and the

maintenance of financial viability over the life of the plan. The most up to date business plan was presented to Council February 2025.

- 5.2. The current assumption within the business plan is to not borrow to deliver general purpose capital works and re-borrow to re-pay loans when they mature. This will continue to be reviewed heavily in 2026/27 to produce a more robust treasury strategy to build into the future business plan.
- 5.3. With stock condition surveys having been completed, officers will better understand the investment needs of the HRA asset portfolio. An asset management strategy is being worked on for completing during 2026/27 and be adopted once it has gone through the correct approval process.
- 5.4. Following the Government's announcement on 28th January 2026 in relation to rent convergence, this will change how social rents are calculated for the HRA from April 2027. A full review of the impact on the HRA income will be completed in 2026/27.
- 5.5. The review of all HRA income will allow better management of resources and will coincide with a full-service review to improve services in assisting the needs of the tenants and leaseholders whilst ensuring financial sustainability of the HRA.

6. Financial Implications

- 6.1. Contained throughout the report.
- 6.2. The Authority must set the HRA budget and confirm what (if any) rent increase is to be applied, so that the Council can notify tenants before the start of a new rent period.
- 6.3. Once a budget is in place, the Cabinet holds the responsibility to implement it in accordance with its responsibility for functions. In doing so, the Cabinet may not act contrary to the budget without provision being provided for that within the Council's Constitution or without the consent of Council.

7. Legal Implications

- 7.1. Following the Housing Revenue Account self-financing regime established by the Localism Act 2012. Local Authorities are required to operate the HRA on a sustainable basis with the income being ring-fenced for the commitments of the HRA business plan to be met.
- 7.2. The Council, as a registered social landlord, has been required since 1st April 2020 to set rents in accordance with the Regulator of Social Housing's Rent Standard. The approval of the above

recommendations will ensure that a balanced HRA is achieved, which means the Council is compliant with section 76 of the Local Government and Housing Act 1989. The HRA is a ring-fenced account and cannot be subsidised by the General Fund. Section 24 of the Housing Act 1985 allows the Council as a registered provider the discretion to set its own rents, but the charges must be reasonable and are subject to legislative rent caps imposed by the government. The Local Government and Housing Act 1989 also covers the recovery of service charges, and the rent standard applies to both rents and service charges. Changes to rent and service charges are excluded under section 105 (2) of the Housing Act 1985 from the statutory duty to consult with tenants on matters of "housing management" under section 105 of the Housing Act 1985.

8. Equalities implications

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

9. Health implications

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

10. Climate and environmental implications

- 10.1. Solar panels have been installed on some of the new build construction to support greener housing. The HRA dwellings continuously upgrade central heating, electric storage heating and windows and doors to improve the energy efficiency of the housing stock.

11. Section 17 Crime and Disorder Implications

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

12. Risk management implications

- 12.1. Please refer to appendix D of the General Fund Budget Report.

13. Human resources implications

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

14. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	This would result in no budget for the HRA and would not evidence how the fund would be operating on a sustainable basis.

15. Conclusion

- 15.1. HRA is currently in a sustainable position with a balanced Business Plan which does not currently reduce the HRA balances. With on-going reviews occurring in 2026/27 and the changes in relation to how rent will be uplifted from 1st April 2027 the work outlined in point six will help towards achieving a robust and sustainable Housing Revenue Account.

16. Appendices

- 16.1. Please note the following appendices:

- i. Appendix A – Housing Revenue Account Budget 2026/27
- ii. Appendix B – Housing Revenue Account Fees and Charges 2026/27

17. Background papers

- 17.1. General Fund Revenue Budget 2026/27 – Appendix D (Cabinet 25th February 2026)

18. Report Writer Details:

Officer Job Title: Assistant Director – Finance

Officer Name: Liam Brown

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

HRA BUDGET 2026/27

Service	2025/26 Final Budget	2026/27 Final Budget
	£	£
SUPERVISION & MANAGEMENT - GENERAL		
HRA General Expenses	£4,686,080	£4,929,343
HRA Repairs Management	£2,107,320	£2,188,520
Resident Involvement	£48,660	£48,660
Debt Management Costs	£220,274	£224,537
Increase in Bad Debt Provision	£485,360	£415,360
HRA share of Corporate and Democratic Core	£0	£0
HRA share of Non-Distributed Costs	£0	£0
Housing System	£242,000	£224,210
Development Strategy	£217,490	£171,440
	£8,007,184	£8,202,070
SUPERVISION & MANAGEMENT - SPECIAL		
HRA Special Expenses	£109,388	£90,886
Independent Living (Previously Warden Schemes)	£2,556,047	£2,593,417
Homeless Hostels	£64,698	£65,611
Bedworth Hostel	£71,165	£76,185
St Benedicts	£58,661	£62,617
Other Housing Schemes (Flats)	£654,544	£683,994
Grounds Maintenance	£398,945	£369,781
	£3,913,448	£3,942,491
REPAIRS & MAINTENANCE		
Reactive Repairs	£2,662,430	£2,712,000
Call Out	£87,120	£90,990
R. + M. - Dwellings	£344,000	£419,000
R. + M. - Estate Management	£24,000	£24,000
Asbestos	£275,000	£290,000
R. + M. - Homeless Hostels	£7,460	£7,460
R. + M. - Shops & Other Co.	£30,000	£30,000
Planned Works - Outside Contractors	£2,356,440	£2,491,490
Outside Contractors - Not Depot Monitored	£464,500	£489,500
R + M - Voids	£754,960	£756,830
	£7,005,910	£7,311,270
CAPITAL FINANCING COSTS		

Cost of Capital Charge	£0	£0
Depreciation	£9,836,379	£11,477,000
Interest Payable	£1,962,117	£2,132,319
	£11,798,496	£13,609,319
INCOME		
Council House & Hostels-Income HRA	(£29,146,000)	(£30,393,001)
Interest Receivable	(£118,680)	(£80,680)
Non-Dwelling Rents	(£590,038)	(£610,099)
Other Income - Independent Living Schemes	(£1,502,973)	(£1,554,074)
Other Income - Services and Facilities	(£690,014)	(£726,515)
Other Income - Rechargeable Repairs	(£22,000)	(£22,748)
	(£32,069,705)	(£33,387,118)
APPROPRIATIONS		
Appropriations to / (from) MRR	£368,870	£0
Capital Expenditure funded by HRA (CERA)	£821,081	£200,000
Appropriations to/ (from) Revenue Reserves	(£200,000)	(£200,000)
	£989,951	£0
Support Services (Pay Award Provision)	£354,716	£321,787
Total HRA	(£0)	(£181)

<u>HOUSING REVENUE ACCOUNT</u>	2025/26 Fee	2026/27 Proposed Fee	% Change
Independent Living charges -based on a 52-week recharge			
Independent Living Service charge	£15.11	£15.83	4.80%
Independent Living Support Service charge	£5.74	£6.02	4.80%
Well Being Service Charge (new tenants only)	£3.62	£3.79	4.80%
Lifeline Service charge	£2.98	£3.12	4.80%
General Purpose			
General Weekly Service Charges (all)	Varies	Varies	4.80%
Supported Housing Service Charges (all)	Varies	Varies	4.80%
Homeless Hostel Rent (General Fund & HRA) (per room per night)			
Rent	£65	£69.12	4.8% + £1
Service Charge	£3.65	£3.83	4.80%
Garage Rents (per week on a 52-week basis)			
Tenants	£10	£10	
Non – Tenants includes VAT	£20	£20	
Visitor Accommodation in Sheltered Schemes (per room per night)	£15.41	£16.14	4.80%
Additional Charges			
Retrospective Permission for Ex-council Tenants Alterations	£118.41	£124.10	4.80%

Information Regarding Ex-Council Properties i.e. construction types, improvements	£118.41	£124.10	4.80%
Removal of Covenants to Ex-council Properties/Land (carried out by legal)	£439.04	£460.12	4.80%
Key Cutting/Replacement Service Including Key Fobs	£19.51	£20.45	4.80%
Key Cutting/Replacement Service Including Key Fobs for Scooter Housing Buildings	£57.00	£59.73	4.80%
Court Action to Obtain Access into Council Properties	£414.81	£434.72	4.80%
Rechargeable Works			
Various amounts depending on what work has been carried out			
Works charged to lease hold properties	£89.76	£94.07	4.80%
Copy of lease for lease holders	£42.67	£44.72	4.80%

AGENDA ITEM NO.10

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	25 th February 2026
Subject:	Capital Budget 2026/27
Portfolio:	Housing Resources and Central Services
Responsible Officer:	Strategic Director – Corporate Resources Strategic Director - Housing & Community Safety
Corporate Plan – Theme:	Work
Corporate Plan – Aim:	Grow a Strong & Inclusive Economy
Ward Relevance:	All
Forward Plan:	Yes
Subject to Call-in:	No - Due to the timescales for setting a budget as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

1. **Purpose of report**

- 1.1. To present the capital budget and forecast for 2026/27 to 2028/29 for the General Fund and Housing Revenue Account (HRA).

2. **Recommendations**

- 2.1. It be Recommended to Council that:

- 2.1.1. The capital budget and forecast for 2026/27 to 2028/29 for the General Fund and Housing Revenue Account (HRA) be approved; and
- 2.1.2. Delegated authority be given to the Strategic Director – Housing & Community Safety, Strategic Director – Public Services, and Strategic Director – Corporate Resources to carry out

procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme.

- 2.2 The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Capital Programme Budget 2025/26

- 3.1. The Council's capital programme covers many projects for both the General Fund and Housing Revenue Account.
- 3.2. General Fund projects are developed in line with strategies reported to Cabinet/Council and are funded through Section 106 developer contributions, grant funding (from the Government and other external providers), internal and external borrowing plus capital receipts generated through asset sales.
- 3.3. HRA projects are mainly for refurbishment of council houses, disabled adaptations to council housing plus new build. They are funded from HRA reserves, capital receipts from Right to Buy completions plus grant income.

General Fund

- 3.4. A three-year capital programme is included in Appendix A. The proposed General Fund capital budget for 2026/27 is £17,151,829 and is fully funded.
- 3.5. In recent years the General Fund has seen significant capital budgets through regeneration projects such as Grayson Place phase 1, phase 2 and the construction of the Bedworth Physical Activity Hub.
- 3.6. The Bedworth Physical Activity Hub will be in it's final year of the £30.6m project with the opening of the new leisure centre on track for Spring 2026.
- 3.7. With plans to review the next steps of regeneration within the town centres a report will be presented to cabinet during 2026/27 to propose new projects which will utilise the £400k of funding referred to in point 7.5 of the General Fund Revenue Budget 2026/27 report.
- 3.8. The Parks Revival project to redevelop and improve the George Eliot Memorial Garden, the underpass and river walkway and complete a new foot/cycle path across the river will continue to be delivered in 2026/27 with an expected completion date towards the end of 2026.

- 3.9. The Pride in Place Impact Fund allocated £1.5million of funding over 2 years to the Council in which proposals are being finalised on how to spend the funding. A separate report will be presented during 2026/27 with specific projects to improve community spaces, public spaces and high street / town centre revitalisation.
- 3.10. Changes to earmarked reserves as stated under point 7.5 of the General Fund Revenue Budget 2026/27 report create more funding for ICT & Transformation changes. There is an increase in the capital budget from 2027/28 for the ICT Strategy Programme, but these budgets are subject to change dependent on the Transformation Strategy which will be finalised during 2026/27. The approach to producing and publicising the strategy was outlined at the Health and Corporate Resources Overview and Scrutiny Panel on the 12th February 2026.
- 3.11. Works to provide funding for energy performance upgrades and low carbon heating to eligible residents will continue to be delivered through the Warm Homes Local Grant. The aim is to tackle fuel poverty and make carbon savings to deliver progress towards the Net Zero 2050 target.
- 3.12. A large proportion of the capital budget will focus on the strategy for parks which has been developed to provide a more planned approach to replacement and refreshment. The review of how these works across the borough will be funded will continue to be undertaken during 2026/27. The projects in 2026/27 will utilise section 106 funding and the earmarked provision made available after the General Fund Outturn 2024/25 report was approved at Cabinet on 16th July 2025.
- 3.13. Grant funding from DEFRA received to support implementation of measures within the Environment Bill which is in relation to the collection of food waste has been slipped into 2026/27. With the service beginning to be delivered in 2026/27, this funding will support the purchase of bin collection lorries during the financial year.
- 3.14. Due to delays in the acquisition and delivery of new refuse trucks the vehicle replacement programme has been slipped from 2025/26. A review is underway to update the vehicle replacement programme which will provide an update to the 2027/28 and 2028/29 budgets.
- 3.15. The progress of all projects will be monitored during the year with further updates reported to Cabinet.

Housing Revenue Account

- 3.16. Management of the HRA capital programme is based on scheduled works and progression of new build and acquisition targets. The budget as a whole is utilised by need of the customer and the most efficient use of resources to ensure value for money and will therefore fluctuate against the initial forecasted expenditure by line in any one year.
- 3.17. A review of the Business Plan was undertaken and was reported in February 2025. The capital programme included for 2026/27 has some changes to the summary position included in the Business Plan due to re-aligning resources and focusing on priority areas.
- 3.18. A one-year capital programme is included in Appendix B.

4. Capital Reserves

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

	2024/25 £
Capital Receipts	622,010
Capital Earmarked Sums	3,338,937
Capital Grants	15,112,166
General Fund	19,073,113
Capital Receipts	5,202,956
Capital Earmarked Sums	3,773,387
Major Repairs Reserve	1,830,421
HRA	10,806,764
Capital Resources	29,879,877

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

5. Financial Implications

- 5.1. Contained throughout the report.
- 5.2. Once a budget is in place, the Cabinet holds the responsibility to implement it in accordance with its responsibility for functions. In doing so, the Cabinet may not act contrary to the budget without provision being provided for that within the Council's Constitution or without the consent of Council.

6. Legal Implications

- 6.1. Having a balanced budget is a key concept outlined in Section 114 of the Local Government Finance Act 1988.
- 6.2. The Authority must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.
- 6.3. Section 30(6) of the Local Government Finance Act 1992 provides that the Council must set its budget before 11 March in the financial year preceding the one in respect of which the budget is set.

7. Equalities implications

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

8. Health implications

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

9. Climate and environmental implications

- 9.1. As noted in the report, the Council issues grants to householders to reduce fuel poverty and carbon emissions, supporting the Net Zero 2050 target.
- 9.2. Solar panels have been installed on some of the new build construction to support greener housing. The HRA dwellings continuously upgrade central heating, electric storage heating and windows and doors to improve the energy efficiency of the housing stock.

10. Section 17 Crime and Disorder Implications

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

11. Risk management implications

11.1. A schedule of financial risks are included within the General Fund Revenue Budget 2026/27 Budget Report under Appendix D.

12. Human resources implications

12.1. No direct human resource implications have been identified.

13. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	If a Capital Programme was not approved, then the Council would not be able to complete the projects started and maintain a decent home standard for HRA dwellings. Having a balanced budget is a key concept outlined in Section 114 of the Local Government Finance Act 1988.

14. Conclusion

14.1. The capital programme is fully funded in its present form and there is expected to be slippage on projects in 2025/26. The review of the regeneration plan has mitigated the risks previously being seen but there are still potential concerns as the Council is unable to borrow more than is budgeted and grant funding is fully committed.

14.2. To remain financially sustainable is dependent upon interest rates and inflation being stable and ideally reducing. Any hikes in costs as seen in previous years could create risks around affordability. This is being kept under close review.

15. Appendices

15.1. Please note the following appendices:

- i. Appendix A – General Fund Capital Budget
- ii. Appendix B – HRA Capital Budget

16. Background papers

- 16.1. General Fund Revenue Budget 2026/27 (Cabinet – 25th February 2026)
- 16.2. General Fund Revenue Outturn 2024/25 (Cabinet – 16th July 2025) - [16 July 2025: Cabinet | Nuneaton and Bedworth Borough Council](#)
- 16.3. Transformation Strategy (Health and Corporate Resources Overview and Scrutiny Panel – 12th February 2026) - [12 February 2026: Health and Corporate Resources Overview and Scrutiny Panel | Nuneaton and Bedworth Borough Council](#)

17. Report Writer Details:

Officer Job Title: Assistant Director – Finance

Officer Name: Liam Brown

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

GENERAL FUND CAPITAL BUDGET

Project	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29
General Fund Capital	17,151,829	8,349,027	6,999,027
Business & Regeneration	2,055,307	0	0
Parks Revival	1,305,307	0	0
Pride in Place	750,000	0	0
Resources and Corporate Services	100,000	200,000	200,000
ICT Strategy Programme	100,000	200,000	200,000
Housing	7,899,027	7,849,027	6,499,027
Empty Homes - Works in Default	40,000	40,000	40,000
Disabled Facilities Grants - HEART	6,359,027	6,359,027	6,359,027
Empty Property Loans	100,000	100,000	100,000
Warm Homes Local Grant	1,400,000	1,350,000	0
Planning and Enforcement	0	0	0
Leisure, Communities and Health	7,047,495	250,000	250,000
BEDWORTH PHYSICAL ACTIVITY HUB (BPAH)	4,000,000	0	0
Sandon/Weddington Cycleway	138,494	0	0
Coronation Walk Footpath/Cycleway	142,413	0	0
Clovelly Way Footpath	31,675	0	0
Chaucer Drive - Play Area	165,000	0	0
Tiverton Drive - Play Area	258,000	0	0
Greenmoor Road - Play Area	44,000	0	0
Pauls Land Pavilion	10,500	0	0
Major Repairs	250,000	250,000	250,000
Environment Bill Food Waste Grant	1,244,951	0	0
Vehicle & Plant Replacement	762,462	0	0
Capital: General	50,000	50,000	50,000
Miscellaneous Projects	50,000	50,000	50,000

HRA CAPITAL BUDGET

Project	Proposed Budget 2026/27 (£)
HRA Total Capital	14,124,891
Major Repairs	12,686,500
Decent Homes	1,800,000
Roof Coverings/Modifications	1,800,000
Windows and Doors	1,300,000
Door Entry Scheme	150,000
Fire Safety Works	2,300,000
Electric Storage Heating	80,000
Drainage renewals	44,500
Balconies and Balustrades	250,000
Concrete Structural Repairs	400,000
Level Access Showers	530,000
Aids & Adaptations	950,000
Central heating	950,000
Slabs to Tarmac	156,000
Lift Renewal Works	150,000
District Heating Works	350,000
EICR Electrical	200,000
Voids	950,000
Underground Bursts	70,000
Contingency	56,000
Housing IT System	200,000
New Build & Acquisition	1,438,391
New Properties - New Build	1,438,391
Acquisition of Properties	0



AGENDA ITEM NO. 11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 25th February 2026

Subject: Local Council Tax Support Scheme 2026/27

Portfolio: Resources and Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Work

Corporate Plan – Aim: Grow a strong and inclusive economy

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: No – this is not subject to call-in due to the amendments being legislative, and a delay would seriously prejudice the Council's or the public's interests as per 3.3 of the report. Furthermore, the report requires approval from Full Council to which Full Council may review, debate and vote on the adoption of the scheme.

1. **Purpose of report**

- 1.1. The update the Council's Local Council Tax Support Scheme in-line with the regulations required by Ministry of Housing, Communities & Local Government.

2. **Recommendations**

- 2.1. That the Local Council Tax Support scheme for financial year 2026/27 be endorsed; and

- 2.2. The report and Local Council Tax Support scheme for 2026/2027 be recommended to Full Council for approval; and
- 2.3. The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Background

- 3.1. The Local Council Tax Support Scheme (LCTS) is applicable to both pension credit age and working age members of the public. The scheme specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2026 for a period of one financial year.
- 3.2. As in previous years, the government has amended the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 to ensure that pension age Local Council Tax Support (LCTS) schemes are updated in line with changes in the wider benefits system.
- 3.3. Billing authorities must ensure that the requirements of the updated regulations are reflected in their LCTS schemes for 2026-27 by 11 March 2026.
- 3.4. The current scheme will be reviewed during 2026 following approval granted by Cabinet 21st January 2026 to review the current scheme. For the avoidance of any doubt, there are no changes to the way the 2026/2027 scheme presented is calculated from April 2026.

4. Body of report and reason for recommendations

- 4.1. The Regulations which were laid before parliament on 15th January 2026 coming into force on 13th February 2026 and for inclusion in the 2026/27 policy outline the need for billing authorities to reflect the changes in their LCTS Scheme by 11th March 2026.
[The Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) \(Amendment\) Regulations 2026](#)
- 4.2. ACS Benefits Guidance & Legislation have updated our LCTS Scheme to ensure the Council is compliant and reflects the Regulations set out.

5. Consultation with the public, member, officer and associated stakeholders

- 5.1. None
- 6. Financial Implications
 - 6.1 None
- 7. Legal Implications
 - 7.1 None
- 8. Equalities implications
 - 8.1 A review has been undertaken and it has been identified that no assessment is required following consultation and liaison with the appropriate officer.
- 9. Health implications
 - 9.1. No specific health implications have been identified following the completion of an impact assessment.
- 10. Climate and environmental implications
 - 10.1. No direct climate and/or environmental implications have been identified
- 11. Section 17 Crime and Disorder implications
 - 11.1. No direct Section 17 crime and disorder implications have been identified.
- 12. Risk Management implications
 - 12.1. No direct risk management implications have been identified.
- 13. Human resources implications
 - 13.1. No direct human resource implications have been identified
- 14. Options considered and reason for their rejection
 - 14.1. In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
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Option ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Remain on 2025/26 scheme which would be disadvantageous to residents as they would not receive the correct amount of Support in line with Legislation detailed in 4.1

15. Conclusion

15.1 The Regulations were updated and laid out on 15th January 2026 for Local Council Tax Support (LCTS) schemes to be updated for 2026/27 by 11 March 2026.

16 Appendices

16.1 Appendix A - Nuneaton & Bedworth S13A 2026/27

17 Background papers

17.1 None

18 Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

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



AGENDA ITEM NO.12

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	18 th February 2026
Subject:	Housing Payment – Crisis Resilience Fund
Portfolio:	Resources and Central Services
Responsible Officer:	Assistant Director - Finance
Corporate Plan – Theme:	Work
Corporate Plan – Aim:	Grow a strong and inclusive economy
Ward Relevance:	All
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	No this is not subject to call-in due to the amendments being legislative.

1. **Purpose of report**

- 1.1. The purpose of this report is to seek approval of Nuneaton and Bedworth Borough Council's approach to supporting our customers who need additional financial support with their housing costs.

2. **Recommendations**

- 2.1. That the policy outlining the Council's approach for Housing Payment Crisis Resilience Fund 2026/27 be endorsed;
- 2.2. The report and the policy for the Housing Payment Crisis Resilience Fund 2026/27 be recommended to Full Council for approval;
- 2.3. Delegated authority be given to the Strategic Director - Corporate Resources, Assistant Director – Finance and Head of Revenues and Benefits to implement decisions made under the approved policy; and
- 2.4. The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in

paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Background

- 3.1. From April 2026, Discretionary Housing Payments (DHPs) in England will cease to be delivered under the Discretionary Financial Assistance Regulations (2001) and the Discretionary Housing Payments (Grants) Order (2001) and this legislation will be revoked in England. Discretionary Housing Payments in England will be incorporated into the Crisis Resilience Fund, delivered through a grant under section 31 of the Local Government Act 2003.
- 3.2. In the case of discretionary relief, the basic provisions are laid down by Section 47 of the Local Government Finance Act 1988. The decision whether to grant relief is at the discretion of each Council.

4. Body of report and reason for recommendations

- 4.1. For those who face a shortfall in meeting their housing costs, Housing Payments will be available within the Crisis Resilience Fund (CRF), which replicates former DHP provision and will be incorporated in a phased approach.
- 4.2. From April 2026 eligibility, policy objectives, funding amounts and Local Authority recipients for the Housing Payment remain the same as those for DHPs in the financial year ending (FYE) March 2026.
- 4.3. DHPs will come to an end in England on 31 March 2026. From 1 April 2026, DHPs will be replaced by the Housing Payment strand of the Crisis Resilience Fund (CRF). The Housing Payment will closely replicate existing DHP guidelines and will adopt a phased transition over the 3-year funding period.

5. Consultation with the public, member, officer and associated stakeholders

- 5.1. None

6. Financial Implications

- 6.1 No specific implications funding amounts and Local Authority recipients for the Housing Payment remain the same as those for DHPs in the financial year ending (FYE) March 2026.

7. Legal Implications

7.1 None

8. Equalities implications

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

9. Health implications

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

10. Climate and environmental implications

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

11. Section 17 Crime and Disorder implications

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

12. Risk Management implications

12.1. No direct risk management implications have been identified.

13. Human resources implications

13.1. No direct human resource implications have been identified

14. Options considered and reason for their rejection

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

Option Ref Option Title Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected

Option ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Non-compliance with the changes from April 2026. The legislation underpinning the Discretionary Housing Payments is revoked

15. Conclusion

15.1 Local authorities are required to deliver the Housing Payment Strand of the Crisis Resilience Fund from 1st April 2026, the Housing Payment will closely replicate existing DHP guidelines and will transition in a phased approach over a 3-year finding period.

16. Appendices

16.1 Housing Payment – Crisis Resilience Fund 2026

17. Background papers

17.1 None

18. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

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Housing Payment Crisis Resilience Fund

Table of Contents

1. Legislation
2. Background
3. Benefits Department Team Policy
4. Statement of Objectives
5. Claiming a Housing Payment
6. Period of Award
7. Awarding a Housing Payment
8. Changes of Circumstances
9. Method of Payment
10. Notification
11. Refused Housing Payment
12. The Right to Seek a Review
13. Overpayments
14. Publicity
15. Fraud

1. LEGISLATION

Section 31 of the Local Government Act 2003

2. BACKGROUND

From April 2026, Discretionary Housing Payments in England will cease to be delivered under the Discretionary Financial Assistance Regulations (2001) and the Discretionary Housing Payments (Grants) Order (2001) and this legislation will be revoked in England. Discretionary Housing Payments in England will be incorporated into the Crisis Resilience Fund, delivered through a grant under section 31 of the Local Government Act 2003.

For those who face a shortfall in meeting their housing costs, Housing Payments will be available within the Crisis Resilience Fund (CRF), which replicates former DHP provision and will be incorporated in a phased approach.

From April 2026 eligibility, policy objectives, funding amounts and Local Authority recipients for the Housing Payment remain the same as those for DHPs in the financial year ending (FYE) March 2026.

DHPs will come to an end in England on 31 March 2026. From 1 April 2026, DHPs will be replaced by the Housing Payment strand of the Crisis Resilience Fund (CRF). The Housing Payment will closely replicate existing DHP guidelines and will adopt a phased transition over the 3-year funding period.

The Housing Payment provides financial support towards housing costs and is paid by an Authority when they are satisfied that an applicant requires further financial assistance with housing costs. These payments can be made to claimants who are entitled to either:

- HB, or
- UC with housing costs towards rental liability. This includes Shared Ownership properties which carry a rental liability.

Every claimant who is entitled to the minimum amount of Housing Benefit or the Housing Element of Universal Credit and who has a shortfall is entitled to make a claim for a Housing Payment. The purpose of the scheme is to provide additional funds to benefit recipients who are suffering from financial hardship and are unable to meet their housing costs.

Housing costs are not defined in the regulations and this gives Nuneaton and Bedworth Borough Council a broad discretion to interpret the term as they wish. In general, housing costs means rental liability, however, housing costs can be interpreted more widely to include:

- Rent in advance
- Deposits
- Lump sum costs associated with a housing need such as removal costs
- Assistance in securing alternative more appropriate accommodation

Rent deposits and rent in advance

Housing Payments may be awarded for a rent deposit or rent in advance for a property that the claimant is yet to move into if they are already entitled to Housing Benefit or the Housing Element of Universal Credit at their present home. However, we may take other circumstances into consideration when making a decision.

When awarding Housing Payments for a rent deposit or rent in advance, the authority should be satisfied that;

- The property is affordable for the tenant; and
- The tenant has a valid reason to move; and
- the deposit or rent in advance is reasonable

The authority should consider that it may not always be possible for the claimant to seek the most affordable accommodation, i.e., someone fleeing the home due to domestic violence needs to seek a place of safety such as a refuge service.

Once a Housing Payment has been made to the claimant for a deposit or rent in advance, the authority does not require the claimant to repay this back to the authority at the end of the tenancy. Any future additional applications are unlikely to be paid as the rent in advance or deposit should be used to secure any future tenancy.

The main features of the scheme are:

- The scheme is purely discretionary; a claimant does not have a statutory right to a payment.
- The amount that can be paid out by an Authority in any financial year is cash-limited by the Secretary of State.
- The administration of the scheme is for the Benefits Department to determine.
- Housing Payments are not a payment of Housing Benefit or Universal Credit. However, the minimum amount of Housing Benefit or Housing Element of Universal Credit must be in payment in the benefit week that a DHP is awarded for.

Shortfalls that Housing Payments can cover:

- Reductions due to the removal of the spare room subsidy.
- Reductions as a result of Local Housing Allowance restrictions.
- Rent Officer Restrictions such as local reference rent or shared accommodation rate. Income tapers.
- Rent shortfalls to prevent a household becoming homeless whilst the Housing Department explores alternative options.
- Foster carers including those between placements.
- Disabled people subject to under-occupancy living in accommodation that has been substantially adapted for their needs.
- Non dependant deductions
- Any other policy changes that limit the amount of Housing Benefit or the Housing Element of Universal Credit that is payable.

Two Homes/Temporary Absence

The regulations permit a person to have help through a Housing Payment award for rent due on a property they have moved into when treated as temporarily absent from their home e.g. the claimant has moved due to domestic violence. If the customer is liable for the rent on both properties and in both cases there is a shortfall, a Housing Payment could be awarded in respect of both properties subject to the weekly limit on each property.

Housing Payments **cannot be used for help with:**

- Ineligible service charges.
- Increases in rent due to outstanding rent arrears.
- Shortfalls in the Second Adult Rebate (pensioner claims only).
- Shortfalls in Council Tax Support. (Separate Hardship fund available)
- Certain sanctions and reductions in benefit.
- Shortfalls caused by overpayment recovery.

Further guidance can be found in The Crisis and Resilience Fund: Guiden for Local Authorities in England (1st April 2026 to 31st March 2029)

3. BENEFITS DEPARTMENT TEAM POLICY

The purpose of this policy is to specify how Nuneaton and Bedworth Borough Council's Benefit Department will operate the scheme and to indicate some factors that will be considered when deciding if a Housing Payment can be made. Each case will be treated strictly on its merits and all customers will be treated equally and fairly when the scheme is administered in line with Public Sector Equality Duty. The Benefits Department is committed to working with the local voluntary sector, social landlords and other interested parties within the district to maximise entitlement to all available state benefits and this will be reflected in the administration of the Housing Payment strand of the Crisis Resilience Fund .

4. STATEMENT OF OBJECTIVES

The Benefits Department will consider awarding a Housing Payment to claimants who meet the qualifying criteria. Before making an award the authority must be satisfied that the customer is entitled to:

- Housing Benefit; or
- Universal Credit; and
- has a rental liability; and
- requires further financial assistance with housing costs.

This policy is not intended to define the specific situations of when we will or will not make a discretionary payment, to do so would make the policy too rigid and may prevent payments being made where there are exceptional or unusual circumstances. Payments are expected to be made to meet current needs rather than past debts but each case will be decided based on individual circumstances.

The Benefits Department will see through the operation of this policy to:

- Alleviate poverty.
- Encourage and sustain the Authorities residents in employment.
- Help those who are trying to help themselves.
- Keep families together.
- Prevent child poverty.
- Support the vulnerable in the local community.
- Help customers through a personal crisis / difficult event.
- Support households that are returning to work after a period of unemployment and provide assistance in the managing of their finances during the transition.
- Support those who are in affordable housing but at risk of becoming homeless due to being unable to meet their full rent liability due to severe financial difficulties from the effects of the current economic climate.
- To support foster carers who have a spare room for a potential foster child
- To consider disabled people living in accommodation that has been substantially adapted for their needs.

5. CLAIMING A HOUSING PAYMENT

A claim for a Housing Payment must be made on an approved form accepted by Nuneaton and Bedworth Borough Council, in exceptional circumstances a request may be accepted without the need for an application form.

On request or in appropriate circumstances, the Benefits Department will issue the claimant with an application form, informing them that the form needs to be returned within one month of its issue. The claimant will be required to return the form to the Benefits Department within one month of its issue and will be encouraged to include any relevant supporting evidence.

The Benefits Department may request any reasonable evidence in support of an application. The claimant will be asked to provide the evidence within one month of such a request, although this will be extended in appropriate circumstances. Sufficient evidence will need to be obtained to enable the decision maker to compare income against outgoings to identify where there is a shortfall.

If the claimant is unable to or does not provide the required evidence, the Benefits Department will still consider the application and will in any event take into account any other available evidence including that held on the Housing Benefit file. The department reserves the right to verify any information or evidence provided by the claimant in appropriate circumstances.

6. PERIOD OF AWARD

The Benefits Department considers that the Housing Payment should be seen as short-term support to assist financial hardship, however a long term award may be paid where appropriate. It is not and should not be considered as a way around any current or future entitlement reductions set out within legislation. In all cases, the Benefits Department will decide the length of time for Housing Payment will be awarded on the basis of the evidence supplied and the facts known.

The start date of an award will normally be:

- i. The Monday after the written claim form for a Housing Payment is received or initial request made to the Benefits Department; or
- ii. The date on which entitlement to Housing Benefit or Universal Credit commenced (providing the application is received within one calendar month of the claim for Housing Benefit or Universal Credit being decided), whichever is the most appropriate.

The Benefits Department cannot award a Housing Payment for any period outside an existing Housing Benefit or Universal Credit period granted under the Housing Benefit or Universal Credit statutory schemes.

- The Benefits Department will usually award a Housing Payment for 13 weeks.
- The Benefits Department will consider any reasonable request for backdating an award of a Housing Payment but such consideration will usually be limited to the current financial year.

The Benefits Department will look at each claim on its own merits when deciding whether or not to backdate a Housing Payment. Unlike Housing Benefit or Universal Credit, there are no rules on backdating, but the Benefits Department will act consistently.

7. AWARDING A HOUSING PAYMENT

All applications will be considered by the Appeals and Quality Officer in the first instance. Decisions are restricted to a small team so that the fund can be closely monitored and to ensure that there is consistency in the decision making process.

Essentially the Council will compare the household income and expenditure to see whether the customer is in need of further financial assistance to meet their housing costs. Each decision reached is “discretionary” and is not governed by strict regulations, although the Council will ensure that all decisions made are impartial and reasonable.

Please note that the regulations regarding the treatment of income in Housing Benefit and Universal Credit claims do not apply in the Housing Payment decision making process. Therefore, we may decide to count income for a Housing Payment calculation that might have been disregarded in the Housing Benefit or Universal Credit assessment e.g. Child Benefit, Maintenance Payments and Disability Living Allowance/Personal Independence Payments received by any member of the household. (As any additional expenditure associated with their disability will have been taken into account in their outgoings).

Similarly, we can use our discretion when determining if the expenses are reasonable. Any decisions made about a person’s expenditure will be done on an individual basis and may require some additional clarification by the Council.

In deciding whether to award a Housing Payment, the Benefits Department will consider:

- The shortfall between Housing Benefit or Universal Credit and the rental liability.
- The steps being taken by the claimant to reduce their rental liability.
- The steps being taken by the claimant to increase their income or manage their outgoings.
- The medical circumstance of the claimant; their partner and any dependants and any other occupants of the same household. Disability related benefits are intended to be used to help pay for the extra costs of disability; and as such money might already be committed to other liability such as a Motability schemes, provision of care etc.
- The income and expenditure of the claimant, their partner and any dependants or other occupants of the claimant's home.
- Any savings or capital that might be held by the claimant or their family.
- The level of indebtedness of the claimant and their family's circumstances.
- The amount available in the Housing Payment budget at the time of the application.
- The possible impact on the Council of not making such an award, e.g. pressure on priority homeless accommodation.
- Any other special circumstances brought to the attention of the Benefits Department.

Capital

Where the customer holds capital, the officer must use their discretion to decide whether the level of capital warrants refusing the customer's Housing Payment application. The authority does not normally award a Housing Payment if the customer has more than £1,000.00 in savings. However, consideration should be given to the fact that the capital may be reserved for a reasonable future expense, such as a bond or rent in advance in respect of cheaper accommodation.

Turning down affordable accommodation

There is an expectation that applicants will need to find ways of making up any shortfall themselves if they do not wish to move to a more affordable property. Where a customer has refused the allocation of more suitable affordable accommodation, a Housing Payment will not be paid.

Expenditure

When considering expenditure the Benefits Department will take into account 'expenditure of luxury items'. These items should be considered on an individual case basis, the customer may not be able to dispose of a luxury item quickly, or they may have good reason for requiring the item. However, where an item is clearly unnecessary, we should not include the item as part of the customer's expenditure.

When awarding a Housing Payment to assist the customer with securing a new tenancy, the authority will consider the following:

- The authority will include information about the legal obligations for landlords to protect any deposit paid in a Government approved tenancy deposit protection scheme. Compliance with this requirement will help reduce the need for future help with deposits.

- Establishing if the customer is due to have a deposit in respect of their exiting tenancy returned to them.
- Making payment to the landlord rather than the customer where applicable.

The Benefits Department will decide how much to award based on all of the customer's circumstances. An award of a Housing Payment does not guarantee that a further award will be made at a later date, even if the claimant's circumstances have not changed.

Careful consideration will be required to determine how best to target the funding within priority groups, whilst ensuring that each case is considered on its own individual merits.

- Families with children at a critical point in their education.
- Young people leaving local authority care.
- Foster carers, including those between placements: foster children are not included in the Housing Benefit assessment but neither is the income from foster allowances; as the Government values the work done by foster carers. Whilst some carers may be able to make up the shortfall using some of their allowance, or by other means, some thought should be given to supporting foster carers who are deemed to be under-occupying their accommodation because they have rooms occupied by foster children, or being kept available for future placements. The Council should bear in mind that foster carers should not be financially penalised because of their foster caring role.
- People going through the approval process to become foster carers who may need to show that they have a spare room to be approved. If a DHP was awarded on this basis, it would be up to the claimant to inform the Benefits Department of a change of circumstances if, for example, they were not subsequently approved.
- Families with kinship care arrangements. Children who go into the care of family and friends are often extremely vulnerable and will usually benefit from the stability of remaining in a familiar area and continuing to attend their local school.
- Families with a child temporarily in care but who is expected to return home. What constitutes temporary will be at the authority's discretion.
- Families with a social services intervention, for example highly dependent adults, children at risk or involvement in a family intervention project.
- People who have had to flee domestic violence or have moved because of the threat of violence in another area.
- Where someone in the household is expecting a baby (including those currently in shared accommodation or subject to an under-occupation reduction).
- Ex-homeless people being supported to settle in the community.
- People with health or medical problems who need access to local medical services or support that might not be available elsewhere.
- People with disabilities who need, or have had, significant adaptations made to their property, or where they are living in a property particularly suited to their needs.
- Where the claimant or someone in the household has a disability which requires them to have a larger property than would usually be the case for the size of their household due to, for example, a medical condition or where a child has a particular disability that might mean they are unable to share a bedroom.
- People with disabilities who receive informal care and support in their current neighbourhood from family and friends which would not be available in a new area. In this respect the authority may also consider families who have a child with a disability who rely heavily on local support networks.
- Households with disabled children who require an overnight carer.

- The elderly who have lived in the area for a long period of time and would find it difficult to establish support networks in a new area.
- People who need to live near their jobs because they work unsocial hours or split shifts; or where moving home may mean living in an area where public transport would be inadequate to enable them to sustain their current job.

8. CHANGES IN CIRCUMSTANCES

The Benefits Department will need to revise an award of a Housing Payment where the claimant's circumstances have materially changed.

9. METHOD OF PAYMENT

The Benefits Department will decide the most appropriate person to pay based upon the circumstances of each case. This could include paying:

- The claimant.
- Their partner.
- An appointee.
- Their landlord (or an agent of the landlord).
- Any third party to whom it might be most appropriate to make payment.

The Benefits Department will pay an award of Housing Payment by the most appropriate means available in each case.

- By electronic transfer (e.g. BACS).
- By crediting the claimant's rent account if renting from the Council.

Payment frequency will normally be made in line with how the customer's Housing Benefit is paid. Payments of Universal Credit are made monthly, and for ease of administration their Housing Payment awards will be paid weekly.

10. NOTIFICATION

The Benefits Department will inform the claimant of the outcome of their application within 14 days of receipt of all of the information being received. Where the application is unsuccessful, the Benefits Department will set out the reasons why this decision was made and explain the right of review. Where the application is successful, the Benefits Department will advise:

- The weekly amount of Housing Payment awarded.
- The period of the award.
- How, when to whom the award will be paid.
- The requirement to report a change in circumstances.

Where customers have been identified as struggling to manage their financial affairs, appropriate referrals will be made and claimants signposted to organisations offering independent advice e.g. Citizens Advice Bureau and a National Debt Helpline.

Where customers are experiencing a shortfall in their housing costs due to restrictions implemented as part of the welfare reform and associated with their accommodation, their

details will be passed the authority's Housing Advice Department. They will be able to provide further advice and possibly be able to help the customer find a more suitable place to live or assist the customer in keeping their current home.

11. REFUSED HOUSING PAYMENT

Where a request for payments has been refused, it is not expected that repeat requests will be considered unless the customer can demonstrate that their situation has worsened significantly or a substantial period of time has elapsed.

12. THE RIGHT TO SEEK A REVIEW

Housing Payments are not payments of Housing Benefit or Universal Credit and therefore are not subject to the statutory appeals mechanism.

- The Benefits Department will operate the following process for dealing with a decision about a refusal to award a Housing Payment, a decision to award a reduced amount of Housing Payment, a decision not to backdate a Housing Payment or a decision that there has been an overpayment of a Housing Payment. claimant (or their appointee) who disagrees with a Housing Payment decision may dispute the decision. A request must be made in writing to the Benefits Team within one calendar month of the written decision about the Housing Payment being issued to the claimant.
- An officer, who has not been involved with the original application will then review the case and all the evidence held and will make a decision as soon as feasible.
- Where the officer makes the decision not to revise the original decision, they will notify the claimant of their decision in writing, setting out the reasons for their decision.
- This decision is final and binding and may only be challenged via the judicial review process or by complaint to the Local Government Ombudsman if there is an allegation of maladministration.
- In exceptional circumstances the above time period may be extended.

13. OVERPAID HOUSING PAYMENT

Housing Payments may be recovered if it was paid as a result of an error made when the claim was determined.

The Benefits Department cannot recover Housing Payments from ongoing Housing Benefit or Universal Credit entitlement. Therefore, the only method of recovery if a Housing Payment is overpaid is to request repayment of the debt from the customer by invoice.

14. PUBLICITY

The Benefits Department will continue to publicise the scheme and will work with all interested parties to achieve this. Housing Payments will continue to be promoted through the Council's website and benefit letters. Staff are trained and knowledgeable and will advise those who are considered to be in financial difficulty of the availability of these payments.

15. FRAUD

The Benefits Department is committed to the fight against fraud in all its forms. A claimant who tried to fraudulently claim a Housing Payment by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under the Theft Act 1968. Where the Benefits Department suspects that such a fraud may have occurred, the matter will be investigated as appropriate, and this may lead to criminal proceedings being instigated.

AGENDA ITEM NO.13

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 25th February 2026

Subject: S13A (1) (C) Policy

Portfolio: Resources and Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Work

Corporate Plan – Aim: Grow a strong and inclusive economy

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: No this is not subject to call-in due to the amendments being legislative

1. Purpose of report

- 1.1. The purpose of this report is to seek approval of Nuneaton and Bedworth Borough Council's approach to supporting Council Taxpayers in line with S13a (1) (c) of the Local Government Finance Act 1992.

2. Recommendations

- 2.1. That the Council Section 13A (1) (C) Policy for financial year 2026/27 be endorsed
- 2.2. The report and the Council Section 13A (1) (C) Policy for financial year 2026/27 be recommended to Full Council for approval; and
- 2.3. Delegate authority be given to the Strategic Director - Corporate Resources, Assistant Director – Finance and Head of Revenues and Benefits in respect of decisions on individual applications for

reducing Council Tax payable pursuant to the proposed policy under section 13A(1)(c) of the Local Government Finance Act 1992 as set out in Policy; and

- 2.4. The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Background

- 3.1. S13 of the Local Government Finance Act 1992 provides local authorities with the discretion to reduce the amount of Council Tax payable.
- 3.2. These awards are financed through the general fund and are only made in exceptional circumstances, taking into consideration many factors.

4. Body of report and reason for recommendations

- 4.1. The policy has been reviewed and there are no changes from 2025/26.
- 4.2. As in previous years Nuneaton and Bedworth Borough Council will support our residents who need additional assistance where statutory discounts, exemptions and reductions have already been applied or where they don't apply.

5. Consultation with the public, member, officer and associated stakeholders

- 5.1. None

6. Financial Implications

- 6.1 None

7. Legal Implications

- 7.1 None

8. Equalities implications

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

9. Health implications

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

10. Climate and environmental implications

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

11. Section 17 Crime and Disorder implications

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

12. Risk Management implications

12.1. No direct risk management implications have been identified.

13. Human resources implications

13.1. No direct human resource implications have been identified

14. Options considered and reason for their rejection

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

Option Ref Option Title Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected

Option ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Local authorities are required to have a S13A (1) (c) policy in place under the Local Government Finance Act 1992 to ensure that there is a system in place to enable a Council Taxpayer to make a request for an amount of Council Tax to be reduced.

15 Conclusion

- 15.1 Local authorities are required to have a S13A (1) (c) policy in place under the Local Government Finance Act 1992 to ensure that there is a system in place to enable a Council Taxpayer to make a request for an amount of Council Tax to be reduced.

16. Appendices

- 16.1 Nuneaton & Bedworth S13A (1) (c) Discretionary Reductions
2026-27 Final

17. Background papers

- 17.1 None

18. Report Writer Details:

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Nuneaton & Bedworth Borough Council Council Tax - Discretionary Reduction in Liability S13A (1)(c) Local Government Finance Act 1992

1	Introduction and Legislation.....	3
2.	The Flood Recovery Framework	4
3	Exceptional Financial Hardship.....	5
4	Crisis	6
5	Other Circumstances	7
6	Changes in circumstances.....	7
7	Duties of the applicant and the applicant’s household	7
8	The award and duration of a reduction in liability	7
9	Payment.....	8
10	Reductions in Council Tax liability granted in error or incorrectly.....	8
11	Notification of a reduction in liability	8
12	Delegated Powers	8
13	Appeals	8
14	Fraud	9
15	Complaints	9
16	Policy Review	9

1 Introduction and Legislation

- 1.1 Section 13A (1)(c) of the Local Government Finance Act 1992, provides the Council with additional discretionary powers to enable it to reduce the council tax liability where statutory discounts, exemptions and reductions do not apply.
- 1.2 These discretionary awards can be given to:
- Individual Council Taxpayers;
 - Groups of Council Taxpayers defined by a common set of circumstances;
 - Council Taxpayers within a defined area: or
 - To all Council Taxpayers within the Council's area.
- 1.3 This policy is basically divided into the following areas namely:
- (a) **The Flood Recovery Framework** – this part of the policy covers situations outlined by Central Government where any parts of the Council's area were to be designated as a designated flood area;
 - (b) **Granting of reductions in Council Tax liability where there is exceptional hardship** - this part of the policy applies to circumstances where the applicant experiences exceptional hardship;
 - (c) **Crisis** – this part of the policy deals with all cases where a reduction in liability is claimed where there the taxpayer experiences a crisis (other than mentioned in (a) to (c); and
 - (d) **Other circumstances** – this part applies where the application is made other than for (a) to (d) above.
- 1.4 The relevant legislation (S13 (1) (c) of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012), states the following:

Reductions by billing authority

(1) The amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13);

- (a) in the case of a dwelling situated in the area of a billing authority in England, is to be reduced to the extent, if any, required by the authority's council tax reduction scheme;
- (b) (not applicable)
- (c) **in any case, may be reduced to such extent (or, if the amount has been reduced under paragraph (a) or (b), such further extent) as the billing authority for the area in which the dwelling is situated thinks fit.**

- 1.5 The provisions stated in (c) above, allows the Council to reduce the Council Tax liability for any taxpayer in addition to any application for Council Tax Reduction under the Council's scheme. This is a general power that has always been available to the Council.
- 1.6 When deciding on whether to grant a reduction in liability, the Council will consider each

application on its merits. Principles of reasonableness will apply in all cases with the authority deciding each case on relevant merits.

- 1.7 Any decision made will be without reference to any budgetary considerations notwithstanding the fact that any awards must be balanced against the needs of local taxpayers who will ultimately pay for any reduction in Council Tax income. However, where Central Government provides funding directly to the Council to compensate for specific events such as the cost of living crisis and in the case of severe flooding, the Council will look to use **all** funding provided.
- 1.8 The period of any reduced liability will be considered in conjunction with the circumstances of the Council Taxpayer except where specified by Central Government.

2. The Flood Recovery Framework

- 2.1 In a severe weather event with significant wide area impacts, local authorities may need central support to help their communities and businesses return to normal. Building on these principles, a core package of business and community recovery support has been developed by Central Government to serve as a framework for flood recovery funding when needed.
- 2.2 It will be for Government Ministers to determine when this support will be made available. Weather incidents with localised impacts will not usually trigger a recovery support package.
- 2.3 In relation to Council Tax, Central Government have developed a Council Tax discount package that is available under S13A (1) (c).

Who is eligible for a council tax discount?

- 2.4 Where the Council Tax Discount Scheme is activated following severe weather, MHCLG will refund eligible local authorities for granting discounts in the following circumstances:
 - (a) 100% discount for a minimum of 3 months, or while anyone is unable to return home if longer, for **primary residences** whereas a result of the relevant weather event:
 - Flood water entered into the habitable areas; or,
 - Flood water did not enter into the habitable areas, but the local authority regards that the residence was otherwise considered **unliveable** for any period of time.
 - AND**
 - (b) 100% council tax discount on temporary accommodation for anyone unable to return to their home, in parallel with the discount on their primary residence where applicable.
- 2.5 Second homes and empty homes will **not** be eligible.
- 2.6 Instances where households might be considered **unliveable** could include:

- where access to the property is severely restricted (e.g. upper floor flats with no access);
- key services such as sewerage, draining, and electricity are severely affected;
- the adverse weather has resulted in other significant damage to the property such that it would be, or would have been, advisable for residents to vacate the premises for any period of time, regardless of whether they do vacate or not;
- flooded gardens or garages will **not** usually render a household eligible but there may be exceptions where it could be demonstrated that such instances mean effectively that the property is unliveable.

2.7 It will be for the Council to determine eligibility under the scheme.

Properties affected by multiple instances of flooding

- 2.8 Residences impacted in multiple flood events will not be precluded from repeat support where this is made available by Government in respect of separate weather events.
- 2.9 Where the scheme is activated for two separate instances of flooding within 3 months of each other, the two discount periods will run concurrently. For example, if the second flood event occurred after 2 months, flooded properties already receiving support could be eligible for another 3 months' discount, making the total period of reimbursement 5 months.

Funding

- 2.10 In such cases, Central Government will make payment to the Council via a Section 31 grant.

The Council's Policy in respect of the Flood Recovery Framework

- 2.11 The Council shall operate the scheme strictly in accordance with Central Government guidelines.

3 Exceptional Financial Hardship

- 3.1 In accordance with **Section 13A (1) (a)** of the Local Government Finance Act 1992, the Council has a Council Tax Reduction Scheme which provides support, through a discount, to those deemed to be within financial need. The Scheme has been designed to take into account the financial and specific circumstances of individuals through the use of applicable amounts, premiums and income disregards.
- 3.2 Applications will be accepted under this part of the policy for people who have qualified for support under the Council Tax Reduction Scheme **but** who are still experiencing severe financial hardship. Other taxpayers may also apply; however, the Council would normally expect the taxpayer to apply for Council Tax Reduction in any case.
- 3.3 As part of the process of applying for additional support, all applicants must be willing to undertake **all** of the following:
- (a) Make a separate application for assistance;
 - (b) Provide full details of their income and expenditure;
 - (c) The taxpayer is able to satisfy the Council that they are not able to meet their full Council Tax liability or part of their liability;

- (d) Accept assistance from either the Council or third parties such as the CAB or similar organisations to enable them to manage their finances more effectively including the termination of non-essential expenditure;
- (e) Identify potential changes in payment methods and arrangements to assist the applicant;
- (f) Assist the Council to minimise liability by ensuring that all discounts, exemptions and reductions are properly granted;
- (g) The taxpayer is able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability including applications for employment or additional employment, alternative lines of credit;
- (h) The taxpayer has no access to assets that could be realised and used to pay the Council Tax
- (i) and benefits, Council Tax Support, discounts and exemptions
- (j) Maximise their income through the application for other welfare benefits, cancellation of non-essential contracts and outgoings and identifying the most economical tariffs for the supply of utilities and services generally.

- 3.4 The Council will be responsible for assessing applications against this policy and an officer will consider the following factors when applying this policy:
- a. Current household composition and specific circumstances including disability or caring responsibilities;
 - b. Current financial circumstances;
 - c. Determine what action(s) the applicant has taken to alleviate the situation;
 - d. Consider alternative means of support that may be available to the applicant by:
 - i. re-profiling council tax debts or other debts;
 - ii. applying for a Discretionary Housing Payment for Housing Benefit (where applicable);
 - iii. maximising other benefits;
 - iv. determining whether in the opinion of the decision maker the spending priorities of the applicant should be re-arranged.

4 Crisis

- 4.1 The Council will consider requests for assistance from Council Taxpayers who, through no fault of their own, have experienced a crisis or event that has made their property uninhabitable, where they remain liable to pay council tax and for which they have no recourse for compensation nor have recourse to any statutory exemptions or discounts.
- 4.2 All such requests must be made in writing detailing the **exact** circumstances of why reduction in the liability is required and specifying when the situation is expected to be resolved.
- 4.3 The Council will consider applications on a case-by-case basis in consultation with other organisations as appropriate. Any reduction will be applied where they remain liable to pay council tax and for which they have no recourse for compensation nor to any statutory exemptions or discounts or where the crisis or event is not covered by any insurance policy.

5 Other Circumstances

- 5.1 The Council will consider requests from Council Taxpayers for a reduction in their liability based on other circumstances, not specifically mentioned within this document. However, the Council must be of the opinion that the circumstances relating to the application warrant further reduction in their liability for Council Tax having regard to the effect on other Council Taxpayers.
- 5.2 No reduction in liability will be granted where any statutory exemption or discount could be granted.
- 5.3 No reduction in liability will be granted where it would conflict with any resolution, core priority or objective of the Council.

6 Changes in circumstances

- 6.1 The Council may revise any discretionary reduction in liability where the applicant's circumstances or situation has changed.
- 6.2 The taxpayer agrees that he/she must inform the Council immediately either by phone or in writing about any changes in their circumstances which might affect the claim for under this policy. Failure to do so may result in the withdrawal of the reduction granted for the year and the requirement to repay any outstanding amount to the Council.

7 Duties of the applicant and the applicant's household

- 7.1 A person claiming any reduction in liability must:
- Provide the Council with such information as it may require to make a decision;
 - Tell the Council of any changes in circumstances that may be relevant to their ongoing claim; and
 - Provide the Council with such other information as it may require in connection with their claim.

8 The award and duration of a reduction in liability

- 8.1 Both the amount and the duration of the award are determined at the discretion of the Council and will be done so on the basis of the evidence supplied and the circumstances of the claim.
- 8.2 The start date of such a payment and the duration of any payment will be determined by the Council. In any event, the maximum length of the award will not exceed the end of the financial year in which the award is given.
- 8.3 In the case of Government funded reductions, the Council shall bear in mind Central Government guidance when considering the period to grant a reduction.
- 8.4 In all other cases the duration and level of any Council Tax discretionary reduction will be determined individually. In determining the period of award, examples are given below of

the types of factors that may be appropriate for consideration:

- If the need is likely to be short-term; or
- If the customer is able to take steps to reduce their financial hardship.

- 8.5 The awards are only intended to be short term awards due to the limited fund available. It is not intended that the reduction will be a long-term solution.

9 Payment

- 9.1 In line with legislation, any award shall be granted as a reduction in the liability of the Council Taxpayer thereby reducing the amount of Council Tax payable.

10 Reductions in Council Tax liability granted in error or incorrectly

- 10.1 Where a reduction in liability has been granted incorrectly or in error either due to a failure to provide the correct or accurate information to the Council or some other circumstances, the Council Taxpayers account will be adjusted and billed in the normal way.

11 Notification of a reduction in liability

- 11.1 The Council will notify the outcome of each application in writing. The notification will include the reason for the decision and advise the applicant of their appeal rights.
- 11.2 If a Council Taxpayer is aggrieved by the council's decision a written request for a review of its decision can be submitted if it is made within 2 months of the original decision. If the original decision is upheld and the council taxpayer remains aggrieved, there is a further right of appeal to the valuation tribunal.

12 Delegated Powers

- 12.1 This S13A (1) (c) policy has been approved by the Council. However, the Head of Revenues and Benefits (Shared Services) is authorised to make technical scheme amendments to ensure it meets the criteria set by the Council and, for certain defined schemes, Central Government guidance.

13 Appeals

- 14.1 Appeals against the Council's decision may be made in accordance with Section 16 of the Local Government Finance Act 1992.
- 13.2 The Council Taxpayer must in the first instance write to the Council outlining the reason for their appeal. Once received the council will then consider whether any additional information has been received which would justify a change to the original decision and notify the Council Taxpayer accordingly.**
- 13.3 Where the Council Taxpayer remains aggrieved, a further appeal can then be made to the Valuation Tribunal. This further appeal should be made within 2 months of the decision of

the Council not to grant any reductions. Full details can be obtained from the Councils website or from the Valuation Tribunal www.valuationtribunal.gov.uk

14 Fraud

- 14.1 The Council is committed to protecting public funds and ensuring funds are awarded to the people who are rightfully eligible to them.
- 14.2 An applicant who tries to fraudulently claim a reduction in liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.
- 14.3 Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to criminal proceedings being instigated.

15 Complaints

- 15.1 The Council's Complaints Procedure (available on the Councils website) will be applied in the event of any complaint received about this policy.

16 Policy Review

- 16.1 This policy will be reviewed annually and updated as appropriate to ensure it remains fit for purpose. However, a review may take place sooner should there be any significant changes in legislation.

AGENDA ITEM NO.14

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 25th February 2026

Subject: Non-Domestic Rates Policy Updates

Portfolio: Resources and Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Work

Corporate Plan – Aim: Grow a strong and inclusive economy

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: No this is not subject to call-in due to the amendments being legislative.

1. **Purpose of report**

- 1.1. The purpose of this report is to seek approval of Nuneaton and Bedworth Borough Council's approach to Mandatory and Discretionary Relief for Non-Domestic Rates for the 2026/27 financial year.

2. **Recommendations**

- 2.1. That the policy outlining the Council's approach for Non-Domestic Rates Relief for 2026/27 be approved and recommended to Council for approval;
- 2.2. Delegated authority be given to the Strategic Director – Corporate Resources, Assistant Director – Finance and Head of Revenues and Benefits to implement the scheme(s) in accordance with the policy; and

- 2.3. The report be marked not for call in due to the timescales for setting the budget and Council Tax for 2026/27 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Background

- 3.1. Non-domestic rating has a large number of reliefs divided into two types, mandatory and discretionary. Mandatory reliefs are laid in legislation with the Council obliged to implement these in full in England.

4. Body of report and reason for recommendations

- 4.1. In the case of discretionary relief, the basic provisions are laid down by Section 47 of the Local Government Finance Act 1988. The decision whether to grant relief is at the discretion of each Council.
- 4.2. Councils are required to develop their approach to granting the relief in line with the legislative framework. Each Council has full discretion to develop its own policy if required, and relief can be awarded to any ratepayer the Council deems eligible.
- 4.3. Discretionary relief which is wholly defined and reimbursed by the Government. Where Council's adopt the suggested approach, the full amount of relief is recovered through a Section 31 grant.
- 4.4. The government announced on 27th January 2026 that in 2026-27, eligible pubs and live music venues will benefit from a 15% business rates relief on top of the support announced at the 2025 Budget. Their bills will be frozen in real terms for a further 2 years.

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

- 5.1. None

6. Financial Implications

- 6.1. No specific implications associated with mandatory relief as reimbursed by the Government under S31.

7. Legal Implications

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

8. Equalities implications

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

9. Health implications

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

10. Climate and environmental implications

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

11. Section 17 Crime and Disorder Implications

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

12. Risk management implications

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

13. Human resources implications

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

14. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	The Local Government Finance Act 1988 and subsequent legislation requires Local Authorities to grant relief.

15. Conclusion

- 15.1. Council's approach to discretionary rate relief, hardship relief and partly occupied relief is provided by a clear, robust, and transparent policy. How ratepayers apply for the relief or how decisions are

made remains unchanged. The Council will continue to support key businesses within the area with a comprehensive and aligned policy.

16. Appendices

Nuneaton & Bedworth Business Rates Discretionary Relief Policy 2026

17. Background papers

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

18. Report Writer Details:

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Nuneaton and Bedworth Borough Council Policy for the granting of Discretionary Non-Domestic Rate Relief

Version Control

<i>Version</i>	<i>Version date</i>	<i>Revised by</i>	<i>Description</i>
1	January 2026	LM/DA	Creation of policy in line with 2026 requirements and changes in legislation.

Contents

1.0	Purpose of the Policy	4
2.0	Mandatory Relief - Legislative Background.....	4
3.0	Discretionary Relief – Legislative Background	5
4.0	Effect on the Council’s Finances	6
5.0	Discretionary Relief – Subsidy	7
6.0	Administration of Discretionary Relief	7
7.0	Scheme of Delegation	8
8.0	Reporting changes in circumstances.....	9
9.0	Fraud	9
	Appendix A	10
	Discretionary Relief – Mandatory Relief recipients	10
	Appendix B	14
	Discretionary Relief – Non-Profit Making Organisations including Recreation.	14
	Appendix C	18
	Discretionary Relief – Localism Act 2011	18
	Appendix D	21
	Supporting Small Businesses Relief – the Council’s policy for granting discretionary relief.	28
	Appendix E.....	29
	Retail, Hospitality and Leisure Relief (Ending 31st March 2026)	29
	Appendix F.....	35
	Pubs and Live Music Venues Relief	35

1.0 Purpose of the Policy

- 1.1 The purpose of this policy is to determine the level of discretionary relief and related areas to be granted to certain defined ratepayers within the Council's area. The policy includes all changes effective from 1st April 2026.
- 1.2 The Local Government Finance Act 1988 and subsequent legislation requires the Council to grant mandatory relief for premises occupied by Charities and similar organisations that own or occupy them wholly or mainly for charitable purposes. Likewise, certain premises situated within a rural settlement area will be eligible for mandatory relief. Powers have also been granted under the Localism Act 2011, which allow for the granting of discretionary rate relief to any premises where the Council feels the granting of such relief would be of benefit to the local community.
- 1.3 In addition to the above, Central Government is keen that in certain cases, assistance should be provided to businesses who have had increases in their rate liability due to the revaluation of premises in April 2017. In these cases, and where the Council meets Central Government guidelines, grants are available under Section 31 of the Local Government Act 2003.
- 1.4 Whilst the Council is obliged to grant relief to premises, which fall within the mandatory category, the Council also has powers to grant discretionary relief and reductions to ratepayers, subject to certain criteria being met. In the case of the new reliefs, some guidance has been issued by Central Government outlining actions expected to be taken by local authorities. This policy includes Government guidance where appropriate but also looks to target discretionary relief in line with the Council's vision and priorities.
- 1.5 This document outlines the following areas:
- Details of the criteria for receiving Discretionary Reliefs for all relevant areas;
 - The Council's policy for the granting of all types of Discretionary Reliefs;
 - Guidance on granting and administering the reliefs and awards;
 - Governments requirements including provisions for Subsidy; and
 - The Council's Scheme of Delegation.
- 1.6 Where organisations apply for relief they will be granted (or not granted) relief or reductions in line with the following policy.

2.0 Mandatory Relief - Legislative Background

Charity Relief

- 2.1 The powers relating to the granting of mandatory and discretionary relief are given to the Council under the Local Government Finance Act 1988. Charities and Trustees for Charities are only liable to pay one fifth of the Non-Domestic Rates that would otherwise be payable where property is occupied and used wholly or mainly for charitable purposes. This amounts to mandatory relief of 80%. For the purposes of the Act, a charity is an organisation or trust established for charitable purposes, whether or not it is registered with the Charity Commission. The provision has been extended under the Local Government Act 2003 (effective from 1st April 2004) to registered Community Amateur Sports Clubs (CASCs). Full details of the mandatory provisions are given later within this policy.
- 2.2 In the case of charity shops, the premises must meet the criteria laid down by section 64 (10) of the Local Government Finance Act 1988 which states that the premises are to be treated as used for charitable purposes at any time it is wholly or mainly used for the sale of goods donated to the charity and the proceeds of goods (after any deductions for expenses) are applied for the purpose of the charity.

- 2.3 The Council has discretion to grant relief of up to a further 20% for these mandatory cases under its discretionary provisions.
- 2.4 From 1st April 2026, Central Government determined that all Private Schools which would have previously been entitled to mandatory relief (either as a charity or charitable organisation), will **no longer be entitled to mandatory relief**. For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full time education where a fee is payable.
- 2.5 The Non-Domestic Rating (Multipliers and Private Schools) Act 2025 ended relief eligibility for private schools. Private schools which are 'wholly or mainly' concerned with providing full time education to pupils with an Education, Health and Care Plan will remain eligible for relief

3.0 Discretionary Relief – Legislative Background

Introduction

- 3.1 The original purpose of discretionary relief was to provide assistance where the property does not qualify for mandatory relief, or to 'top' up cases where ratepayers already receive mandatory relief.
- 3.2 Over recent years and particularly since 2011, the discretionary relief provisions have been amended to allow authorities the flexibility to provide more assistance to businesses and organisations.
- 3.3 The range of bodies, which are eligible for discretionary rate relief, is wide and not all of the criteria laid down by the legislation will be applicable in each case.
- 3.4 Unlike mandatory relief, ratepayers are obliged to apply to the Council. The Council will expect all businesses to make applications in such a format as is required (which may vary from time to time) and for the business to provide such information and evidence as required in order to determine whether relief should be awarded.
- 3.5 The Council is obliged to carefully consider every application on its merits, taking into account the contribution that the organisation makes to the amenities within the authority's area. There is no statutory appeal process or Tribunal against any decision made by the Council although, as with any decision of a public authority, decisions can be reviewed by Judicial Review. The authority will however, upon request, review decisions made.
- 3.6 Granting of the relief falls broadly into the following categories:
- (a) Discretionary Relief – Charities who already receive mandatory relief;
 - (b) Discretionary Relief – Premises occupied by organisations not established or conducted for profit whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts or premises occupied by organisations not established or conducted for profit and wholly or mainly used for purposes of recreation;
 - (c) Discretionary Relief – Granted under the Localism Act 2011 provisions;
 - (d) Supporting Small Businesses Relief (from 1st April 2023);
 - (e) Retail Hospitality & Leisure Relief (from 1st April 2025 until 31st March 2026 only);
 - (f) Pubs and Live Music Venues Relief (from 1st April 2026 until 31st March 2027)
- 3.7 The decision to grant or not to grant discretionary relief is a matter purely for the Council.

The Council's general approach to granting Discretionary Relief

- 3.8 In deciding which organisations should receive discretionary rate relief, the Council has considered the following factors and priorities:
- (a) The awarding of relief will be in line with the Council's vision and values - The organisation will need to demonstrate how its use of business property contribute to the Council's priorities.
 - (b) Be equitable and balance the wider interests of the community with the resources made available by the Council Taxpayer;
 - (c) Any award should support business, charities, organisations, and groups that help to retain services in the Council's area and not compete directly with existing businesses in an unfair manner;
 - (d) Local organisations will be given priority over national organisations;
 - (e) Where requested, the organisation will need to supply the Council with clear evidence of **all** financial affairs (normally two full years) including, and most importantly, the amounts of monies raised, used, and invested locally.
 - (f) To enable appropriate organisations to start, develop or continue their activities, which deliver outcomes to the community and that also relate to the priorities of the Council, which without granting discretionary relief they would be unable to do; and
 - (g) To assist the Council in delivering services which could not be provided otherwise;
- 3.9 Where any reduction or remission is granted to a ratepayer under S49 Local Government Finance Act 1988 where hardship is proven to the Council, then this will be provided **after** applying any Government funded relief, where possible and subject to the requirements of individual reliefs.
- 3.10 In certain cases, the order in which relief is granted is specified. Mandatory relief shall be granted in all cases where the criteria is met irrespective of whether discretionary relief can be granted or not.

The Council's approach to granting Government led Discretionary Relief schemes.

- 3.11 Over the past few years, a number of schemes have been led by Central Government but without specific legislative changes. These are administered under S47 of the Local Government Finance Act 1988 and guidance is often provided. The Council is keen to support such initiatives especially where they are designed to help local businesses and will look to maximise both the reliefs given as well as maximise any grants receivable. However, the Council reserves the right to vary its approach where thought appropriate.

4.0 Effect on the Council's Finances

- 4.1 The granting of discretionary relief will, in the main, involve a cost to the Council. Since the change to the funding for Non-Domestic Rating in April 2013, the effect of the relief is complex.
- 4.2 Any amounts granted prior to 1st April 2013 and continuing since that date will be included in the Council's baseline within the Business Rates Retention Scheme. For any amounts granted for similar cases, the costs of the relief will be borne in accordance with the Business Rates Retention Scheme shown above. This also applies where mandatory relief is granted.
- 4.3 Where Central Government leads an initiative; grants are often available through Section 31 of the Local Government Act 2003. This is not automatic and Central Government will look to the Council to adopt the recommended approach when granting in these areas.
- 4.4 The financial effects of discretionary reliefs covered by this policy are as follows:

Appendix	Relief Type	Granted after 1 st April 2026
	Charity Relief	
A	Discretionary relief granted to Mandatory Relief recipients.	40% borne by the Council
B	Non-profit Making Organisations including Sports Clubs and societies.	40% borne by the Council
	Localism	
C	Discretionary Relief granted to ratepayers generally and not covered by any other section.	40% borne by the Council
	Supporting Small Business Relief	
D	Supporting Small Businesses Relief (from 1 April 2023 for a period of up to three years if conditions are met.	Section 31 Grant
	Retail, Hospitality and Leisure Relief	
E	Retail, Hospitality and Leisure Relief Scheme (ends 31st March 2026).	Section 31 Grant
	Pubs and Live Music Venues Relief	
F	Pubs and Live Music Venues Relief (from 1 st April 2026 to 31st March 2027)	Section 31 Grant

5.0 Discretionary Relief – Subsidy

- 5.1 Discretionary relief is potentially subject to the Subsidy Control Act 2022. The purpose of the Subsidy Control Act 2022 is to implement a domestic subsidy control regime in the United Kingdom that reflects the UK's strategic interests and particular national circumstances, providing a legal framework within which public authorities make subsidy decisions.
- 5.2 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act 2022 allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2026/27 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'.
- 5.3 In those cases where it is clear to the Council that the ratepayer is likely to breach the MFA limit then the Council will withhold relief. Otherwise, the Council may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the Council if they are in breach of the MFA limit.
- 5.4 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

6.0 Administration of Discretionary Relief

- 6.1 The following section outlines the procedures followed by officers in granting, amending, or cancelling discretionary relief and reduction. This is essentially laid down by legislation.

Applications and Evidence

- 6.2 The Council will specify how applications are to be received (if required) and this may vary from time to time.

6.3 Where indicated by the Council, organisations may be required to provide a completed application form plus any such evidence, documents, accounts (normally the last two years), financial statements etc. necessary to allow the Council to make a decision. Where insufficient information is provided, then no relief will be granted. In some cases, it may be necessary for officers to visit premises and we would expect organisations claiming relief to facilitate this where necessary.

6.4 Where applications are required, they should initially be made to the Revenues and Benefits Service and will be determined in accordance with this policy.

6.5 The Council will provide this service and provide guidance free of charge. Ratepayers are encouraged to approach the Council direct and NOT pay for such services through third parties. Applications for relief will be accepted from ratepayers only.

Granting of relief

6.6 In all cases, the Council will notify the ratepayer of decisions made.

6.7 Where an application is successful, the ratepayer will be notified. Where relief is not granted, then the following information is provided;

- An explanation of the decision within the context of the Council's statutory duty; and
- An explanation of the appeal rights (see below).

6.8 Discretionary relief is to be granted from the beginning of the financial year in which the decision is made or when liability begins whichever is the later. Where the relief is fully Government funded, relief will be granted as long as the ratepayer is eligible.

6.9 A fresh application for discretionary relief may be necessary for each financial year **or** at such time-period as the Council determines.

Variation of a decision

6.10 Variations in any decision will be notified to ratepayers as soon as practicable and will take effect on a date determined by the Council.

6.11 A decision may be revoked at any time by the Council.

7.0 Scheme of Delegation

Granting, Varying, Reviewing and Revocation of Relief

7.1 All powers in relation to reliefs are given under the Local Government Finance Act 1988, the Local Government and Rating Act 1997, the Local Government Act 2003, and the Localism Act 2011. However section 223 of the Local Government Act 1992 allows for delegation of decisions by the Council to Cabinet, Committees, Sub-Committees or Officers.

7.2 The Council's scheme of delegation allows for the Head of Revenues and Benefits Shared Service to award, revise or revoke any discretionary relief applications. However, any application which is considered to be of a significant nature will be subject to consultation with the relevant executive or committee prior to final determination.

7.3 Applications that are refused will, on request, be reconsidered if additional supporting information is provided or the refusal is subsequently considered to be based on a misinterpretation of the application.

Reviews

- 7.4 The policy for granting relief will be reviewed annually or where there is a substantial change to the legislation or funding rules. At such time, a revised policy will be brought before the relevant committee of the Council.

Appeals

- 7.5 Where the Council receives an appeal from the ratepayer regarding the granting, non-granting or the amount of any discretionary relief, the case will be reviewed by . Where a decision is revised then the ratepayer shall be informed, likewise if the original decision is upheld. If a ratepayer is unhappy with the decision made, full details should be submitted, in writing to the Head of Revenues and Benefits Shared Service within 30 days of notification of the decision.
- 7.6 Where the ratepayer wishes to appeal the decision of the Head of Revenues and Benefits Shared Service, the case will be considered by the Council's Section 151 Officer whose decision on behalf of the Council will be final. We will aim to conclude any review within 30 days.
- 7.7 Ultimately the formal appeal process for the ratepayer is Judicial Review although the Council will endeavour to explain any decision fully and openly with the ratepayer.

8.0 Reporting changes in circumstances

- 8.1 Where any award is granted to a ratepayer, the Council will require any changes in circumstances which may affect the relief, to be reported as soon as possible or in any event within 21 days of the change. This will be important where the change would result in the amount of the award being reduced or cancelled e.g., where the premises comes unoccupied or is used for a purpose other than that determined by the Council as eligible for relief.
- 8.2 Where a change of circumstances is reported, the relief will, if appropriate, be revised or cancelled. Where any award is to be reduced, the Council will look to recover the amount from the date the change of circumstances occurred.

9.0 Fraud

- 9.1 Where a ratepayer falsely applies for any relief, or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006.

Appendix A

Discretionary Relief – Mandatory Relief recipients

Discretionary Relief – Mandatory Relief recipients

General Explanation

- A.1 S43 of the Local Government Finance Act 1988 allows mandatory relief (80%) to be granted on premises if the ratepayer is a charity or trustees for a charity and the premises are wholly or mainly used for charitable purposes. No charge is made in respect of unoccupied premises where it appears that *when next in use* it will be used wholly or mainly for those purposes.
- A.2 The legislation has been amended by the Local Government Act 2003 (effective from 1st April 2004) to include registered Community Amateur Sports Clubs (CASC). These organisations can now receive the mandatory (80%) relief.

Charity registration

- A.3 Charities are defined within the legislation as being an institution or other organisation established for charitable purposes only or by persons administering a trust established for charitable purposes only.
- A.4 The question as to whether an organisation is a charity may be resolved in the majority of cases by reference to the register of charities maintained by the Charity Commissioners under s.4 of the Charities Act 1960. Entry in the register is conclusive evidence. By definition, under the Non-Domestic Rating legislation, there is no actual need for an organisation to be a registered charity to receive the relief and this has been supported by litigation, however in all cases the organisation must fall within the following categories:
- trusts for the relief of poverty;
 - trusts for the advancement of religion;
 - trusts for the advancement of education; and
 - trusts for other purposes beneficial to the community but not falling under any of the preceding heads.
- A.5 Certain organisations are exempted from registration generally and are not required to make formal application to the Charity Commissioners these are:
- the Church Commissioners and any institution administered by them;
 - any registered society within the meaning of the Friendly Societies Acts of 1896 to 1974;
 - units of the Boy Scouts Association or the Girl Guides Association; and
 - voluntary schools within the meaning of the Education Acts of 1944 to 1980.
- A.6 The Council will consider charitable organisations, registered or not, for mandatory relief.

Use of Premises – wholly or mainly used.

- A.7 Irrespective of whether an organisation is registered as a charity or not, the premises **must** be wholly or mainly used for charitable purposes. This is essential if any relief (either mandatory or discretionary) is to be granted. In most cases this can be readily seen by inspection, but on occasions the Council has had to question the actual use to which the premises are to be put. In some cases, it will be necessary for the Council to inspect any premises fully.
- A.8 Guidance from the MHCLG has stated that in the case of ‘mainly’, at least 51% must be used for charitable purposes whether of that charity or of that and other charities.
- A.9 The following part of this section gives details on typical uses where relief may be given plus additional criteria that have to be satisfied. The list is not exhaustive but gives clear guidance on premises for which mandatory relief can be granted *and therefore* premises which may be equally considered for discretionary rate relief.

Offices, administration, and similar premises.

A.10 Premises used for administration of the Charity include:

- Offices;
- Meeting Rooms; and
- Conference Rooms.

Charity shops

A.11 Charity shops are required to meet additional legislative criteria if they are to receive mandatory relief. Section 64 (10) of the Local Government Finance Act 1988 provides that a property is to be treated as being wholly or mainly used for charitable purposes at any time if, at the time, it is wholly or mainly used for the sale of goods donated to a charity and the proceeds of the sale of the goods (after any deduction of expenses) are applied for the purposes of the charity.

A.12 In order to ascertain whether an organisation meets these requirements, inspections may be made by an officer of the Council when an application is received.

Granting of Mandatory Relief - the Council's Policy

A.13 Where the criteria for awarding mandatory relief are met, the rate charges shall be calculated in accordance with the legislation reducing the liability of ratepayers for each day that the criteria are met.

Charity Relief – Mandatory Relief recipients, the Council's Policy for granting discretionary relief.

A.14 The Council will consider applications for a discretionary rate relief 'top up' from charities based on their own merits, on a case-by-case basis.

A.15 In determining the application, the following matters will be taken into consideration:

- How the charity supports and links into the Council's corporate vision and priorities;
- The purpose of the charity and the specific activity carried out within the premises for which the relief is requested; and
- Whether the charity operates at a local or national level and where appropriate, the local and national funding streams and financial position of the charity. The Council is keen to ensure that the organisation provides significant benefit to local residents.

A.16 The Council is keen to support businesses that have a critical role to play in the local economy and to assist the Council in meeting the Corporate aims and values.

A.17 In the case of registered Community Amateur Sports Clubs, the key criteria in determining the application will be:

- The ratepayer occupies the whole hereditament;
- Relief cannot be granted in respect of premises that are occupied by the Council or precepting authority;
- How the CASC supports and links into the Council's corporate vision and priorities;
- The membership and fee structure, and whether the CASC is accessible to all residents, including whether there are concessions for certain groups, for example people on a low income or young people under 18;
- Membership numbers and the number and percentage of these members that are local residents;
- If the CASC has due regard to equality issues and if it actively encourages members from under-represented groups, for example black and minority ethnic residents, people over 50 and people

with disabilities;

- Whether facilities are available to the wider community regardless of ability; and
- If the CASC runs a bar or food provision: the level of income from this activity and how this money is used; and whether the CASC operates at a local or national level and where appropriate, the local and national funding streams and financial position of the CASC.

A.18 The Council wishes to support and enable appropriate businesses to start, develop and continue with their operations that deliver outcomes directly related to the Council's aims and vision. In the main, this will be done through other means rather than granting discretionary relief. There may be occasions where applications are made for such relief or where a package of measures, including discretionary relief, are appropriate in supporting businesses. This would need to be in accordance with any limitations in respect of subsidy.

Appendix B

Discretionary Relief – Non-Profit Making Organisations including Recreation.

Discretionary Relief – Non-Profit Making Organisations including Recreation.

General explanation

Non-Profit

- B.1 The legislation allows the Council to grant discretionary relief where the property is not an *excepted* one and all or part of it is occupied for the purposes of one or more institutions or other organisations none of which is established or conducted for profit and each of whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature, or the fine arts.
- B.2 Relief cannot be granted to any premises occupied by the Council, or any town, parish council or major Precepting Authority (*excepted premises*).
- B.3 A number of issues arise from the term 'not established or conducted for profit'. This requires the Council to make enquiries as to the overall purpose of the organisation although if surpluses and such amounts are directed towards the furtherance or achievement of the objects of the organisation then it does not necessarily mean that the organisation was established or conducted for profit.

Recreation Clubs

- B.4 Ideally all recreation clubs should be encouraged to apply for Community Amateur sports Club (CASC) status, which would automatically entitle them to 80% relief. The relief granted to CASCs is covered earlier within this policy.
- B.5 Recreation clubs can also apply to the Charity Commissioners for registration as a Charity (thereby falling under the mandatory provisions for 80% relief) where they meet the following conditions:
- The promotion of community participation in healthy recreation and by the provision of facilities for the playing of particular sports; and
 - The advancement of the physical education of young people not undergoing formal education.
- B.6 Where sports clubs do not meet the CASC requirement, and are not registered charities, discretionary relief can be granted (0-100%) where the property is not an *excepted* one, it is wholly or mainly used for purposes of recreation and all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

Access to clubs

- B.7 Guidance issued by MHCLG also requires the Council to consider access to clubs within the community before granting discretionary relief.
- B.8 Membership should be open to all sections of the community. There may be legitimate restrictions placed on membership which relate for example to ability in sport or to the achievement of a standard in the field covered by the organisation or where the capacity of the facility is limited, but in general membership should not be exclusive or restrictive.
- B.9 Membership rates should not be set at such a high level as to exclude the general community. However, membership fees may be payable at different rates that distinguish the different classes of membership such as juniors, adults, students, pensioners, players, non-players, employed and unemployed. In general, the club or organisation must be prepared to show that the criteria by which it considers applications for membership are consistent with the principle of open access.

- B.10 The Council also asks the following question to help establish the level of access ‘Does the organisation actively encourage membership from particular groups in the community e.g., young people, women, older age groups, persons with disability, ethnic minorities’ etc.?’

Provision of facilities.

- B.11 Clubs which provide training or education are encouraged, as are those who provide schemes for particular groups to develop their skills e.g., young people, the disabled, retired people.
- B.12 A number of organisations run a bar. The mere existence of a bar will not in itself be a reason for not granting relief. However, the Council focuses on the main purpose of the organisation. The Council is encouraged to examine the balance between playing and non-playing members.
- B.13 Within this area, the Council also considers whether the facilities provided relieve the Council of the need to do so or enhance and supplement those that it does provide.

Discretionary Relief - Non-Profit Organisations including Recreation – the Council’s Policy.

- B.14 The Council will consider applications for discretionary rate relief from non-profit making organisations on their own merits on a case-by-case basis. In determining the application, the following matters will be taken into consideration (The list is not exhaustive):
- The organisation should be prepared to show that there is a policy of open access to all sections of the community. Restriction on membership may be acceptable where required standards of achievement are necessary (e.g. sports or other fields covered by the organisation) or where capacity is limited;
 - Organisations should actively encourage membership from groups which the authority consider to be particularly deserving of support (e.g. young people, older age groups, persons with a disability, ethnic minorities etc.);
 - Rate relief might be granted in order to encourage an organisation to make its facilities available to people other than members;
 - The fact that an organisation which provides schemes to develop the skills of their members and where the facilities available have been provided by self-help or grant aid may be an indicator that it is deserving of support;
 - The existence of a bar is not, in itself, a reason for not granting relief but should be considered in relation to the main purpose of the organisation;
 - Organisations which provide facilities which indirectly relieves the authority of the need to do so or which enhance and supplement those which it does provide should be considered in relation to the needs of the community as a whole;
 - Other considerations to be taken into account when determining the level of relief is whether the organisation is affiliated to local or national organisations and whether membership is drawn from people who are mainly resident in the billing authority’s area; and
 - The authority should bear in mind the need to encourage new activities in a wide range of organisations.
- B.15 The Council will also require additional financial information including:
- If the organisation runs a bar or food provision, the level of income from this activity and how this money is used; and
 - Whether the organisation operates at a local or national level and where appropriate, the local and national funding streams and financial position of the organisation.
- B.16 In view of the changes in legislation from 1st April 2025 which removes certain private schools from receiving mandatory relief, the Council has decided that those establishments will **not** be granted any discretionary relief.

- B.17 For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full time education where a fee or other consideration is payable.

Appendix C

Discretionary Relief – Localism Act 2011

Discretionary Relief – Localism Act 2011

General explanation

- C.1 Section 69 of the Localism Act 2011 amended Section 47 of the Local Government Finance Act 1988. These provisions allow all Councils to grant discretionary relief in **any** circumstances where it feels fit having regards to the effect on the Council Taxpayers of its area.
- C.2 The provisions are designed to give authorities flexibility in granting relief where it is felt that to do so would be of benefit generally to the area and be reasonable given the financial effect to Council Taxpayers. An example where the Council has granted relief in the past are where premises were affected by flooding.

Discretionary Relief – Localism – the Council’s Policy

- C.3 Applications will be considered from any ratepayer who wishes to apply. However, where a ratepayer is suffering hardship or severe difficulties in paying their rates liability then relief can be granted under the existing provisions as laid down by Section 49 of the Local Government Finance Act 1988. There will be no requirement to grant relief in such cases under the Council’s discretionary relief policy.
- C.4 Any ratepayer applying for discretionary rate relief under these provisions and who does not meet the criteria for existing relief (charities, non-profit making organisations etc.) may apply. When considering an application for rate relief the following factors will be taken into account:
- (a) That relief is for a temporary period;
 - (b) The significance of potential loss of employment in the area;
 - (c) Opportunities for new business growth, expansion, and employment within the area;
 - (d) The positive effects on business cash flow and evidence of positive impact on future viability;
 - (e) Sufficient evidence of likelihood of recovery of the applicant’s business;
 - (f) Reassurance of duration of retained employment and continued production/operation in the area;
 - (g) Uniqueness of service/commodity being provided within the community/district;
 - (h) What proactive measures the business/organisation is taking to reduce overheads, etc.;
 - (i) Measures being taken to reduce their rate liability, for example occupying smaller premises, letting out parts of the building, etc.;
 - (j) Consideration will also be given to rate deferral, reprofiling of instalments, arrangements as an alternative method of support;
 - (k) It is in the interests of council taxpayers as a whole to give relief;
 - (l) Giving rate relief to a business/organisation must be balanced against whether this creates unfair market conditions to the detriment of others;
 - (m) It should also be recognised that one of the main overheads of any business is Non-Domestic Rates and therefore it is reasonable to expect that businesses have made provision to pay this;
 - (n) Businesses can appeal against the rateable value or where there is a material change can apply to the Valuation Office Agency to have the rateable value reassessed the Council would expect businesses to use this mechanism first; and
 - (o) Payment record history will be taken into account.
- C.5 Relief will be withdrawn/ cancelled if:

- (p) the conditions or circumstances on the basis of on which the relief was granted change or
- (q) fail to materialise, or the information submitted as part of the application proves to be misleading;
- (r) the applicant ceases to be the ratepayer; or
- (s) business/organisation ceases to trade (in case of occupied rates) or downscales operations and workforce in contravention of any agreement; or
- (t) the use of the property changes

- C.6 A formal application from the ratepayer will be required in each case and any relief will be granted in line with subsidy requirements as specified within this policy.
- C.7 In view of the changes in legislation from 1st April 2025 which removes certain private schools from receiving mandatory relief, the Council has decided that those establishments will **not** be granted any discretionary relief.
- C.8 For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full time education where a fee or other consideration is payable.

Appendix D

Supporting Small Businesses Relief (2026-2029)

Introduction

- D.1 At the 2025 Autumn Budget the Chancellor announced that the 2026 SSBR scheme will cap bill increases at £800 per year or the relevant caps within transitional relief (whichever is the greatest) for any business losing eligibility for certain reliefs, including Small Business Rate Relief and Rural Rate Relief, at the 2026 revaluation.

How will 2026 SSBR be provided?

- D.2 For 2026/27 to 2028/29, the government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988, to grant 2026 SSBR.
- D.3 It will be for individual local authorities, which administer the 2026 SSBR, to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.
- D.4 Central government will reimburse billing authorities and major precepting authorities for the actual cost to them under the rates retention scheme of the 2026 SSBR that falls within the definitions in this guidance.

Who is eligible for the 2026 SSBR and how much relief will be available?

- D.5 2026 SSBR will help those ratepayers who at the revaluation are seeing large increases in their bills as a result of losing some or all of their:
- (a) Small Business Rate Relief or Rural Rate Relief;
 - (b) 40% Retail Hospitality and Leisure Relief, and/or;
 - (c) 2023 Supporting Small Business Relief.
- D.6 Charities and Community Amateur Sports Clubs, who are already entitled to mandatory 80% relief, are not eligible for 2026 SSBR.
- D.7 To support eligible ratepayers, 2026 SSBR will ensure that the increase in the bills of these ratepayers is limited to £800 per year or the relevant caps within transitional relief whichever is the greater.
- D.8 For those ratepayers receiving 2023 SSB relief on 31/3/26 (including those also receiving SBRR, Rural Rate Relief and/or RHL Relief on 31/3/26), any eligibility for 2026 SSBR will end on 31 March 2027.
- D.9 All other eligible ratepayers remain in 2026 SSBR for either 3 years or until they reach the bill they would have paid without the scheme.
- D.10 A change of ratepayers will not affect eligibility for the Supporting Small Business scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
- D.11 There is no second property test for eligibility for the 2026 SSBR scheme. However, those ratepayers who during 2025/26 lost entitlement to Small Business Rate Relief (because they failed the second property test) but have, under the rules for Small Business Rate Relief, been

given a 12 month period of grace before their relief ended (or from 27/11/25 3 years) - can continue on the 2026 SSBR scheme for the remainder of their period of grace.

Sequence of reliefs

D.12 Hereditaments eligible for charity or Community Amateur Sports Club relief or hereditaments which are unoccupied are not eligible for 2026 SSBR. And, for the avoidance of doubt, small business rate relief or rural rate relief should not be applied to further reduce the bill found under 2026 SSBR.

For example,

- a non-RHL ratepayer eligible for Small Business Rate Relief whose rateable value has increased from £3,000 (paying £0 in 2025/26) to £14,000 would be paying the following in 2026/27 before 2026 SSBR:

Bill before reliefs (including 1p Transitional Relief Supplement):	£6,188
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Bill after transitional relief:	£1,572
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Bill after Small Business Rate Relief (@1/3)	£1,048
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- After 2026 SSBR the bill for 2026/27 would be reduced to £800. No further Small Business Rate Relief should be applied to the £800 bill. No addition for Transitional Relief Supplement is made to a bill within SSBR.

D.13 The same principle applies to properties for which a Section 44A certificate has been granted (apportionment of rateable values for partly occupied properties).

D.14 The presence of a section 44A certificate should not further reduce the bill found under 2026 SSBR.

D.15 All other discretionary reliefs, including those funded by section 31 grants, should be considered **after** the application of 2026 SSBR.

Subsidy control

D.16 The 2026 SSBR is likely to amount to a subsidy. Therefore, any relief provided by local authorities under this scheme will need to comply with the UK's domestic and international subsidy control obligations.

D.17 To the extent that a local authority is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2026/27 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. Any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted under the £315,000 allowance.

D.18 In those cases where it is clear to the local authority that the ratepayer is likely to breach the MFA limit then the authority should automatically withhold the relief. Otherwise, local authorities may

include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the MFA limit.

- D.19 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the local authority will need to include details of the subsidy on the subsidy control database.

Recalculations of reliefs

- D.20 As with other reliefs, the amount of SSBR awarded should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or to the hereditament. This change of circumstances could arise during the year in question or during a later year.

Detailed guidance for operation of the 2026 Supporting Small Business Relief (2026 SSBR)

Day 1 Eligibility for the Scheme

- D.21 For 1 April 2026, a hereditament will be eligible for 2026 SSBR where:
- (a) the chargeable amount for 31 March 2026 was calculated in accordance with:
 - (i) paragraph 4 of Schedule 4ZA (SBRR not in transitional relief), or
 - (ii) regulation 12(6) of, or paragraph 4(5) or 5(5) of the Schedule to, the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 SI 2022 No. 1403 (SBRR within transitional relief), or
 - (iii) paragraph 5 of Schedule 4ZA by virtue of paragraph 8 of Schedule 4ZA (Rural Rate Relief), or
 - (iv) section 47 by virtue of being eligible for schemes introduced by local authorities to deliver:
 - a. the 2023 Supporting Small Business Relief Scheme as set out in guidance issued by this Department on 21 December 2022, or
 - b. the 2025/26 Retail, Hospitality and Leisure Scheme as set out in guidance issued by this Department on 16 January 2025, and
 - (b) the hereditament for 1 April 2026 was occupied, and
 - (c) the ratepayer for 1 April 2026 was not a charity or trustees for a charity or a community amateur sports club eligible for relief under paragraph 2 of Schedule 4ZA or regulation 12(5) of, or paragraphs 2(4), 3(4), 4(4) or 5(4) of the Schedule to, the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026.
- D.22 Where a hereditament meets these criteria then the rules for determining a chargeable amount below will apply provided that the chargeable amount within the 2026 SSBR scheme is less than it would otherwise be absent the 2026 SSBR scheme.

Ceasing of eligibility for the scheme after 1 April 2026

- D.23 After 1 April 2026, 2026 SSBR will cease to apply where:
- (a) the chargeable amount for a day found under 2026 SSBR is the same as or more than the chargeable amount found in the absence of 2026 SSBR. This ensures that where, for example, the increase in the chargeable amount in 2026 SSBR would take the bill above the level it would otherwise have been then the hereditament will drop out of 2026 SSBR. It also ensures

that where, for example, with effect from after 1 April 2026, the hereditament becomes eligible for 100% Small Business Rate Relief then they also fall out of 2026 SSBR, or

- (b) the ratepayer changes to a charity or trustees for a charity or a community amateur sports club eligible for relief under paragraph 2 of Schedule 4ZA or regulation 12(5) of, or paragraphs 2(4), 3(4), 4(4) or 5(4) of the Schedule to, the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026, or
- (c) the hereditament for a day is unoccupied, or
- (d) in respect of days from the 1 April 2027 onwards the hereditament had its chargeable amount for 31 March 2026 found by section 47 by virtue of being eligible for schemes introduced by local authorities to deliver the 2023 Supporting Small Business Relief Scheme as set out in guidance issued by this Department on 21 December 2022. For the avoidance of doubt, such hereditaments which were also eligible for SBRR/RRR or RHL Relief on 31 March 2026 will also cease to be eligible for 26 SSBR from 1 April 2027.

D.24 Furthermore, where the ratepayer during 2025/26 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month (or from 27/11/25 3 years) period of grace before their relief ended (and therefore was still entitled to small business rate relief on 31 March 2026), then eligibility for 2026 SSBR will cease at the end of that period of grace.

D.25 Hereditaments which cease to be entitled to 2026 SSBR for a day cannot return to eligibility if their circumstances change from a later day. For example, if a property falls unoccupied it will not then be eligible for 2026 SSBR if it subsequently becomes occupied again.

Eligibility post 1 April 2026 by virtue of a regulation 17 certificate

D.26 As with the transitional relief scheme, where the valuation officer issues a certificate of rateable value under regulation 17 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026 certifying the correct rateable value at 1 April 2026 (in circumstances where they cannot by rule now amend the list for 1 April 2026) then eligibility for 2026 SSBR and the calculation of 2026 SSBR should be revisited using the regulation 17 certified value in place of the value shown in the list for 1 April 2026. As with the transitional relief scheme, this should have effect as regards the days referred to in regulation 17(4) (the effective date of when the list was altered to correct the inaccuracy and subsequent days) or regulation 17(5) (where no alteration has been made).

D.27 This ensures that those ratepayers whose compiled list 2026 rateable values are increased by the Valuation Officer but only from the date the list is altered may still be eligible for SSBR from that point onwards. This ensures those ratepayers are not penalised just because the increase in their rateable value was not backdated to 1 April 2026. This follows the same principle which exists in the transitional relief scheme.

Chargeable Amount under the Supporting Small Business Scheme

D.28 Where 2026 SSBR applies then MHCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act for the period 1 April 2026 to 31 March 2029 found in accordance with the rules in Part 1 to Part 3 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026 (“the 2026 TR Regulations”) subject to the following changes.

Base Liability

- D.29 References in the 2026 TR Regulations to the Base Liability (BL) for 2026/27 should be taken to be the chargeable amount for 31 March 2026 x 365 for the hereditament adjusted as necessary for the assumption that:
- (i) section 47 did not apply for 31 March 2026 other than where the hereditament was eligible for the 2023 Supporting Small Business Relief Scheme or the 2025/26 Retail, Hospitality and Leisure Scheme,
 - (ii) The ratepayer on 31 March 2026 was not a charity or a CASC,
 - (iii) the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022 SI 2022 No. 1403 did not apply for 31 March 2026 (the 2023 Transitional Relief Scheme), and
 - (iv) the City of London's special authority multiplier and small business multiplier for 2025/26 were 55.5p and 49.9p respectively.
- D.30 This ensures the starting BL for hereditaments eligible for 2026 SSBR include the SBRR, rural rate relief, 2023SSBR or 2025/26 RHL relief for 31 March 2026 but assumes there was no transitional relief or charity relief .
- D.31 Where as a result of the subsidy control limits the amount of RHL relief awarded for 31 March 2026 for a hereditament is less than 40% then the 2026/27 BL for that hereditament should reflect the actual level of RHL relief awarded for 31 March 2026.
- D.32 Where a certificate has been issued under regulations 18 or 19 of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026 then BL for 2026/27 should be found in line with the above but on the assumption that the rateable value in the rating list was the rateable values as certified.
- D.33 References in the 2026 TR Regulations to BL for 2027/28 and 2028/29 should be taken to be references to “(BL x AF) or (BL + 800) whichever is the greater” from the year immediately preceding the year concerned.

Recalculation of chargeable amount for 31/3/26 for the purposes of BL in the 2026 SSBR Scheme

- D.34 Where a hereditament which is eligible for 2026 SSBR was receiving transitional relief on 31 March 2026 it will, therefore, be necessary, for the purposes of determining BL in the 2026 SSBR scheme, to recalculate the chargeable amount for 31 March 2026 on the assumption that transitional relief did not apply.
- D.35 For those ratepayers receiving SBRR, Rural Rate Relief and/or RHL relief on 31/3/26 (but not 23 SSBR), this recalculation for 31/3/26 will give a different figure to the actual chargeable amount. This is because all of those reliefs apply a set percentage relief to the sum after transitional relief – i.e. they are “top down” reliefs.
- D.36 The same is not true for those receiving 2023 SSBR on 31/3/26. 2023 SSBR is a “bottom up” calculation where the chargeable amount is found by increasing the liability for the previous year (in that scheme by £600). Transitional relief therefore has no bearing upon the final chargeable amount of a bill found by 2023 SSBR. In these cases, recalculating the 31/3/26 bill ignoring transitional relief gives the same result. The value of the 2023 SSBR will just compensate for the loss of transitional relief to deliver the same outcome for 31/3/26. This is as intended.

Calculation of Chargeable Amount

- D.37 References in the 2026 TR Regulations to “(BL x AF)” should be taken to be references to “(BL x AF) or (BL + 800) whichever is the greater. This ensures the bill increase is the greater of £800 or the increase under the caps in the transitional relief scheme.
- D.38 Regulations 12(6) & (7) of the 2026 TR Regulations should be assumed to have been omitted. This ensures SBRR is not also applied to the capped bill in 2026 SSBR. This avoids double counting of relief if the hereditament is in the SBRR taper.
- D.39 No change is made to the meaning of NCA from that in the 2026 TR Regulations. Therefore, as with the 2026 TR Regulations, the Transitional Relief Supplement in 2026/27 will be added to NCA. Again, as with the 2026 TR Regulations, there should be no separate addition to bills for hereditaments eligible for 2026 SSBR such that, for example, an eligible ratepayer losing their 100% SBRR on 1 April 2026 would under the 2026 SSBR scheme pay £800 in 2026/27 and not £800 plus the Transitional Relief Supplement.
- D.40 For the avoidance of doubt, the rules for changes in rateable value with effect from after 1 April 2026 (regulation 13) will continue to apply as normal subject to the amendments above. This ensures that, for example, later increases in rateable value are paid in full in the normal way. As with the main transitional relief scheme, references to the rateable value in the list should, if the hereditament is eligible for Improvement Relief, be taken to be references to the rateable value less the value of the Improvement Relief certificate.

Splits and mergers

- D.41 Hereditaments will be eligible for 2026 SSBR where they have:
- (a) come into existence because of the circumstances described in paragraph 1 of the 2026 TR Regulations, and
 - (b) where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for 2026 SSBR.
- D.42 2026 SSBR will not apply or cease to apply to splits and mergers in the circumstances described above (Ceasing of eligibility for the scheme after 1 April 2026).
- D.43 The number of hereditaments eligible for 2026 SSBR which then split or merge is likely to be small and devising rules in particular for mergers with properties outside of 2026 SSBR would be complex. Therefore, as with the previous SSBR schemes, the government has concluded it would be disproportionate to devise detailed rules to prescribe the chargeable amounts in the various circumstances which could arise from a split or a merger.
- D.44 Instead, for hereditaments meeting the criteria above, MHCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act found in accordance with the following principle:
- (a) that the protection offered by 2026 SSBR (that the bill will not rise by more than £800 p.a. or the transitional reliefs caps whichever is the greater) will continue to apply in principle to that part of the newly created hereditament which was immediately before the creation day in 2026 SSBR, and
 - (b) that increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of 2026 SSBR.

D.45 For simple splits of hereditaments previously eligible for 2026 SSBR, authorities may wish to simply apportion the chargeable amount in the SSB scheme for the hereditament before the split in line with the change in rateable value from the split (i.e. in line with the principle in the Schedule of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2026).

D.46 For mergers and reorganisations, the authority will have to estimate the degree to which, in line with the principle of the 2026 SSBR scheme, that part of the hereditament which was formerly eligible for 2026 SSBR should continue to receive support under the 2026 SSBR scheme. MHCLG does not expect authorities to seek any formal apportionments of the rateable value for this purpose.

Supporting Small Businesses Relief – the Council’s policy for granting discretionary relief.

D.47 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

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Appendix E

Retail, Hospitality and Leisure Relief (Ending 31st March 2026)

General Explanation

- E.1 The 2025/26 Retail, Hospitality and Leisure Business Rates Relief scheme will provide eligible, occupied, retail, hospitality, and leisure properties with a 40% relief, up to a cash cap limit of £110,000 per business. This relief ends on 31st March 2026 and has been replaced by changes in the multipliers under Non Domestic Rating (Private Schools and Multipliers) Act 2025 and this policy will only apply for periods up to the end date.

How will the relief be provided?

- E.2 As this is a temporary measure for 2025/26, Government is not changing the legislation relating to the reliefs available to properties. Instead, Government will, in line with the eligibility criteria set out in this guidance, reimburse the Council if it uses its discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. It will be for the Council to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.
- E.3 Government will fully reimburse the Council and major precepting authorities for their loss of income under the rates retention scheme as a result of awarding the relief that falls within the definitions in this guidance, using a grant under Section 31 of the Local Government Act 2003.
- E.4 The government expects the Council to apply and grant relief to qualifying ratepayers from the start of the 2025/26 billing year.

Which properties will benefit from relief?

- E.5 Hereditaments which benefit from the relief will be those which for a chargeable day in 2025/26:
- meet the eligibility criteria; and
 - the ratepayer for that chargeable day has not refused the relief for the eligible hereditament.

The ratepayer may refuse the relief for each eligible hereditament anytime up to 30 April 2026. The ratepayer cannot subsequently withdraw their refusal for either all or part of the financial year.

- E.6 The Council has decided that, for the purposes of section 47 of the 1988 Act, hereditaments where the ratepayer has refused the relief are outside of the scheme and outside of the scope of the decision of which hereditaments qualify for the discount and are therefore ineligible for the relief.
- E.7 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, the Council may not grant the discount to themselves or precepting authorities.

How much relief will be available?

- E.8 Subject to the £110,000 cash cap per business, the total amount of government-funded relief available for each property for 2025/26 under this scheme is for chargeable days from 1 April 2025 to 31 March 2026, 40% of the chargeable amount.
- E.9 The relief will be applied after mandatory reliefs and other discretionary reliefs funded by Section 31 grants have been applied, but before those where the Council has used its wider discretionary relief powers introduced by the Localism Act 2011, which are not funded by Section 31 grants.

However, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable relief etc.) will be applied first in the sequence of discretionary reliefs and, therefore, before Retail, Hospitality and Leisure relief. Authorities may use their discretionary powers to, at cost to themselves, offer further discounts outside this scheme or additional relief to hereditaments within the scheme. However, where the Council applies a locally funded relief under section 47, this will be applied after the Retail, Hospitality and Leisure relief.

E.10 The ordering **will** be applied in following sequence:

- Transitional Relief
- Mandatory Reliefs (as determined in legislation)
- S.47 Discretionary Relief in the following order:
 - (i) 2023 Supporting Small Business (SSB);
 - (ii) Former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable, CASC, rural top up, and not for profit) will be applied first in the sequence of discretionary reliefs, after SSB;
 - (iii) Other discretionary (centrally funded);
 - (iv) 2025/26 Retail Hospitality and Leisure relief scheme; and
 - (v) Other locally funded schemes (such as section 49 hardship).

E.11 Subject to the cash cap, the eligibility for the discount and the relief itself will be assessed and calculated on a daily basis. The following formula will be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year 2025/26:

- Amount of relief to be granted = $V \times 0.40$ where:
- V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any certain other discretionary reliefs in line with the above.

E.12 This will be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

E.13 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties up to the maximum £110,000 cash cap, per business.

The Cash Cap and Subsidy Control

E.14 Under the cash cap, no ratepayer can in any circumstances exceed the £110,000 cash cap across all of their hereditaments in England.

E.15 Where a ratepayer has a qualifying connection with another ratepayer, then those ratepayers will be considered as one ratepayer for the purposes of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:

- (a) where both ratepayers are companies, and
 - (i) one is a subsidiary of the other, or
 - (ii) both are subsidiaries of the same company; or
- (b) where only one ratepayer is a company, the other ratepayer (the “second ratepayer”) has such an interest in that company as would, if the second ratepayer were a company, result in its being the holding company of the other.

E.16 The Retail Hospitality and Leisure Scheme is likely to amount to subsidy. Any relief provided by the Council under this scheme will need to comply with the UK’s domestic and international subsidy control obligations.

- E.17 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a 3-year period (consisting of the 2025/26 year and the 2 previous financial years).
- E.18 In those cases, where it is clear to the Council that the ratepayer is likely to breach the cash cap or the MFA limit, then the Council will automatically withhold the relief.
- E.19 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

Splits, mergers, and changes to existing hereditaments

- E.20 The relief will be applied on a day-to-day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, will be considered afresh for the relief on that day.

Recalculations of relief

- E.21 The amount of relief awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

Eligibility for the Retail, Hospitality and Leisure Relief Scheme

- E.22 The Council uses the following definitions to establish eligibility for the relief:

Hereditaments that meet the eligibility for Retail, Hospitality and Leisure scheme will be occupied hereditaments which meet all of the following conditions for the chargeable day:

- they are wholly or mainly being used:
 - (i) as shops, restaurants, cafes, drinking establishments, cinemas, or live music venues,
 - (ii) for assembly and leisure; or
 - (iii) as hotels, guest & boarding premises, or self-catering accommodation

i. Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/caravan show rooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g., for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bar

iv. Hereditaments which are being used as cinemas.

v. Hereditaments that are being used as live music venues:

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g., the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g., because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music.

vi. Hereditaments that are being used for the provision of sport, leisure, and facilities to visiting members of the public (including for the viewing of such activities).

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms

- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

vii. Hereditaments that are being used for the assembly of visiting members of the public.

- Public halls
- Clubhouses, clubs, and institutions

viii. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest, and Boarding Houses
- Holiday homes
- Caravan parks and sites

E.23 To qualify for the relief the hereditament should be wholly or mainly being used for the above qualifying purposes. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

E.24 The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied uses that exist within the qualifying purposes.

Hereditaments that are being used for the provision of the following services to visiting members of the public:

E.25 The list below sets out the types of uses that the government does not consider to be an eligible use for the purpose of this discount. Again, it is for the Council to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them **not** eligible for the discount under their local scheme:

- Financial services (e.g., banks, building societies, cash points, bureaux de change, short-term loan providers, betting shops);
- Medical services (e.g., vets, dentists, doctors, osteopaths, chiropractors);
- Professional services (e.g., solicitors, accountants, insurance agents/ financial advisers, employment agencies, estate agents, letting agents); and
- Post office sorting offices.

Retail Hospitality and Leisure Relief – the Council’s policy for granting discretionary relief.

E.26 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

Appendix F

Pubs and Live Music Venues Relief

General Explanation

- F.1 The government on 27 January 2026 that in 2026-27, eligible pubs and live music venues will benefit from a 15% business rates relief on top of the support announced at Budget 2025. Their bills will then be frozen in real terms for a further 2 years.
- F.2 The pubs and live music venues relief will be delivered via section 47 (discretionary relief) funded by section 31 grant.
- F.3 The government's policy intention is that pubs and live music venues should be eligible for the relief. **The relief should apply to occupied properties only.**

Pubs

- F.4 Relief should only be awarded to pubs which meet all of the following characteristics:
- (a) is open to the general public
 - (b) allows free entry other than when occasional entertainment is provided
 - (c) allows drinking without requiring food to be consumed
 - (d) permit drinks to be purchased at a bar
- F.5 For these purposes, the meaning of pub does not include:
- (a) restaurants, cafes, nightclubs, snack bars
 - (b) hotels, guesthouses, boarding houses
 - (c) sporting venues
 - (d) festival sites, theatres, cinemas
 - (e) museums, exhibition halls
 - (f) casinos
- F.6 The proposed exclusions in the list in the paragraph above is not intended to be exhaustive and it will be for the local authority to determine those cases where eligibility is unclear.
- F.7 Where eligibility is unclear authorities should also consider broader factors in their considerations – i.e., in meeting the stated intent of policy that it demonstrates the characteristics that would lead it to be classified as a pub by the natural meaning of the word. For example, being owned and operated by a brewery.

Live music venues

- F.8 Live music venues are properties that are:
- (a) wholly or mainly used for the performance of live music for the purpose of entertaining an audience
 - (b) can be used for other activities but only if those other activities are:
 - (i) ancillary or incidental to the performance of live music (e.g. the sale of food or drink to audience members)
 - (ii) Do not affect the primary use of the premises for the performance of live music (e.g. because the activities are infrequent such as use of the venue as a polling station or fortnightly community event)

- F.9 Properties are not a live music venue for the purpose of this relief if the property is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- F.10 There may be circumstances where it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music. Although we would expect this to be clear in most circumstances, guidance on this may be found in Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003.

How much relief will be available?

- F.11 The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year 2026-27:

Amount of relief to be granted = $V \times 0.15$ (i.e. 15% relief) where:

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and certain other discretionary reliefs in line with the list below.

- F.12 This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day. The relief is not subject to any cap.
- F.13 The relief should be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, but before those where local authorities have used their wider discretionary relief powers introduced by the Localism Act 2011, which are not funded by section 31 grants.
- F.14 However, as required in the NNDR guidance notes, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e. charitable/CASC and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before pubs and live music venues relief. Authorities may use their discretionary powers to, at cost to themselves, offer further relief outside this scheme or additional relief to hereditaments within the scheme. However, where an authority applies a locally funded relief under section 47, this should be applied after the pubs and live music venues relief.
- F.15 The ordering should be applied in following sequence:
- (a) Improvement Relief
 - (b) Transitional Relief
 - (c) Other mandatory Reliefs (as determined in legislation)
 - (d) Section 47 Discretionary Relief in the following order:
 - i. 2026 Supporting Small Business (SSB)
 - ii. Former categories of discretionary relief available prior to the Localism Act 2011 (i.e. charitable, CASC, not for profit) should be applied first in the sequence of discretionary reliefs, after SSB
 - iii. Other discretionary (centrally funded) including Freeport relief
 - iv. 2026-27 pubs and live music venues relief scheme
 - v. Other locally funded scheme.

Pubs and Live Music Venues Relief - the Council's policy for granting discretionary relief.

F.16 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

CABINET AGENDA ITEM NO. 15c

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Health and Corporate Resources Scrutiny Panel
Date of Meeting:	Thursday 12 th February 2026
Subject:	NBBC Equality Policy
Portfolio:	Resources and Central Services
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 applicable

1. Purpose of Report

- 1.1 To provide the panel the draft Equality Policy for consideration with a view to recommending to Cabinet for adoption and approval.

2. What is the panel being asked to consider?

- 2.1. The panel is being asked to note the report and scrutinise the Equality Policy attached as an appendix to this report.

- 2.2. The panel may resolve to make any recommendations to the Cabinet.

3. Recommendations

- 3.1. The Council's Equality Policy has been revised following revisions to the Policy due to changes within the Council and updated legislation and definitions.
- 3.2. It is therefore recommended that this panel endorse the revised Equality Policy, with comments/suggestions (if any), for it to go to Cabinet for formal approval. This is to ensure compliance with Equality Legislation and to underpin and promote Equality throughout the Council's functions.

4. Background

- 4.1 The Equality Act has replaced all previous anti-discrimination laws and the majority of it came into force on the 1st October 2010.
- 4.2 The Act builds on the previous equality duties for race, disability and gender and provides a single equality duty to cover the following:
- Age
 - Disability
 - Gender Reassignment
 - Marriage & Civil Partnership
 - Pregnancy and Maternity
 - Race – which includes ethnic or national origins, colour or nationality
 - Religion or Belief – this also includes no religion/belief
 - Sex
 - Sexual Orientation

The above are known as 'protected characteristics' in the Act.

- 4.3 Within the Act, there consists of a general duty and specific duties. The general duty (known as the Public Sector Equality Duty) applies to public bodies listed in the Equality Act and the specific duties only apply to certain public bodies. Nuneaton and Bedworth Borough Council is subject to all duties. This came into force on the 5th April 2011.
- 4.4 The specific duties require the Council to publish information to show compliance with legislation on an annual basis. In

determining what information to publish consideration must be given to the three aims of the Public Sector Equality Duty. These are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

4.5 The specific duties also require the Council to set equality objectives which help further the three aims of the Public Sector Equality Duty.

5. NBBC Equality Policy

5.1 The Council has had an Equality Policy in place since the introduction of the Equality Act 2010.

5.2 Since this time, there have been reviews of the Policy carried out within the Council. The last Policy was approved by Cabinet on the 12th October 2022.

5.3 The Council's Equality Policy is subject to scheduled review every three years, unless any significant changes are identified in the interim period.

5.4 The main changes to the Policy (since the Policy was approved previously in October 2022) are set out below:

5.4.1. The first Equality Objective (Objective 1: Ensure acceptable behaviour of Employees, Elected Members and Stakeholders to the Council) has been expanded to emphasise everyone associated with the Council is covered.

5.4.2. Section 2 (Who is responsible for the Policy) has been updated to reflect the updated job descriptions and line management since the last version of the policy.

5.4.3. The following definitions in Appendix B have been updated:

- Disability
- Gender Fluid
- Gender Reassignment

- Sex
- Transgender (Trans)

6. Consultation

6.1 As part of the review for this Policy, the draft Policy was circulated on the 4th December to Senior Officers for comments. A summary of the main comments received are below:

- 6.1.1. Include a paragraph on the duty to protect employees from sexual harassment: *Included within revised Policy.*
- 6.1.2. Have a definition of reasonable adjustments within the Policy: *A definition is included within Appendix B Equality Terms.*
- 6.1.3. Review of time frame employees are required to undertake Equality Training: *Employees are required to undertake the training every three years. This is in line with other Authorities (following consultation with colleagues in the West Midlands).*
- 6.1.4. Request all employees receive the same course: *Agreed. However, it is challenging for some employees to be released to attend the main training (such as front-line operational staff) so this may need to be reviewed.*
- 6.1.5. Completion of Equality Impact Assessments and the criteria for undertaking an assessment: *All Policies are assessed for relevance. Further guidance will be produced.*
- 6.1.6. Definition of sex to be updated reflecting the Supreme Court ruling: *Biological has been added to the section in the Appendix A: Protected Characteristics Statement. Statements to reflect the ruling have been updated within the Appendix B: Equality Terms.*
- 6.1.7. Comments in respect of reasonable grounds for breastfeeding: *This statement covers the Council in case there are unlikely circumstances to which it may not be appropriate to allow breastfeeding.*

7. Financial Implications

7.1. No specific financial implications have been identified based on this report or the proposed draft Equality Policy. However,

failing to have a policy that is up to date, causes risk of legal challenge against the Council in the running of services.

8. Legal Implications

- 8.1. The Equality Act 2010 is the main piece of legislation in the UK that consolidates and simplifies previous anti-discrimination laws, providing protection against discrimination based on specific characteristics.

[Equality Act 2010](#)

9. Risk Management Implications

- 9.1. By having an Equality Policy, the Council is demonstrating its legal compliance with the Public Sector Equality Duty (Under the Equality Act 2010). The failure not to have a Policy could lead to the Council being investigated by the Equality and Human Rights Commission and a compliance notice being issued against the Authority.

10. Climate and environmental Implications

- 10.1. No climate and environmental implications.

11. Health Implications

- 11.1. The importance of the Policy is to ensure that all nine of the protected characteristics are not discriminated against. Reducing barriers to support and ensuring access is fair and equitable.

12. Appendices

- 12.1. NBBC Equality Policy

13. Background papers

- 13.1. [NBBC Public Sector Equality Duty Report 2024/25](#)

14. Report Writer Details:

Officer Job Title: Equality and Safeguarding Officer

Officer Name: Craig Dicken

CABINET AGENDA ITEM NO. 15d.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Health and Corporate Resources Overview and Scrutiny Panel

Date of Meeting: 12 February 2026

Subject: **People Strategy 2026-2029**

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 provide the panel with an overview of the People Strategy for 2026 – 2029.

2. What is the panel being asked to consider?

2.1. To review the People Strategy 2026-2029 and note the contents within the document.

3. Recommendations

3.1. That the panel recommend the strategy to Cabinet for approval and adoption.

4. Background

- 4.1. The recent LGA peer Review recommended the Council should develop and implement a People Strategy. This has now been produced and will cover the period 2026 to 2029.
- 4.2. The Council's People Strategy recognises that employees are our most important asset in improving performance and reaching corporate aims. The strategy will also be key in supporting and navigating business transformation.
- 4.3. There is a clear link between employee satisfaction and engagement and productivity, innovation and retention. Therefore, a robust People Strategy is essential in ensuring the Council can attract and retain a talented workforce, equipped with the skills needs for the future.

5. Body of report

- 5.1. A copy of the People Strategy is attached at Appendix A. In summary, the Strategy provides an overall plan to attract, engage, train and retain a workforce that is able to deliver our corporate aims. It aims to ensure a positive experience at all stages of an employee's lifecycle and development with the Council.
- 5.2. Once implemented, the People Strategy will inform the direction of HR policies and procedures to ensure the agreed principles are included and embedded.
- 5.3. In developing the People Strategy, consideration has been given to the kind of culture that the Council wants to create and how employees will be engaged and motivated to meet the strategic aims set out in the Corporate Plan.
- 5.4. The People Strategy will focus on the following core elements:
 - Employee Engagement and Wellbeing
 - Leadership Development
 - Talent Development
 - Inclusive Environment
 - Strategic Workforce Planning
- 5.5. The panel are asked to review the People Strategy, note its contents and recommend that it is presented to Cabinet for approval and adoption.

6. Appendices

6.1. Please note the following appendices:

i. Appendix A – People Strategy 2026 - 2029

7. Background papers

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

8. Report Writer Details:

Officer Job Title: People Services Manager

Officer Name: Ruth Bartlett

PEOPLE STRATEGY 2026-2029

PEOPLE STRATEGY

2026-2029

Contents

Foreword from Our Chief Executive.....	3
1.0 Introduction	4
2.0 Our Strategic Framework.....	4
3.0 Our Values.....	5
4.0 Our Vision	6
5.0 Key Strategic Aims and Objectives	7
6.0 Employee Engagement and Wellbeing.....	7
7.0 Leadership Development.....	8
8.0 Talent Development	8
9.0 Inclusive Environment.....	9
10. Strategic Workforce Planning.....	10
11. Our Roadmap – 2026-2029.....	10
12. Summary of Actions and Targets	12

Foreword from Our Chief Executive

I am delighted to introduce our People Strategy, which reflects our commitment to creating an environment where every individual can thrive, contribute, and feel valued. Our people are at the heart of everything we do, and this strategy sets out how we will support, develop, and empower our workforce to deliver excellence for our customers and communities.

The world of work is evolving rapidly, and with that change comes opportunity. This strategy is built on listening to our colleagues, understanding their aspirations, and responding to the challenges and opportunities ahead. It focuses on fostering a culture of inclusion, wellbeing, and continuous learning because when our people succeed, our organisation succeeds.

Together, we will embrace new ways of working and create a workplace that attracts and retains talent, celebrates diversity, and enables everyone to reach their full potential.

Thank you for being part of this journey. Your ideas, energy, and commitment will make this strategy a reality.



Tom Shardlow

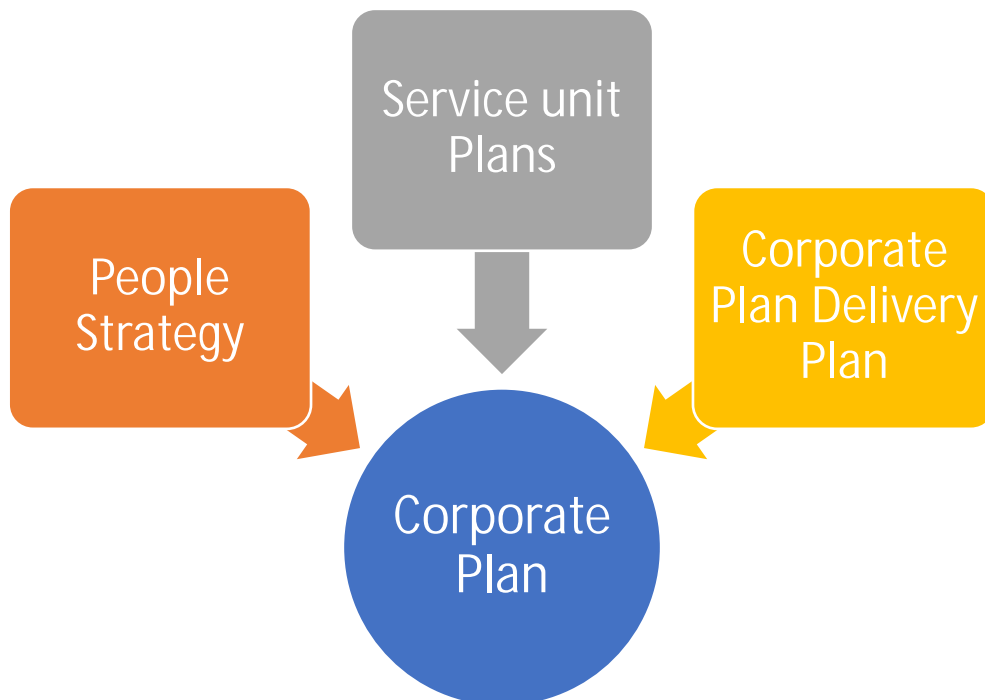
Chief Executive and Head of Paid Service

1.0 Introduction

- 1.1 Nuneaton and Bedworth Borough Council recognise that its employees are at the heart of everything we do. Our People Strategy will underpin how we act as an employer, our approach, and the delivery of our Corporate Plan and organisation objectives.
- 1.2 As an authority, we are committed to a programme of transformation and the aim of our People Strategy is to support that programme, ensuring that our employees have the tools they need to continue to deliver excellent public services in a flexible way.
- 1.3 In addition to supporting our current employees, this strategy is designed to build a workforce for the future - attracting and retaining talent who share the same commitment to delivery of meaningful work with purpose.

2.0 Our Strategic Framework

- 2.1 Our work at Nuneaton and Bedworth Borough Council is driven by our Corporate Plan. Each aim and activity within the People Strategy is designed to deliver specific outcomes and play its part by empowering our employees to thrive and excel.



2.2 The key aims in our Corporate Plan are:

- 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

3.0 Our Values

3.1 Our values are the foundation of everything we do. They guide our decisions, shape our workplace culture, and ensure we deliver the best possible service to our community. By ensuring these values are embedded into policies and processes, we create a positive, inclusive environment where everyone feels supported and empowered.

3.2 Our Employee Code of Conduct is also a key consideration and it more than a set of rules—it's a practical guide that helps us live our council values every day. By setting clear expectations for professional behaviour, integrity, and respect, the Code ensures that our actions align with the principles that underpin our corporate plans.

3.3 By following the Code and embedding our Values we ensure consistency and accountability across the organisation.

- **Service for our customers – We put our customers first in everything we do.**
- Integrity in our actions – We are open, honest and fair; communicate accurately and keep our promises. We act within the law and the Council's Constitution and policies.
- **Accountability for our performance – We accept personal responsibility, not seeking to blame others and apologise if we get things wrong.**
- Co-operation with Councillors, colleagues and partners – We share ideas, knowledge and resources; we are friendly towards, listen to and respect each other, and work in teams to deliver excellence.

- **Objectivity in our decisions** – We base our decisions on evidence, welcome challenge and take account of alternative opinions and the wider picture.
- **Efficiency to keep overall costs down** – We constantly improve our value for money, learning from good practice, eliminating waste, and making the most of our assets.
- **Confidence to try things out** – We give our people encouragement, authority and support to be creative and flexible in how they deliver services; learning from things that go wrong when we experiment.

4.0 Our Vision

- 4.1 Our Vision sets out the kind of organisation we want to be. Our aim is to build a modern, agile and collaborative organisation where our employees feel empowered. Our workforce will be healthy, engaged and confident in their abilities, working across boundaries with a shared purpose and accountability to meet the needs of the community. This ambition is embedded in the strategic aims set out in our People Strategy in order to shape how we support, develop and empower our employees.
- 4.2 In an ever-evolving workplace, we want our employees to be part of an organisation equipped to face the challenges of the future. This means breaking down professional boundaries, enabling collaboration and increased agility through joint working. This also creates an environment and infrastructure that enables our employees to delivery our best work and best serves our customers.
- 4.3 We are aiming for collaboration and continuous improvement by design. This will mean we need to be data driven, creating a robust evidence base for the outcomes we set and the actions we deliver. This is a challenge for the organisation, all leaders, managers and staff.
- 4.4 In doing this we aim for a healthy and engaged workforce, empowered to act, share knowledge and able to be themselves at work. This requires authentic leadership and personal accountability. Our structures must encourage agility with less hierarchy, supporting effective project approaches and collaborative tools that will harness innovation. This in turn means embracing and maximising the potential that technology offers both staff and our service delivery.
- 4.5 In summary, and in line with our Corporate Plan, we aim to be 'United to Achieve'.

5.0 Key Strategic Aims and Objectives

- 5.1 In order to meet the objectives in our Corporate Plan and Our Vision, the People Strategy will focus on the following key areas:
- Employee Engagement & Wellbeing - We aim to create a workplace where our employees feel valued, informed and supported. This will support a workplace community focussed on wellbeing and service excellence.
 - Leadership Development – We are focussed on developing leaders who inspire trust, manage effectively and set an example for the behaviours we expect across the organisation. We are aiming to enable transformation ensuring ongoing delivery of efficient services to the community
 - Talent Development – We aim to build capacity for future challenges, empowering our employees and giving them the skills to embrace change with confidence.
 - Inclusive Environment – We aim to embed inclusion and our Council Values throughout the employee lifecycle, setting out clear expectations for behaviour.
 - Strategic Workforce Planning – provides an overarching framework to ensure delivery of timely and quality services to the community. Our long-term commitment is to create agile structures, using data to understand our workforce needs, and together with Leadership Development will enable evidence-based decision making more collaborative working.

6.0 Employee Engagement and Wellbeing

- 6.1 Employee engagement is key to ensuring employees feel valued and can help foster an environment where employees feel more connected to our corporate aims. In workplaces where employees feel more engaged evidence suggests that staff turnover and absence rates are likely to be lower.
- 6.2 Good employee engagement includes ensuring regular team meetings and manager/employee contact, wellbeing initiatives and employee surveys.
- 6.3 Our Health and Wellbeing Group and the *Thrive at Work* initiative play a vital role in creating a supportive environment where employees can thrive both personally and professionally.
- 6.4 These programs focus on mental health, physical wellbeing, and work-life balance, ensuring that our employees feel valued and supported. By continuing and developing this work, we aim to meet our overall target of improving employee wellbeing across the council.

6.5 One of the key priorities set out in this People Strategy will be to conduct an employee survey which will focus on key areas such as:

- Transparency - Keeping all employees informed about changes, challenges and new ventures will ensure they feel more involved and invested in business aims and direction.
- Recognition – good performance and attitude should be adequately rewarded.
- Accountability – managers need to be clear and consistent with those employees who perform less well, offering necessary support and resources to aid improvement.

6.6 Whilst this will be our first, the aim is to collate base data and then, together with development of further core actions, ensure a continued programme of employee surveys.

7.0 Leadership Development

7.1 Where managers are a source of confidence and inspiration for their teams, employees will be more motivated. Therefore, a manager enablement programme and development of future leaders is key to delivering on aims.

7.2 In considering leadership development, a set of desired leadership competences will be implemented and will cover areas to include:

- Social Intelligence
- Emotional Intelligence
- Conflict management
- Decision making
- Change Management
- Inclusiveness
- People Management
- Managing yourself

8.0 Talent Development

8.1 Whilst Leadership Development will help strengthen the ability of our managers to inspire and guide, making decisions that align with our vision and values, focussing on Talent Development ensures that every employee has the opportunity to grow their skills, contribute effectively and reach their full potential.

- 8.2 Enhancing the skills and knowledge of employees is key to ensuring we can deliver our corporate aims and also ensures employees are engaged and feel empowered to take accountability and fulfil their duties.
- 8.3 The current training and development offering will be reviewed to ensure it meets the current and future needs of the Council. A good training and development offering should provide clear career pathways and will therefore contribute to attraction and retention of employees. This will include development of our apprenticeship training offering making good use of our levy funds.
- 8.4 Furthermore, a skills audit will be conducted to establish a baseline, and employees will be expected to log their learning and development achievements, both at work and personally, on our learning management system. This information will then be used to contribute to identifying and addressing skills/knowledge gaps. In addition, a skills audit may also identify those employees who may have learning and/or qualifications outside the remit of their current role and therefore provide opportunities for further development.
- 8.5 Finally, our Annual Development Review process will need to be reviewed. The ADR process is a key tool for identifying individual strengths, development needs, and career aspirations. By refining this process, we can better support talent development, create clear career pathways, and strengthen strategic workforce and succession planning.

9.0 Inclusive Environment

- 9.1 Fostering a diverse and inclusive workplace will be key in ensuring a successful People Strategy. All employees should feel valued and respected in the workplace. The Council Values will play a vital role in this. Therefore, it is important that the Values are carried throughout the employee journey and are embedded in all policies and procedures.
- 9.2 In addition, employees need to have a clear understanding of the behaviour required from then in relation to these values. Therefore, in addition to a leadership competency framework, a wider Behavioural Framework will be established and linked to our values.
- 9.3 In turn, the aim is for this framework to be used to inform the Annual Development Review (ADR). To this end, a review of the current ADR process will be undertaken as noted in section 8.

- 9.4 Finally, Unconscious Bias training is a critical component of our people strategy because it helps us recognise and address the hidden assumptions that can influence decision-making. These biases, although often unintentional, can impact recruitment, promotions, team dynamics, and everyday interactions. By increasing awareness and providing practical tools to mitigate bias, we create a fairer and more inclusive environment where every individual feels valued and has equal opportunity to thrive. Therefore, our aim will be to develop and implement a programme of Unconscious Bias across the authority, particularly for managers.

10. Strategic Workforce Planning

- 10.1 In addition, Strategic Workforce Planning is key to ensuring the Council has a workforce equipped for the future. This proactive approach to workforce planning underpins many of the aims and objectives set out above, including ensuring that we have the right roles at the right time. At its core, Strategic Workforce Planning relies on data, empowering leaders and managers to make evidence-based decisions, improving inclusion and engagement, rather than relying on assumptions. As such, a data dashboard will be implemented to support this approach.

11. Our Roadmap – 2026-2029

Year	Focus	Actions
2026	Foundation Year – Establish baseline, frameworks and organisational clarity	<ul style="list-style-type: none"> • Launch baseline Employee Engagement Survey • Conduct Council-wide Skills Audit • Refresh Council Values & create Behavioural Framework • Review Annual Development Review (ADR) process • Develop Leadership Competency Framework
2027	Capability & Culture Shift – Focus on leadership, inclusion and increase in engagement	<ul style="list-style-type: none"> • Implement Reward & Recognition Framework (Q2)

		<ul style="list-style-type: none"> • Ensure 100% of managers complete leadership training (Q3) • Deliver Unconscious Bias Training to all managers (Q3) • Review and relaunch Mandatory Training Programme (Q4) • Begin embedding Workforce Planning into Service Plans
2028	Growth & Future Workforce – Develop talent pipelines, data and leadership	<ul style="list-style-type: none"> • Deliver Management Development Programme to 50 aspiring managers (Q4) • Launch Career Pathways Framework (Q4) • Develop and launch Workforce Dashboards (Q2) • Continue annual engagement survey improvements
2029	Maturity & Impact – Measurable outcomes and sustained improvement	<ul style="list-style-type: none"> • Achieve 10% improvement in engagement survey results • Fully embedded workforce planning and data-driven decision-making • Mature leadership culture aligned to Values and Behaviours • Strong internal talent pipeline and improved retention

12. Summary of Actions and Targets

Theme	Aim	Target completion date
Employee Engagement & Wellbeing	<ol style="list-style-type: none"> 1. Launch annual employee engagement survey 2. Implement a reward and recognition framework refresh 	<ol style="list-style-type: none"> 1. Baseline in 2026 and target of 10% improvement by 2029 2. Q2 2027
Leadership Development	<ol style="list-style-type: none"> 1. Develop and implement a Leadership Competency Framework 2. Develop and deliver a management development programme to at least 50 aspiring managers 3. Ensure 100% of managers complete leadership training 	<ol style="list-style-type: none"> 1. Q4 2026 2. Q4 2028 3. Q3 2027
Talent Development	<ol style="list-style-type: none"> 1. Conduct skills audit 2. Review mandatory training programme to include undertaking a council wide survey and increase participation by 25% 3. Introduce career pathways framework. 	<ol style="list-style-type: none"> 1. Q4 2026. 2. Q4 2027 3. Q4 2028.
Inclusive Environment	<ol style="list-style-type: none"> 1. Refresh Council Values and develop and implement a Behavioural Framework 2. Develop and deliver unconscious bias training for all managers 3. Review the Annual Development Process 	<ol style="list-style-type: none"> 1. Q4 2026 2. Q3 2027 3. Q4 2026
Strategic Workforce Planning	<ol style="list-style-type: none"> 1. Embed workforce planning into service plans 2. Develop data-driven workforce dashboards 	<ol style="list-style-type: none"> 1. Q4 2027. 2. Q2 2028.

