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Date: 14th April 2026

Dear Sir/Madam,

A meeting of the **CABINET** will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday, 22nd April 2026 at 6.00 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 and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

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

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

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

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

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

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

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

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

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

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

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

4. MINUTES - To confirm the minutes of the Cabinet meeting held on the 4th March 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. PAY POLICY STATEMENT 2026/27 report of the People Services Manager attached **(Page 16)**
7. ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) report of the Assistant Director – Planning attached **(Page 40) Appendices separate to the agenda pack and available online only.**
8. GAS SUPPLY AND ASSOCIATED SERVICES CONTRACT report of the Assistant Director – Assets & Compliance and Assistant Director – Democracy & Governance attached **(Page 49)**
9. BEDWORTH REGENERATION AND INVESTMENT PLAN report of the Assistant Director – Economy & Communities attached **(Page 60)**

10. CULTURE UPDATE report of the Assistant Director - Recreation & Culture attached (**Page 71**)
11. CEMETRIES REGULATION UPDATE – report of the Assistant Director – Recreation & Culture attached (**Page 77**)
12. DEVELOPMENT MANAGEMENT FUNDING AND LOCAL PLAN IMPLEMENT FUNDING AWARDED BY MINISTRY FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT (MHCLG) – report of the Assistant Director – Planning attached (**Page 99**)
13. CONTRACT VARIATION – FINANCE SYSTEMS (UNIT 4 ENTERPRISE RESOURCES PLANNING SOLUTIONS) - report of the Assistant Director – Finance (**Page 107**)
14. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANEL
 - a) **Environment and Leisure OSP – 26th March 2026**
Lawn Burial Provision

A report on the above was considered at Environment and Leisure OSP held on 26th March 2026. Further to this meeting an updated Cabinet report including the recommendations made at the OSP is attached and the recommendations within it for Cabinet approval. (**Page 111**)
 - b) **Environment and Leisure OSP – 26th March 2026**
Access to open water

A report on the above (copy attached **Page 128**) was considered at Environment and Leisure OSP held on 26th March 2026. From this the following recommendations were put forward for Cabinet approval:

 - i) That Officers work with the Sea Cadets Commander and Portfolio Holder for Leisure and Health to review other private water bodies in and around Nuneaton and Bedworth that might provide a suitable venue for their water activities.
 - ii) That members consider the opportunity of a small communities' fund be established, supported by income received from the Borough Lottery, open to application by Nuneaton and Bedworth organisations. Specifically, whose key aim is to provide youth advocacy where the use of open water is a key function, with criteria to be developed by the Communities Team in line with their existing funding programmes
 - c) **Environment and Leisure OSP – 26th March 2026**
Grounds Maintenance Procurement

A report on the above (copy attached **Page 159**) was considered at Environment and Leisure OSP held on 26th March 2026 and the following recommendation put forward for Cabinet approval:

 - i) it be recommended to Cabinet that the contents of the report (specifically those at point 4 of the report) be adopted.

15. 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)
16. EXCLUSION OF PUBLIC AND PRESS
RECOMMENDED that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph 3 of Part I of Schedule 12A to the Act.
17. REGENERATION PROJECTS UPDATE report of the Assistant Director – Economy & Communities

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

4th March 2026

A meeting of Cabinet was held on Wednesday 4th March 2026 in the Council Chamber at the Town Hall.

Present

Councillor S. Hey (Leader and Resources & Central Services) (Chair)
Councillor C. Watkins (Deputy Leader and Housing)
Councillor B. Hughes (Leisure & Health)
Councillor K. Price (Communities & Public Services)

CB102**Apologies**

Councillor N. King (Business & Regeneration)
Councillor T. Venson (Planning & Enforcement)

CB103**Declarations of Interest**

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

CB104**Minutes**

RESOLVED that the minutes of the Cabinet meeting held on 25th February 2026, be approved, and signed by the Chair

CB105**First Consideration and Biodiversity report**

The Assistant Director – Planning submitted a report to Cabinet to introduce the new statutory Biodiversity Reporting Duty required under the Environment Act 2021.

RESOLVED that

- a) the actions listed within the Biodiversity Duty First Consideration Report and its publication be approved (Appendix A of the report);
- b) the contents of the Biodiversity Duty Report (Appendix B of the report) for publication by the statutory submission deadline of 26th March 2026 be approved;
- c) the Assistant Director for Planning be authorised, in consultation with the Portfolio Holder for Planning and Enforcement, to make minor amendments to the Biodiversity Duty Report prior to publication if required; and
- d) the ongoing requirement for the publication of a Biodiversity Duty Report within five years of the end date of the previous reporting period, which is a corporate responsibility, summarising the Council's actions to conserve and enhance biodiversity across the Borough be noted.

SPEAKERS:

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options

To not proceed with the recommendations to publish the Council's First Consideration Report and Biodiversity Duty Report. This is rejected as Local authorities and planning authorities have a statutory duty under the Environment Act 2021 to publish its First Consideration Report and its Biodiversity Duty Report.

Reasons

The authority needs to meet its obligations under the Environment Act 2021 and publishes its First Consideration Report and its Biodiversity Duty Report.

CB106 Bedworth Physical Activity Hub Update

The Assistant Director – Recreation and Culture provided an update to Cabinet on the leisure development in relation to the Bedworth Physical Activity Hub (BPAH)

RESOLVED that

- a) progress on the BPAH be noted and a future report upon completion of the project be brought back to Cabinet to update.
- b) it be recommended to Council that:
 - i). the Strategic Director - Public Services in consultation with the Portfolio Holder for Leisure & Health be given delegated authority to progress the additional works required in Appendix A of the report;
 - ii). an additional contingency fund of £100k from the BPAH Section 106, to be used if required, to support demolition of the existing Bedworth Leisure Centre site and amend the budget accordingly; and
 - iii). the BPAH budget be amended to £31.2m, using the funds collected from the S.106 agreements further to i) and ii) above and any unspent budget be used to support the original financial strategy in repaying the prudential borrowing element.

SPEAKERS:

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options:

- Do not deliver the new BPAH. Following professional advice from Sport England it was more financial efficient to build a new facility than refurbish the existing site. The existing Bedworth site has also reached its end of shelf life and would have to be closed and demolished.

Reasons:

The additional over and extras detailed in Appendix A of the report have been considered to ensure that the overall site delivers users requirements and provide H&S for its users externally and provides site security and encourage active health and well-being.

CB107 Sherbourne Recycling Ltd – Shareholder Agreement Amendments

A report by the Strategic Director –Public Services provided Cabinet with an update on the management and governance at the Sherbourne Recycling facility and changes to the Shareholder Agreement

RESOLVED that

- a) delegate authority be given to the Strategic Director - Public Services, in consultation with the Assistant Director Democracy & Governance (the Monitoring Officer) and the Cabinet Member for Communities & Public Services to finalise and agree variations to the Shareholder Agreement for Sherbourne Recycling Ltd and Sherbourne Recycling Trading Ltd; these changes will include:
- i. Appointment of an independent non-executive chair;
 - ii. Enable the future provision of additional of an additional three non-executive director, if and when needed; and
 - iii. Amend the board voting rights from % weighting based on shareholding to one equal vote per board member.
- b) delegated authority be given to the Strategic Director - Public Services, in consultation with the Assistant Director - Democracy & Governance (the Monitoring Officer) and the Cabinet Member for Communities & Public Services, to make variations (including variations from time to time thereafter) to Shareholders Agreement subject to:
- i) they do not remove the following principles
 - an independent non-executive chair
 - the reduction in number of non-executive director, if and when needed
 - Amend the board voting rights from one equal vote per board member
 - Changes to the composition of the board
 - ii) the ability to refer changes to the Shareholder agreement or Waste Supply agreement to Cabinet for a decision where the Strategic Director – Public Services, after consultations, considers it is appropriate.
 - iii) subject to those changes being reported to Councillors via the Shareholder Committee as part of the Sherbourne Recycling reports.

SPEAKERS:

County Councillor Keith Kondakor

Options:

Three alternative options were considered and were rejected by the Board and Shareholders were:

- Appointing an independent Chair without voting rights: The professional advice is not to do that. A Chair of a board would expect to have a vote on decision making matters of the Board. Having a vote will ensue personal investment in SRL and therefore a vested interest in its success.
- Not appointing an independent Chair: The annual rotation of Chair by Council appointed directors is not effective corporate governance, as does not provide the board with continuity of leadership. Council appointed Chair's often lack the additional time commitment needed for this role.
- Not having the ability to appoint Independent Non-Executive Directors. The professional advice is that business evolves and looks to grow it is useful to have the ability to appoint such skills to the Board. The appointment of such Non-Executive Directors will require a Board recommendation to Shareholder Panel for a decision to enables Shareholders to inform the decision-making process.

Reasons:

It is good practice to review governance arrangements at certain points to ensure they remain effective, fit for purpose and aligned to changing business needs.

CB108 Action Plan – Local Government Peer Review – Next Steps

The Chief Executive submitted a report presenting to Cabinet the Council's Local Government Association (LGA) Corporate Peer Challenge Action Plan developed in response to the Peer Review undertaken in 2025.

RESOLVED that

- a) the LGA Peer Review Action Plan, attached at Appendix A of the report be approved; and
- b) the Action Plan be issued to each Overview and Scrutiny Panel (OSP) for consideration as part of their 2026/27 programme.

SPEAKERS:

Councillor Michele Kondakor

Options:

Do nothing - If Cabinet did not adopt the Action Plan, the Council would not respond effectively to the LGA Peer Review recommendations, which may weaken governance, improvement activity, and sector led assurance.

Request revision - The Action Plan has been developed with input from Senior Officers, Cabinet, and the LGA, and is considered robust and ready for implementation.

Reasons:

Cabinet approval will enable the Council to progress activity that strengthens leadership, governance, financial sustainability, and organisational effectiveness.

CB109 Corporate Delivery Plan April 2026 – March 2027

The Chief Executive presented to Cabinet the refreshed Corporate Delivery Plan for the 2026/27 financial year seeking approval for its adoption.

RESOLVED that the Corporate Delivery Plan 2026/27, attached at Appendix A of the report be approved, as the annual delivery plan underpinning the Corporate Plan, for its implementation from 1 April 2026.

SPEAKERS

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options

- Do nothing - If Cabinet does not adopt the delivery plan, then it will be challenging to progress outcomes inline with the Corporate Plan.
- Request revision - Senior Officers and Cabinet have supported the drafting of the plan.

Reasons

The refreshed Corporate Delivery Plan 2026/27 provides a clear framework for delivering the Council's strategic priorities in the year ahead and will ensure a focused, accountable, and measurable approach to delivery across all service areas.

CB110 General Fund Budget Monitoring Quarter 3 2025/26

The Assistant Director – Finance submitted a report to Cabinet presenting the forecast revenue outturn position for the General Fund as at 31st December 2025.

RESOLVED that the forecast outturn position for the General Fund for 2025/26 be noted, with consideration given to key variances.

SPEAKERS

Councillor Keith Kondakor

Options

Do nothing - Not applicable as the report is to note the forecast position.

Reasons

The Council must submit regular financial reporting of its budgets.

CB111 Housing Revenue Account (HRA) Budget Monitoring Q3

The Assistant Director – Finance presented the forecast revenue outturn position for the HRA as at 31st December 2025.

RESOLVED that the forecast outturn position for the HRA for 2025/26 be noted, with consideration given to key variances.

SPEAKERS

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options

Do nothing - Not applicable as the report is to note the forecast position.

Reasons

The Council must submit regular financial reporting of its budgets.

CB112 Capital Monitoring Quarter 3

The Assistant Director – Finance submitted a report to Cabinet presenting the updated Q3 forecasted outturn position on capital expenditure for both the General Fund and HRA.

RESOLVED that

- a) the Q3 forecasted capital outturn position for 2025/26 for the General Fund and HRA be noted: and
- b) it be recommended to Council an update to the budget for S106 projects and Disabled Facilities Grants - HEART as detailed in section 5.

SPEAKERS

County Councillor Keith Kondakor

Options

Do nothing - Not applicable as the report is to note the forecast position.

Reasons

The Council must submit regular financial reporting of its budgets.

CB113 Regeneration Projects Update

The Assistant Director – Economy and Regeneration submitted a report updating Cabinet on the progress of the regeneration projects taking place within the borough, and for consideration of approving an uplift to the value of existing procured contracts in order to deliver the final elements of Grayson Place.

RESOLVED that

- a) the content of the report and Dashboard (Appendix A of the report) be noted;
- b) the increase to financial value of the General Builder Contract, as detailed at paragraph 8.4 of the report be approved;
- c) as referenced in Section 8 of this report and recommendation 2.3 of the Cabinet report of 8 October 2025 (Appendix B of the report), a detailed report on the public realm element of Grayson Place will be presented at a future meeting; and
- d) further to section 5.1 of the report, delegated authority be given to the Strategic Director for Housing and Community Safety, in consultation with the Portfolio Holder for Business and Regeneration, to progress negotiations with an identified anchor tenant for the Food Court and any prospective tenants for the remaining Food Court units, with future report(s) issued back to Cabinet to seek approval to enter into a lease or leases for units in the Food Court.

SPEAKERS

County Councillor Keith Kondakor
Councillor Michele Kondakor

Options

To not accept the recommendations

Reasons

Regular updates will be provided to Cabinet on the progression of the Board formation and development of the investment plan.

CB114 **Recommendations from Overview and Scrutiny Panels**

a) Environment and Leisure OSP – 5th February 2026

Tree Strategy

At its meeting the panel considered the report on the adoption of the proposed Tree Strategy. A recommendation was put forward for Cabinet approval as follows:

i) it be recommended to Cabinet to adopt the Tree Strategy with consideration given to the comments made.

It was **RESOLVED** that the Tree Strategy be adopted.

SPEAKERS:

County Councillor Keith Kondakor
Councillor Michele Kondakor
Councillor Julian Gutteridge

CB115 **Any Other Items**

None

CB116 **Exclusion of Public and Press**

RESOLVED that that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph 3 of Part I of Schedule 12A to the Act.

CB117 **Home Environment Assessment & Response Team (HEART) Arrangements**

The Strategic Director submitted a report for Cabinet for consideration on the HEART arrangement.

RESOLVED that

- a) the Council's intention to withdraw as the Host Authority for the HEART Partnership be approved;
- b) delegated authority be given to the Strategic Director - Housing & Communities to issue the formal required 12-month notice;
- c) delegated authority to the Assistant Director for Strategic Housing, in consultation with the Portfolio Holder for Housing, the Strategic Director,

Housing & Communities, the Section 151 Officer and the Monitoring Officer, to manage the transition process; and

- d) a further report is brought back to a future Cabinet detailing any new or updated risks, following service of the Notice and the outcome of future Hosting arrangements is known.

SPEAKERS

Councillor Michele Kondakor

Options

Do nothing - Maintaining Hosting responsibilities is no longer viable due to escalating financial, compliance, governance and reputational risk.

Reasons

The cumulative financial, governance, reputational and operational risks to the Council as Host Authority are now significant and unsustainable. Withdrawing as Host, while remaining a partner, offers the best balance between safeguarding the Council's interests and maintaining support for vulnerable residents.

Chair

PUBLICATION DATE: 10TH MARCH 2026

DECISIONS COME INTO FORCE: 18TH MARCH 2026

AGENDA ITEM NO. 6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	22 April 2026
Subject:	Pay Policy Statement 2026/27
Portfolio:	Not Applicable
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
Subject to Call-in:	No

1. Purpose of report

- 1.1. To provide Cabinet with an overview of the Pay Policy Statement for 2026/27.
- 1.2. Previously produced Pay Policy Statements for 2024/25 and 2025/26 are also attached for review.
- 1.3. To seek approval from Cabinet on the above and for documents to be recommended to Full Council.

2. Recommendations

- 2.1 That Cabinet endorse the proposed Pay Policy Statement for 2026-2027 and also note the statements for previous years; and
- 2.2 It be recommended that the Pay Policy Statement for 2026-2027 and for previous years 2024/25 and 2025/26 be put forward to Full Council

for ratification and published as required by Section 38 of the Localism Act 2011.

3. Background

3.1 In accordance with Section 38 of the Localism Act 2011, the Council is required to produce and publish a Pay Policy Statement every year relating to the remuneration of all employees.

3.2 Owing to the recent restructure of senior leadership team, there has been a delay in presentation of this statement.

3.3 This statement satisfies the requirements of the Act and requires approval by Full Council.

4. Body of report and reason for recommendations

4.1 Under the Localism Act 2011, all local authorities are required to prepare and publish a Pay Policy Statement each year. The statement sets out key principles relating to the Council's pay framework, including:

- The remuneration of Chief Officers
- The remuneration of lowest-paid employees
- The relationship between the remuneration of Chief Officers and other employees
- Policies on performance-related pay, market supplements and other allowances

4.2 The updated Pay Policy Statement reflects:

- Pay award updates applicable for the new financial year (if agreed)
- Any structural changes agreed during the year
- Current pay ratios between the highest and median-paid employees
- The Council's ongoing commitment to fairness, transparency and equality in pay

4.3 The Statement confirms that the Council continues to ensure that pay arrangements are equitable, affordable and support the recruitment and retention of a high-quality workforce.

4.4 To ensure compliance with the Localism Act 2011, and allow for continued transparency and openness around pay arrangements, the Pay Policy Statement 2026/27 and for previous years 2024/25 and 2025/26 should be approved.

4.5 In addition and due to an oversight, the statements for 2024/25 and 2025/26, although drafted, have not been formally ratified by Full Council. As such, these should be noted by Cabinet and also be put forward to Council for approval and publication. In order to ensure

timely approval for future Pay Policy Statements, an addition has been made to the Forward Plan annually in February.

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

5.1 Not applicable

6. Financial Implications

6.1. None

7. Legal Implications

7.1. Not agreeing to and publishing the Pay Policy Statement may be a breach of requirements under the Localism Act 2011.

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. None

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	Under the Localism Act 2011, all Council's must publish a Pay Policy Statement.

15. Conclusion

15.1 The Pay Policy Statements attached comply with the requirements of the Localism Act 2011 and should be recommended to Full Council for approval and publication.

16. Appendices

16.1. Please note the following appendices:

- i. Appendix A – Pay Policy Statement 2026/27
- ii. Appendix B – Pay Policy Statement 2025/26
- iii. Appendix C – Pay Policy Statement 2024/25

17. Background papers

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

18. Report Writer Details:

Officer Job Title: People Services Manager

Officer Name: Ruth Bartlett

PAY POLICY STATEMENT
2026/27

PAY POLICY STATEMENT

2026/27

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1.0 Introduction and Purpose

- 1.1 This Pay Policy Statement is produced in accordance with Sections 38–43 of the Localism Act 2011 and the accompanying statutory guidance. It sets out the Council's policies on the remuneration of chief officers, the remuneration of the lowest-paid employees, and the relationship between the two
- 1.2 Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit".
- 1.3 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying the following:
 - the methods by which salaries of all employees are determined
 - the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation
 - the Panel responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.
- 1.2 This statement applies for the financial year 2026/27 and must be approved by Full Council and published on the Council's website. The Council may amend this statement during the year by resolution of Full Council.

2.0 Legislative Framework

- 2.1 In determining remuneration for all employees, the Council complies with relevant employment law including the Equality Act 2010, Part-Time Workers Regulations 2000, Agency Workers Regulations 2010, and TUPE where applicable.
- 2.2 The Council ensures there is no pay discrimination and that all pay differentials are objectively justified using equality-proofed job evaluation methods.

3.0 Pay Determination and Pay Structure

- 3.1 Most roles are evaluated using the Council’s local job evaluation methodology, implemented in 2012. Salary grades align with the nationally negotiated NJC pay spine. Other allowances follow national or local collective agreements.
- 3.2 The Council’s Remuneration Panel determines the grading and salary of the Chief Executive, Directors, and local grading positions, informed by an independent adviser.
- 3.3 In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 3.4 New appointments are normally appointed at the bottom of the grade unless market or recruitment considerations justify a higher starting point, in line with the Council’s Recruitment Policy.
- 3.5 From time to time and where external pay market pressures exist, the Council may apply objectively justified market supplements supported by transparent comparator data.

4.0 Chief Officer Remuneration

- 4.1 For the purposes of this statement, “chief officers” follow the statutory definition in Section 43 of the Localism Act. Roles include:
 - Chief Executive (Head of Paid Service)
 - Strategic Director for Corporate Resources (Deputy Chief Executive & S151 Officer)
 - Strategic Directors
 - Assistant Directors (Deputy Chief Officers)
 - Managers reporting directly to Strategic Directors or the Chief Executive
- 4.2 The salary ranges and number of staff for these positions is as follows:

POSITION	SALARY RANGE	NUMBER OF STAFF
Head of Paid Service (Chief Executive)	£120,873 - £131,861	1
Deputy Chief Executive (Chief Officer) and S151 Officer	£104,170 - £115,159	1
Strategic Directors (Chief Officers)	£87,907 - £98,896	2
Assistant Directors [Deputy Chief Officer] Monitoring Officer	£76,919 - £82,413	1

Assistant Directors [Deputy Chief Officer] Deputy S151 Officer	£74,337 - £79,831	1
Assistant Directors [Deputy Chief Officer]	£71,425 - £76,919	7
Other Managers	£49,282 - £50,269	1

NOTES

1. FTE Salary as at April 2026 (pay award pending)
2. Incremental progression is subject to satisfactory performance
3. Increments are paid every two years on 1 April.
4. Assistant Directors [Deputy Chief Officers] are those staff that report directly to Strategic Directors [Chief Officers]
5. Remuneration Noted includes any permanent additional allowances for statutory duties
6. Chief Executive also acts as Returning Officer for Elections for which additional fees are payable from time to time in line. These sums are not included in the above.

5.0 Recruitment of Chief Officers

- 5.1 Recruitment to Chief Officer roles follows the Council's Constitution, Recruitment & Selection Policy, Equal Opportunities Policy, and Redeployment Policy.
- 5.2 If recruitment at the designated grade is unsuccessful, and as with all roles, the Council may apply temporary market supplements in accordance with policy.
- 5.3 Where interim or consultancy arrangements are required, individuals may be engaged under contracts for services following appropriate procurement to ensure value for money.

6.0 Additions to Salary of Chief Officers

- 6.1 The Council does not apply any bonuses or performance related pay to its chief officers.
- 6.2 In addition to basic salary, set out below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties;
 - Chief Executive – Fees for Returning Officer Duties are paid for by the responsible authority for where the candidate is being elected. In the case of

Pay Policy Statement 2026/27

referendums, it is dependant on which responsible authority as called the referendum.

- Chief Officers or Deputy Chief Officers – may also be appointed as Deputy Returning Officers, by the Returning Officer, which is at the Returning Officers discretion. Deputy Returning Officers are paid a % of the Returning Officers fee, and the cost is reconciled as part of the election expenses.

7.0 Payments on Termination

7.1 The Council's approach to statutory and discretionary payments on the termination of employment of chief officers, prior to reaching normal retirement age, is set out within its Discretions Policy Statement (copy available from Human Resources) in accordance with:

- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006
- Local Government Pension Scheme Regulations 2007
- Local Government Pension Scheme Regulations 2013

8.0 Publication and Transparency

8.1 Upon approval, this statement will be published on the Council's website. For any employee earning £50,000 or more, the Annual Statement of Accounts will publish:

- Salary, fees, and allowances (current and previous year)
- Bonuses (if applicable – not paid by this Council)
- Taxable expense allowances
- Compensation for loss of office
- Non-cash benefits

9.0 Lowest Paid Employees and Pay Multiple

9.1 The Council uses the NJC pay award which maintains a minimum salary above the national minimum wage.

9.2 As at 1 April 2026 (pay award pending), the lowest FTE salary on the Council's main pay scale is £24,796 (excluding apprentices).

- 9.3 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement. The ratios of pay as at April 2026 are:
- Chief Executive to lowest-paid employee: 4.87: 1
- 9.4 The Council monitors external pay markets and benchmarks data as appropriate.

10. Conclusion

- 10.1 This Pay Policy Statement complies fully with the statutory requirements of the Localism Act 2011 and associated guidance. It sets out all necessary information relating to the remuneration of chief officers, the lowest-paid employees, methods of pay determination, and transparency obligations.



Pay Policy Statement

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EMP.35

NUNEATON & BEDWORTH BOROUGH COUNCIL

PAY POLICY STATEMENT

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1.	25 April 2012	Approval by Single Member Decision	Yes
2.	11 July 2012	Approval by Council	Yes
3.	8 April 2013	Approval by Single Member Decision	Yes
4.	10 July 2013	Approval by Council	Yes
5.	29 May 2014	Trade Union Consultation	N/A
6.	July 2014	Equalities Impact Assessment	N/A
7.	5 August 2014	Approval by Single Member Decision	Yes
8.	24 September 2014	Approval by Council	Yes
9.	2015	Trade Union Consultation	N/A
10.	2015	Equalities Impact Assessment	N/A
11.	2015	Approval by Single Member Decision	
12.	2015	Approval by Council	
13.	2016	Approval by Council	
14.	2017	Approval by Council	
15.	2018	Approval by Council	
16.	2019	Approval by Council	
17.	2020	Approval by Council	
18.	2021	Approval by Council	
19.	2022	Approval by Council	
20.	2023	Approval by Council	
21.	2024		
22.	2025		

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PAY POLICY STATEMENT

1. Introduction and Purpose

1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying the following:-

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the Panel responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.

1.2 This policy statement is subject to review on an annual basis in accordance with the Localism Act 2011.

2. Legislative Framework

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Pay Structure

3.1 The majority of the workforce is covered by the Council’s local Job Evaluation Methodology that was implemented in March 2012. The Nationally negotiated Salary Pay Spine is used to determine individual Salary Grades. Further details can be obtained from Human Resources. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.

3.2 The Chief Executive, Directors and Local Grading positions are determined by the Council’s Employment Committee following consideration of a report from an independent adviser.

3.3 In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain

employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

- 3.4 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate, in line with the Council's Recruitment and Selection policy. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

4. Senior Management Remuneration

- 4.1 For the purpose of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act and include:

- a) Chief Executive - Head of Paid Service
- b) Strategic Director for Corporate Resources – Deputy Chief Executive and Section 151 Officer
- c) Assistant Director of Finance– Deputy Section 151 Officer [Deputy Chief Officer]
- d) Assistant Director for Governance and Democracy – Monitoring Officer [Deputy Chief Officer]
- e) All other Strategic Directors reporting directly to Chief Executive [Chief Officers]
- f) All Managers reporting directly to Chief Executive and/or Strategic Directors [Deputy Chief Officers]

- 4.2 The salary ranges and number of staff for these positions is as follows:

POSITION	SALARY RANGE	NUMBER OF STAFF
Head of Paid Service (Chief Executive)	£117,125- £127,772	1
Deputy Chief Executive (Chief Officer) and S151 Officer	£100,940 - £111,588	1
Strategic Directors (Chief Officers)	£85,182 - £95,829	3
Assistant Directors [Deputy Chief Officer] Monitoring Officer	£74,634 - £79,858	1
Assistant Directors [Deputy Chief Officer] Deputy S151 Officer	£72,032 - £77,356	1
Assistant Directors [Deputy Chief Officer]	£69,210 - £74,534	6

NOTES

1. FTE Salary as at April 2025 (pay award pending)
2. Incremental progression is subject to satisfactory performance
3. Increments are paid every two years on 1 April.
4. Assistant Directors [Deputy Chief Officers] are those staff that report directly to

Strategic Directors [Chief Officers]

5. Recruitment of Chief Officers

- 5.1 The Council's policy and procedures with regard to recruitment of chief officers is set out in the Constitution. When recruiting to all posts the Council will take full and proper account of its own Recruitment & Selection, Equal Opportunities, Change Management and Redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
- 5.2 Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider engaging and utilise individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

6. Additions to Salary of Chief Officers

- 6.1 The Council does not apply any bonuses or performance related pay to its chief officers
- 6.2 In addition to basic salary, set out below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties;
- Chief Executive - Fees for Returning Officer Duties paid by Electoral Commission.

7. Payments on Termination

- 7.1 The Council's approach to statutory and discretionary payments on the termination of employment of chief officers, prior to reaching normal retirement age, is set out within its Discretions Policy Statement in accordance with:
- Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006
 - Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007
 - The Local Government Pensions Regulations 2013

A copy of the policy is available from Human Resources.

8. Publication

- 8.1 Upon approval by the full Council, this statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is

at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses paid or receivable by the person in the current and previous year;
- any sums payable by way of expense allowances that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

9. Lowest Paid Employees

- 9.1 In April 2014, the Council introduced a minimum salary for all employees that was equivalent to the Living Wage. The Council also adopts pay awards negotiated by the National Joint Council for all of its workers. As at 1 April 2025 (pay award pending), the salary for the lowest paid employees is £24,027 per annum (37 hours FTE). This does not include Apprenticeship Schemes.
- 9.2 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
- 9.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton enquiry was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median salary of the whole of the authority's workforce.
- 9.4 The current pay levels within the Council define the multiple between the lowest paid full time equivalent (FTE) employee and the Head of Paid Service as 1:4.87 and; between the lowest paid FTE employee and median salary of Chief Officers as 1:3.95.
- 9.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.



Pay Policy Statement

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APPENDIX C

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APPENDIX C

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 - Director for Planning and Regulation - Fees for Deputy Returning Officer Duties paid by the Electoral Commission.

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- 7.1 The Council's approach to statutory and discretionary payments on the termination of employment of chief officers, prior to reaching normal retirement age, is set out within its Discretions Policy Statement in accordance with:
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APPENDIX C

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses paid or receivable by the person in the current and previous year;
- any sums payable by way of expense allowances that are chargeable to UK income tax;
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- 9.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 22nd April 2026

Subject: Adoption of Supplementary Planning Documents (SPDs)

Portfolio: Planning and Enforcement

Responsible Officer: Assistant Director - Planning

Corporate Plan – Theme: Place and Prosperity, Housing, Health and Communities and Green Spaces and Environment

Corporate Plan – Aim: All

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

1.1. The purpose of this report is to update Members on the responses received to the Supplementary Planning Documents (SPDs) consultation and to seek Cabinet approval to recommend the following SPDs for adoption at Full Council:

- Affordable Housing SPD (2026) (Appendix A1)
- Health Impact Assessment SPD (2026) (Appendix A2)
- Heritage SPD (2026) (Appendix A3)
- Creating a Healthier Food Environment - Hot Food Takeaways SPD (2026) (Appendix A4)

- Sustainable Design and Construction SPD (2026) (Appendix A5)
- Transport Demand Management Matters - Parking Standards SPD (2026) (Appendix A6)

2. Recommendations

- 2.1. That Cabinet recommend to Full Council the adoption of the Affordable Housing SPD (2026), Health Impact Assessment SPD (2026), Heritage SPD (2026), Creating a Healthier Food Environment - Hot Food Takeaways SPD (2026), Sustainable Design and Construction SPD (2026) and Transport Demand Management Matters – Parking Standards SPD (2026).
- 2.2. That delegated authority be given to the Assistant Director for Planning, in consultation with the Portfolio Holder for Planning and Enforcement, to make any minor amendments to the SPDs prior to consideration at Full Council.
- 2.3. That subject to Full Council adoption, the Affordable Housing SPD (2020), Health Impact Assessment SPD (2021), Planning for a healthier area – hot food takeaways SPD (2020), Sustainable Design and Construction SPD (2020), Transport Demand Management Matters – Parking Standards SPD (2022) and Car Parking Standards Supplementary Planning Guidance (2003) be formally revoked in accordance with the Town and Country Planning Act 1990.

3. Background

- 3.1. Supplementary Planning Documents (SPDs) provide detailed advice and guidance to assist with the implementation and interpretation of planning policies included within the Borough Plan, supporting the delivery of sustainable development. SPDs can assist with improving the quality of planning applications, which helps to accelerate the planning process whilst achieving better outcomes for the community. Whilst SPDs do not form part of the statutory development plan, they are a material consideration to be taken into account in the determination of planning applications.
- 3.2. The authority currently has a suite of SPDs which relate to policies within the Borough Plan (2011-2031). The

Borough Plan (2011-2031) has since been superseded by the adoption of the Borough Plan Review (2021-2039) on 10 December 2025. Therefore, the following SPDs have been updated to align with the updated Borough Plan Review policies:

- Affordable Housing SPD
- Health Impact Assessment SPD
- Creating a Healthier Food Environment - Hot Food Takeaways SPD
- Sustainable Design and Construction SPD
- Transport Demand Management Matters – Parking Standards SPD

- 3.3. In addition, a new Heritage SPD has been prepared, including a Local List that has been independently reviewed by heritage consultants 'Heritage Potential'.
- 3.4. Members should note that in accordance guidance published on SPDs by Ministry for Housing, Communities and Local Government (MHCLG) on 27 November 2025, any new or updated SPDs must be adopted by 30 June 2026. Therefore, these SPD's have been progressed to meet these statutory deadlines strengthen and the authorities' position by providing clarity and certainty on how local plan policies will be interpreted and applied and making the planning process more efficient for all parties.

4. Body of report and reason for recommendations

- 4.1. The Affordable Housing SPD, Health Impact Assessment SPD, Heritage SPD, Creating a Healthier Food Environment - Hot Food Takeaways SPD, Sustainable Design and Construction SPD and Transport Demand Management Matters - Parking Standards SPD have been prepared to align with the policies within the Borough Plan Review.
- 4.2. Internal consultation has been undertaken with relevant departments and Warwickshire County Council. The Council committed to produce these SPDs through the publication of the Local Development Scheme (LDS) (approval granted by Full Council on 10 December 2025).
- 4.3. Consultation the draft SPDs was undertaken in line with The Town and Country Planning (Local Planning) (England) Regulations 2012 and the adopted Nuneaton and Bedworth Borough Council Statement of Community

Involvement (2023). In accordance with the provisions in the LDS, Cabinet approval was sought to consult on the SPDs for a four-week consultation between 4 February 2026 and 4 March 2026 (approval granted on 21 January 2026).

- 4.4. The representations received have been analysed and used to assist in producing the final versions of the SPDs. The final versions are attached as Appendices A1 to A6 of this report. A track changes version of each document is also provided (Appendices B1 to B6). These versions identify the amendments that have been made since the last Cabinet meeting in January 2026.

- 4.5 The main changes to the documents include:

Affordable Housing SPD (2026)

- The words 'at least' have been removed in relation to the Council seeking 1 x 5 bed affordable dwelling to rent per residential development. The Council highlights this as a point of discussion with developers and has not specified this as a requirement (which would be policy) but rather as something the Council is looking for (guidance).
- Paragraph 1.5 has been amended to reflect that the HEDNA does not clearly identify that Social Rent is sought significantly above all other tenures.
- Paragraph 1.6 has been amended to highlight the role of Housing Associations and Registered Providers have in delivering the housing needs of the area.
- Paragraph 3.1 has been amended to include reference to local housing needs.
- Paragraph 3.3 has been amended to reflect the inclusion of grant funding.
- Paragraph 5.2 has been added to emphasis that the expected affordable housing clustering is not prescriptive and is 'recommended' not 'required'.
- Paragraph 9.1 has been amended to also reflect Planning Practice Guidance.
- Paragraph 11.4 has been amended to reflect that the Council does not show bias above any Registered Providers for access to the Section 106 affordable dwellings.
- Paragraph 12.2 has been amended. Target rent refers to Social Rent, not Affordable Rent which can affect viability as a developer may think they are pricing for Affordable Rent, but the SPD requires target rent levels.

- Paragraph 12.5 has been amended as HCA is now called Homes England.
- Paragraph 12.6 has been amended as developers will not be familiar with the National Rent Regime.
- Paragraph 13.11 has been added with the title 'Other Affordable Routes to Home Ownership: Shared Ownership/Intermediate Housing'.

Health Impact Assessment SPD (2026)

- Historic England's 'Wellbeing and Heritage Strategy' has been included within the 'Useful Resources' list at Appendix A of the SPD.
- The prescribed threshold for a full HIA has been amended to 50 dwellings or more, sites of 1ha or more. Usually, major housing development is classified as 10 or more homes or a site size of 0.5ha or more which has been prescribed to the HIA Screening Report threshold. Therefore, for a full HIA, the site size has been drawn from the specified site size for non-residential major development in the NPPF to align and reflect the larger development size (50 or more dwellings).
- Reference to the Wales Health Impact Assessment (HIA) Support Tool has been removed throughout the SPD.
- The positive impact of utilising above ground sustainable urban drainage systems in developments has been included in Table 11.
- Two impacts have been removed from Tables 4 and 5.
- The 'Screening' section on pages 7-8 has been updated to reflect the prescribed thresholds for when a HIA Screening Report or full HIA are required.
- The trigger for 'engagement with public health teams' on applications over 250 homes has been moved – now paragraph 3.3.

Heritage SPD (2026)

- Seven buildings have been removed from locally listed buildings outside conservation areas as they had erroneously been included from a draft list.

Creating a Healthier Food Environment – Hot Food Takeaways SPD (2026)

- No changes proposed.

Sustainable Design and Construction SPD (2026)

- The SPD wording has been amended to reflect its status as guidance.
- Section 15 on greywater recycling section has been amended to provide further detail on how developers should demonstrate claims that providing greywater recycling systems would be unviable.
- Paragraph 20.7 has been expanded to include further guidance on construction management plans at the request of the Warwickshire County Council Highways team.

Transport Demand Management Matters – Parking Standards SPD (2026)

- Paragraph 3.2 has been amended to include reference to The Warwickshire Design Guide Part 2 Highway Design, Part 3 Street Design (Residential S38) and Part 4 Traffic and Road Safety.
- Information regarding parking survey contents has been added to paragraph 5.3.
- Paragraphs 5.10 – 5.14 regarding car parking size has been amended to align with WCC guidelines. With the minimum residential car parking size increasing from 2.5m x 5m to 2.5m x 5.5m.
- Paragraphs 5.15 and 5.16 introduces guidelines for non-residential car parks. This sets a minimum non-residential car parking size of 2.6 m x 5 m for medium and long stay car parks, and 2.7 m x 5 m for short stay car parks.
- Added additional lorry parking requirements to paragraphs 8.1 – 8.7.

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

- 5.1. Consultation with internal departments and Warwickshire County Council.
- 5.2. A four-week public consultation was held between 4 February and 4 March 2026 in line with The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Nuneaton and Bedworth Statement of Community Involvement (2023).

6. Financial Implications

- 6.1. None directly attributable to the SPDs.

7. Legal Implications

7.1. The requirements for SPD production and consultation, as set out in the adopted Nuneaton and Bedworth Statement of Community Involvement (2023), the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Town and Country Planning Act 1990 as amended, have been fully complied with.

8. Equalities implications

8.1. None.

9. Health implications

9.1. All SPDs seek to deliver health improvements. The Creating a Healthier Food Environment - Hot Food Takeaways and Health Impact Assessment SPDs will help to address health inequalities in the Borough.

10. Climate and environmental implications

10.1. The supplementary guidance within the SPDs will help to deliver sustainable development and environmental improvement within the Borough.

11. Section 17 Crime and Disorder Implications

11.1. The Sustainable Design and Construction SPD requires 'Secured by Design' principles to be designed into new development to help reduce instances of crime and anti-social behaviour.

12. Risk management implications

12.1. Not adopting up to date supplementary guidance by the statutory deadline of 30 June 2026 may prevent delivery of infrastructure and sustainable development.

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 option was identified. Reasons for its rejection are outlined below.

Option Ref	Option Title	Reason for rejection
A	Not to recommend the adoption of the SPDs to Full Council	Rejected – The adoption of the SPDs will provide supplementary planning guidance in accordance with the commitments set out in the adopted Borough Plan Review (2021-2039) and latest Local Development Scheme (December 2025). The SPDs will provide greater certainty to applicants and developers preparing applications for submission. Having a suite of updated SPDs will likely assist with improving the quality of planning applications, which helps to accelerate the planning process whilst achieving better outcomes for the community.

15. Conclusion

15.1. That Cabinet recommend the adoption of the updated SPDs and the new Heritage SPD to Full Council and that delegated authority be given to the Assistant Director for Planning, in consultation with the Portfolio Holder for Planning and Enforcement, to make any minor amendments to the SPDs prior to consideration at Full Council.

16. Appendices

16.1. Please note the following appendices:

- i. Appendix A:
 - A1-Affordable Housing SPD (2026)
 - A2 - Health Impact Assessment SPD (2026)
 - A3 - Heritage SPD (2026)

A4 - Creating a Healthier Food Environment - Hot Food Takeaways SPD (2026)
A5 - Sustainable Design and Construction SPD (2026)
A6 - Transport Demand Management Matters – Parking Standards SPD (2026)

ii. Appendix B:

B1 - Affordable Housing SPD (2026)
B2 - Health Impact Assessment SPD (2026)
B3 - Heritage SPD (2026)
B4 - Creating a Healthier Food Environment - Hot Food Takeaways SPD (2026)
B5 - Sustainable Design and Construction SPD (2026)
B6 - Transport Demand Management Matters – Parking Standards SPD (2026)

17. Background papers

17.1. The Borough Plan Review examination documents can be viewed at: [Borough Plan Review](#)

17.2. The latest NPPF (December 2024) can be viewed at: [National Planning Policy Framework](#)

17.3. Statement of Community Involvement (2023) can be viewed at: [Statement of Community Involvement](#)

17.4. Guidance on plan making regulations can be viewed at: [Plan making regulations explainer](#)

17.5. Cabinet – 3 December 2025 – Agenda Item 6 adoption of the Borough Plan Review and updated Local Development Scheme – Minute Reference CB65 Adoption of Borough Plan and Local development Scheme

17.6. Full Council – 10 December 2025 – Agenda Item 13c – Minute Reference CL49 iii) Adoption of Borough Plan and Local Development Scheme.

17.7. Cabinet – 21 January 2026 – Agenda Item 6 – Supplementary Planning Documents Permission to Consult – Minute Reference CB79 Supplementary Planning Documents Permission to Consult

AGENDA ITEM NO.8

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet		
Date of Meeting:	22 nd April 2026		
Subject:	Procurement of Gas (April 2027 - March 2031)		
Portfolio:	Resources & Central Services, Housing and Business & Regeneration		
Responsible Officer:	Assistant Director – Democracy and Governance & Assistant Director – Assets & Compliance		
Corporate Plan – Theme:	Your Council		
Corporate Plan – Aim:	Deliver continued forward financial planning to safeguard the finances of the Council		
Ward Relevance:	All		
Public or Private:	Public		
Amendment to Budget:	No	Council Tax Related:	No
Recommendation to Council/Cabinet/Committee: No			
Forward Plan:	Yes		
Subject to Call-in:	Yes		

1. Purpose of report

- 1.1. The report seeks Cabinet approval for the Borough Council to award a new service contract with the Eastern Shires Purchasing Organisation [ESPO] as agents for the procurement of gas from 1 April 2027 until 31st March 2031, and a gas supply contract via its public sector Framework Agreement for the same period for the supply of the gas. This relates to corporate buildings and commercial under the Housing Revenue Account (excludes domestic tariffs for tenants and voids).

2. Recommendations

- 2.1. That Cabinet approve the procurement and award of a new service contract with ESPO for the procurement of gas from 1 April 2027 to 31 March 2031;
- 2.2. That Cabinet approve the award of a gas supply contract for the same period to Total Energies Gas and Power Limited via the ESPO Gas Supply Framework; and
- 2.3. Delegated Authority be given to the Assistant Director – Democracy and Governance and the Assistant Director – Assets & Compliance to award and enter into the contracts.

3. Background

- 3.1. The current contract expires on 31st March 2027 with Total Energies Gas & Power which was procured under the former ESPO Framework for gas supply which expired 31st March 2027. Cabinet approved 11th January 2023 the procurement of the Electricity contract and associated services via ESPO for the period 1st October 2024 to 30th September 2028.
- 3.2. The Borough Council has procured its gas and electricity via ESPO for over 12 years where they have acted as agents for the procurement of electricity and gas supplies via a consortium purchasing scheme. This consortia approach has led to reductions in the real amount the Borough Council pay for its gas over the period in comparison to the wholesale market.

4. Body of report and reason for recommendations

- 4.1. ESPO issued notice to the Council seeking customers to sign up to the new Framework Agreement to ensure their requirements for gas supply are included in the consortia basket in readiness for April 2027. Officers confirmed a position is likely to be firmed up late April 2026. The earlier the Council can commit to the contract, the earlier the Council's requirements would be purchased in advance to secure the best rate possible via ESPO's hedging purchasing approach.
- 4.2. ESPO operate a year in advance to allow time for customers requirements to be compiled and purchased in advance, prior to the start of the consumption period (1st April – 31st March each year). ESPO awarded their new framework agreement early 2026 running from April 2027 until end of March 2031. It is a single supplier framework, and it was awarded to Total Energies Gas & Power following a UK compliant tender process.

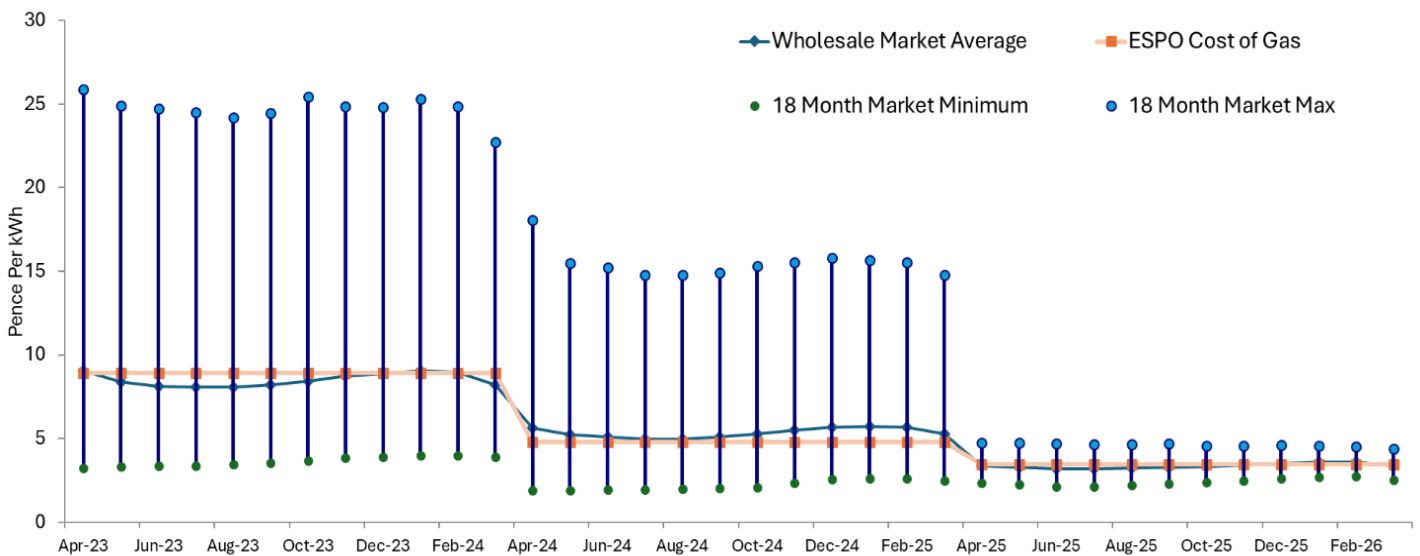
4.3. ESPO is a well-established purchasing and distribution consortium of 6 local authorities operating under the Local Authorities (Goods & Services) Act 1970. Membership of the consortium comprises:

- Cambridgeshire County Council
- Lincolnshire County Council
- Leicestershire County Council
- Peterborough City Council
- Norfolk County Council
- Warwickshire County Council

4.4. ESPO is a major purchaser with over 30 years' experience of purchasing energy, including gas, electricity, heating and automotive fuels, aviation fuel, coal and LPG on behalf of public sector customers, including the education sector. On average, ESPO has purchased gas at 2% below the market average. Graph one below shows the performance of ESPO since April 2023.

Graph one

ESPO Cost of Gas Compared to Wholesale Market (Apr 23 - Mar 26)



4.5. ESPO is also very active in managing and influencing the energy supply chain both through direct contact with the various industry Regulators, Government Departments, Parliamentary Committees and key organisations such as National Grid, and through active participation in consumer groups.

4.6. Due to the value of the Borough Council's requirement for gas, forecasted at £388k for 2025 / 2026, due to the wholesale market increases in both community and non-commodity pricing, any supply contract will need to be awarded subject the Procurement

Act 2023. ESPO have undertaken a tender process under the former regulations, and so it is a compliant route to market allowing the Council to access its Framework Agreement to compliantly enter into a call-off contract. The framework was awarded in January 2026 in readiness to commence from April 2027, therefore, competitiveness in the wholesale marketplace for purchasing gas has been assessed as part of the ESPO procurement process.

- 4.7. This framework will provide the Council with fixed prices for a rolling 12-month period. The incremental way in which ESPO purchases gas through the framework agreement also reduces the risk of the Borough Council, and ESPO's other public sector customers, from being adversely and unexpectedly affected by peaks in both commodity and non-commodity prices. The current gas market, whilst high in comparison to pre Covid times, are below the wholesale market proving value for money in what is currently a volatile market. The multi-year duration of the framework will also remove the need to potentially change supplier every year which can be problematic in terms of end and start of contract meter readings, contract rates and general accuracy of billing.
- 4.8. The benefits of using ESPO and the Framework Agreement include:
 - 4.8.1. Fixed price rates and tariff for 12 months to assist with budget setting and forecasting.
 - 4.8.2. Procurement compliant route to market and saves the procurement team procuring a contract on the open market which could take up to 6 months. Furthermore, there is a concern that the Procurement team wouldn't have the expertise to procure such contract given the complexity and nature of the utility market.
 - 4.8.3. Energy briefings and updates through the year, quarterly and as and when needed.
 - 4.8.4. Forecast changes in pricing and rates (both tariff and third party network costs)
- 4.9. Amongst other benefits of the ESPO framework and service provided as outlined above, a key feature of this framework is ESPO's ability to provide a comprehensive bill validation service to customers. This provides the Borough Council with an additional layer of supplier and cost due diligence as well as key data from the wholesale market to help mitigate risk and protect customers with real time and advance information.
- 4.10. Should the Council wish to do so, the ESPO framework also has the option to transition to a green tariff at a future date. Rates for the green tariff under the new contract will not be known until 6 months prior to the 1st April 2027.

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

5.1. Liaison has taken place with the:

- 5.1.1. Finance team,
- 5.1.2. Legal Team,
- 5.1.3. Procurement Team,
- 5.1.4. Assistant Director – Planning (ref climate change/environmental implications),
- 5.1.5. Equality and Safeguarding Officer (ref Equality Implications),
- 5.1.6. Assistant Director – Recreation & Culture (ref Health Inequalities)
- 5.1.7. Strategic Directors
- 5.1.8. Warwickshire based Council's.

6. Financial Implications

- 6.1. This report doesn't have any direct implications for the 2026/2027 financial year as Cabinet will note that the proposed contract term doesn't commence until 1st April 2027 therefore, a budget hasn't yet been set for that financial year. It is however likely to be reflected in the Medium-Term Financial Plan subject to 6.2 below.
- 6.2. The budget set for the 2025/2026 financial year was £388k for the General Fund and Housing Revenue Account. The outturn report is scheduled July 2026 Cabinet which will outline if there are any variances. The budget for the 2026/2027 financial year is also £388k but energy briefings from ESPO indicated a decrease in forecast billing change year on year at the end of December 2025. That however doesn't account for the recent geopolitical instability so it is likely forecasts could change from April 2027 onwards, noting ESPO have already purchased utility supply for the period April 2026 – March 2027. It is also subject to usage and consumption so forecasting utility is always difficult.
- 6.3. The estimated contract value for the four-year term for the supply and associated services of 41 supply points across the Council, would be up to £2m noting current budget level, inflation and other external economic factors which the Council is unable to influence or control. ESPO charge a fee (pence per day per supply point), which based on our portfolio would be estimated no more than £8,500 per annum which includes bill validation fees. This is for the managed service which includes purchase of gas, active market trading, bill validation (bill pay), contract management, supplier performance monitoring, contractual support & issue resolution, market intelligence & insights and portfolio optimisation.
- 6.4. If the recommendations are approved by Cabinet, the medium term financial plan and budget position for 2027/2028 onwards will need

to account for the new contract and forecast provided by ESPO as the agent, and feed into the draft budget setting process.

6.5. ESPO have undertaken a public sector compliant tender process and are purchasing on a national level with large economies of scale. Therefore, competitiveness in the wholesale marketplace for purchasing gas has been assessed as part of the ESPO procurement process. Given the economies of scale being achieved by ESPO, it outweighs the purchasing power of the Council acting alone therefore, utilising this route to market will help protect the Council from costs on the open market.

6.6. In addition to 6.5, the Procurement Team have considered other framework agreements and note there are three other public sector framework agreements used across the public sector in addition to the ESPO option. Cabinet will note most have the same supplier as per the ESPO Framework option proposed. These are:

6.6.1. Crown Commercial Services – RM6251 – Lot 2 Natural Gas – Supplier: Total Energies Gas & Power Limited

6.6.2. Yorkshire Purchasing Organisation – 1187 – Natural Gas - Corona Energy

6.6.3. West Mercia Energy – 2 options:

6.6.3.1. Flexible Gas Framework – Total Energies Gas and Power

6.6.3.2. Fixed Price DPS Framework – 8 suppliers.

7. Legal Implications

7.1. The Council has the power to enter into the gas supply contract under section 1 of the Localism Act 2011, which broadly gives the Council the power to do: -

7.1.1. anything that an individual may do;

7.1.2. for a commercial purpose or otherwise for a charge; and

7.1.3. for the benefit of other areas than the Council's administrative areas,

such power generally being known as the "General Power of Competence.

7.2. Due to the value of the requirement for gas over the proposed 4-year term, any supply contract will need to be awarded subject to the regulations as it exceeds the threshold noting a lifetime contract value up to £2m. However, as the proposed option is to use the ESPO Framework Agreement, this was procured via the Public Contract Regulations 2015 and thus, the proposed call-off contract would be managed in accordance with the Public Contract Regulations 2015. As ESPO procured the Framework agreement under the Public Contract Regulations 2015, it is a compliant route

to market and would be quicker than the Council undertaking its own tender process on the open market.

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. The procurement a gas supply contract has indirect health implications. A secure and reliable gas supply supports the provision of adequate heating and hot water, which helps maintain comfortable indoor temperatures and working conditions, particularly during colder months. This can contribute to reducing risks associated with cold indoor environments, such as respiratory illnesses and exacerbation of existing health conditions.

- 9.2. Its also noted in the report that there is an option for a green tariff. Whilst at this stage, a decision isn't being made to sign up to this, a green tariff would produce significantly fewer harmful pollutants compared with fossil natural gas and so the Council would be contributing indirectly to utilising gas produced with fewer harmful pollutants, which in turn is a benefit.

10. Climate and environmental implications

The default position will be a standard tariff (non renewable energy). ESPO and its nominated supplier Total Energies can offer a green tariff during the term of the contract to allow the Borough Council the future option to switch to a clean tariff at a future date. ESPO currently do not know the cost implication switching to the green tariff with effect from 1st April 2027 as this is usually confirmed around 6 months prior to supply. For context purposes, the current kilowatt per hour uplift is under 1p pkWh (actual figure not provided due to it being commercially sensitive). Cabinet must note that this may increase (or decrease) in future subject to external forces. Please note, that whilst a green tariff is higher, it also comes down to consumption and education to limit waste.

- 10.1. The Borough Council also continues to work on its climate change plan.

11. Section 17 Crime and Disorder Implications

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

12. Risk management implications

12.1. The recommendation for the Borough Council to continue with ESPO by entering into a new service agreement with ESPO as agents for the procurement of gas and award a new supply contract via its framework agreement. This will ensure that the procurement is compliant with public sector procurement requirements, it will provide the Council with fixed prices for 12 month period improving budgeting activities and will remove the need to potentially change supplier every year which can be problematic in terms of end and start of contract meter readings, contract rates and general accuracy of billing.

12.2. The Council did consider undertaking its own tender however, it currently does not have the capacity or industry knowledge to procure gas itself due to the complexities of the market. Furthermore, doing so would reduce economies of scale and present a risk of non-supply as the Council on its own may not be attractive enough in isolation to attract sufficient competition. In addition, after market research, sampling 19 contracting authorities who have awarded gas contracts, 14 of the sample awarded contracts to Total Energies Gas and Power Limited. Contracting Authorities included:

- 12.2.1. Bassetlaw District Council
- 12.2.2. East Riding of Yorkshire Council
- 12.2.3. Greater Manchester Combined Authority
- 12.2.4. Mayor & Commonalty & Citizens of the City of London
- 12.2.5. Transport for London
- 12.2.6. HM Land Registry
- 12.2.7. Police, Fire & Crime Commissioner for Staffordshire
- 12.2.8. Derbyshire Community Health Services NHS Foundation Trust
- 12.2.9. Barnsley Metropolitan Borough Council
- 12.2.10. Defra - Department for Environment Food and Rural Affairs
- 12.2.11. Ministry of Justice

13. Human resources implications

13.1. No direct human resource implications have been identified. However, utilising the ESPO Framework Agreement will help from a resource perspective, as ESPO would be purchasing the Council's requirements on its behalf via the services agreement. This removes the requirement for NBBC officers to procure the utility directly. Furthermore, this reduces risk as Council staff are not experts in utility or commodity purchasing, and therefore, aggregating our requirements with ESPO and its customers, enables best value and reduced risk on Council staff procuring directly.

14. Biodiversity Implications

14.1. No direct biodiversity implications have been identified however, the Council does appreciate use of a fossil fuel does impact biodiversity through from production, transportation and burning of the fossil fuel. That said, the Council continues to work on its climate change plan and there is the option of a green tariff under the framework route proposed, as outlined under section 10 of the report.

15. Local Government Reorganisation (LGR) Implications

15.1. Cabinet should note the contract term does go beyond the current indicated date for the transition from five (5) Borough/District Council's and one (1) County Council too either one (1) Unitary Authority or two (2) Unitary Authorities split North and South. To mitigate this, the Council can look to include a clause to permit novation of the contract. Furthermore, most of the current Council's (if not all) in Warwickshire are looking to (or already have) followed the ESPO route. This therefore should reduce risk from a LGR perspective as It'll be easier to novate the contract and consolidate portfolio's to a single supplier as per or Local Government Re-Organisation.

16. Options considered and reason for their rejection

16.1. 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 will mean the Council is no longer under contract, resulting in non-compliance with the Procurement Regulations but also, increased rates and higher tariffs.
B	Undertake own Tender Process rather than using a Framework Agreement	Please see 4.9.2, 12.2 and 13.1 of the report.
C	Utilise the Crown Commercial Services Framework	As per 6.5.1 of the report, it's the same supplier as the supplier proposed under the ESPO framework. Furthermore, ESPO have recently procured and awarded the new gas supplier framework so its very recent and up to date in terms of the market. It would also mean the Council's electricity and gas supply contract are under the same framework provider for consistency of information and account management. Furthermore, ESPO is a centrally located

		<p>organisation, with their headquarters based at Enderby Leicestershire. Given the close proximity to Nuneaton and Bedworth, it also makes economic sense to utilise ESPO as it supports the local economy and job market more locally, whereas Crown Commercial Services is a service area of Central Government operating nationally.</p>
D	Utilise the Yorkshire Purchasing Organisation Framework	<p>As per 6.5.2 of the report, it's a different supplier proposed under the ESPO framework. This would mean the Council's electricity and gas contracts would be operated by different suppliers. Furthermore, ESPO have recently procured and awarded the new gas supplier framework so its very recent and up to date in terms of the market. It would also mean the Council's electricity and gas supply contract are under the same framework provider for consistency of information and account management. As per option C, ESPO is a centrally located organisation, with their headquarters based at Enderby Leicestershire. Given the close proximity to Nuneaton and Bedworth, it also makes economic sense to utilise ESPO as it supports the local economy and job market more locally, whereas Crown Commercial Services is a service area of Central Government operating nationally.</p>
E	Utilise the West Mercia Energy route to market	<p>Option 1 As per 6.5.3.1 of the report, the single supplier is the same as the proposed ESPO supplier. Therefore, the justification under C applies to this.</p> <p>Option 2 The Council could undertake a mini-competition process but the time to undertake this could be up to 6 months from commencement to award of contract, at which point, the Council has lost 6 months of forward purchasing its gas via ESPO or another single supplier framework, which in turn could place a financial risk on the authority with higher rates/tariffs. Noting the recent geopolitical instability, this could impact wholesale pricing and place additional pressure on Council financials. However, it could provide cheaper rates but noting geopolitical instability and the impact already seen on petrol and diesel pricing, its likely to increase. Furthermore, as per option C, ESPO is a centrally located organisation, with their headquarters based at Enderby Leicestershire. Given the close proximity to Nuneaton and Bedworth, it also makes economic sense to utilise</p>

		ESPO as its supports the local economy and job market more locally, whereas Crown Commercial Services is a service area of Central Government operating nationally.
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17. Conclusion

17.1. ESPO provides a compliant, cost-effective, and low-risk route to the procurement of gas for the Council for the period 2027–2031. The approach offers budget certainty, economies of scale, and continuity with existing supply arrangements. Cabinet is therefore asked to approve the recommendations.

18. Appendices

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

19. Background papers

19.1. Please note the following background papers:

- i. Cabinet Meeting – 11 January 2023 – Agenda item 6 – Procurement of Electricity - [11 January 2023: Cabinet | Nuneaton and Bedworth Borough Council](#).

20. Report Writer Details:

Officer Job Title – Joint:

- Assistant Director – Democracy and Governance
- Assistant Director – Assets and Compliance

Officer Name – Joint:

- Matthew Wallbank
- Lynn Joy

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	22nd April 2026
Subject:	Bedworth Regeneration & Investment Plan
Portfolio:	Business and Regeneration
Responsible Officer:	Assistant Director Economy & Regeneration
Corporate Plan –	Theme 1 - Place and Prosperity
Corporate Aim 3:	Regeneration of our Town Centres
Ward Relevance:	Slough, Bede, Heath, Popular, Exhall
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. Purpose of report

- 1.1. To provide Cabinet with an update on the progress of the Bedworth Pride in Place Fund (Believe in Bedworth).
- 1.2. To note revised project cost for Bedworth Market refurbishment project and funding route.

2. Recommendations

- 2.1 That Cabinet note the update and priorities for the Bedworth Pride in Place Fund 'Believe in Bedworth'.
- 2.2 That Cabinet approve the increase in the budget for works to refurbishment of Bedworth Market as outlined in the report.

3. Pride in Bedworth Update

3.1. Background

3.2. In March 2025 Government launched the Ministry of Housing, Communities and Local Government (MHCLG) Plan for Neighbourhoods. It will help revitalise local areas and fight deprivation by focusing on 3 key goals:

- **Thriving Places:** Places should be able to design public services that are accessible, responsive, and tailored to local need. Investing in our young people's futures and in preventative measures that will ease pressure on services over the longer-term.
- **Stronger and Communities:** To tackle the root causes, rebuild relationships, and restore a collective sense of belonging in their local community. Bringing people together so they can feel proud of their area and safe in their neighbourhood.
- **Taking back Control:** Accessing the skills required for emerging job markets as we transition to net zero or supporting the thousands of would-be entrepreneurs through their first steps into self-employment. To empower people to enter the workplace, workers to progress, and businesses to grow, helping to kickstart local economic growth.

3.3. This plan will support the delivery of these goals with government funding of £1.5 billion cross 75 key areas and giving these areas the tools needed to help build a better future for local people.

3.4. MHCLG will provide funding of up to £20 million over a 10-year period for individual areas, of which Bedworth is one. The Plan for Neighbourhoods will require a Regeneration Plan for Bedworth, which constitutes a 10-year vision and 4-year investment plan.

3.5. MHCLG will devolve decision making by establishing Town Boards. Nuneaton and Bedworth Borough Council (NBBC) will act as the accountable body for the funding and for supporting project delivery. The Town Boards are responsible for engaging with the local community and developing the long-term plan.

3.6. The Plan for Neighbourhoods prospectus identifies that this is a fundamentally different way of approaching the challenges facing our Town centres, putting power back into the hands of local people so that they can decide on local priorities and what's best for the long-term future of the places they live. Aiming to raise

living standards, reduce social exclusion, creating opportunities for young people, improve health and wellbeing, build stronger and more cohesive communities and reduce crime and anti-social behaviour.

3.6. The Board was established named the project 'Believe in Bedworth' and have developed the following mission statement:

'In 2035 Bedworth will be a place where through day and night the town centre is the beating heart of the community, catering for all ages; a place of meeting, socialising, shopping, entertainment, sport, recreation, art, fun, and living life to the fullest. A safe place, where people belong, a Town to be proud of'.

3.8. The objectives of the Board plan reflect the challenges Bedworth faces, as identified in the strategic case for change and local context being prepared.

- We will create and maintain a safe place where individuals feel protected, respected, and supported.
- We will create and promote opportunities that empower young people to develop their skills, pursue education and employment, and actively participate in social and economic development.
- We will create and promote opportunities for social involvement that foster community engagement, collaboration and personal development.
- Public services will be designed, delivered, and maintained in collaborative ways that are equitable, inclusive, and responsive to the needs of the community.
- Local businesses will be supported to develop and grow, and Bedworth will be a place where organisations want to do business.

4. Progress Update

4.1. Recruitment of Programme Manager went live (3- year fixed term role - 30 hours/week) to support the delivery of the programme.

4.2. Project priorities outlined:

- Almshouses fountain repair
- Coventry Road Cemetery Project
- Business Grants
- Bedworth Markets improvements phase 2
- Develop Events programme

- 4.3. Believe in Bedworth Newsletter circulated to residents of Bedworth.
 - 4.4. Bishop of Coventry (Sophie Jelley) visited Bedworth to meet Board members.
 - 4.5. 23rd March: MHCLG approval of 10-year regeneration plan and 4-year investment plan.
 - 4.6. 1st April-30th April: Programme monitoring submission to MHCLG.
 - 4.7. 31st March: Memorandum of Understanding (MoU) for April 2026 – March 2031 phase 1 funding due.
 - 4.8. 27th April: Believe in Bedworth (BiB) Programme Manager to start.
5. Bedworth Market Refurbishment
- 5.1. Back ground
 - 5.2. An initial options study was commissioned in 2023 to consider the future of Bedworth market. Two options were considered, these being the refurbishment of the existing covered market or the relocation of a covered market nearer to the heart of the town centre adjacent to All Saints Square.
 - 5.3. The options study was completed in July 2023 detailing the cost implication of both options. Both options represented an indicative cost higher than the allocated budget. However, it was considered that the available budget would be best used to fund a scaled down refurbishment of the existing location.
 - 5.4. In 2024 NBBC entered a Pre-Construction Service Agreement (PCSA) with the nominated contractor for the design, costing and construction for improvements to Bedworth Market.
 - 5.5. Following a detailed condition report of the existing site and construction surveys for the delivery of the outlined design, it was established that upgrades to the existing structure would be required to facilitate any improvements that would add additional cost to the project.

- 5.6. A value engineering exercise was therefore undertaken to reduce costs to accommodate the required upgrades and deliver the core refurbishment improvements.
- 5.7. Work to deliver a suite of improvements to the Market started on site in November 2025. These improvements include:
- o Construction of the new glass front elevation & external cladding.
 - o Power to Columns for Festoon Lighting.
 - o Lighting to Hall - Functional & Feature.
 - o Power to the Clock.
 - o Power to Vehicle Shutters.
 - o Remedial works.
 - o New Shopfronts & Doors.
 - o External Shutter Replacement.
 - o Cleaning Down.
 - o Spray Painting - Columns and Internal Metalwork
 - o Spray Painting to External Structure.
 - o Spray Painting to Gutters and Downpipes.
 - o General Cleaning – Internal.
 - o General Cleaning – External.

6. Progress Update

- 6.1. As part of the Believe in Bedworth consultation process to determine the priorities for the Boards investment plan, Bedworth Market was identified as an opportunity for the creation of a multi-purpose destination location to support events and community activities within the heart of the town centre.
- 6.2. As a consequence within the Believe in Bedworth Regeneration plan and Investment Plan an allocation of £250,000 has been included to create a Phase 2 Bedworth Market improvement plan to support the delivery of the outcome of creating the multi-use space.
- 6.3. Although upgrade to the electrical supply had been included within the original Phase 1 refurbishment of Bedworth Market, these upgrades were required to meet the latest building regulations and support upgrades to the interior lighting only.
- 6.4. To accommodate the requirements outlined within the Believe in Bedworth proposal it would require additional upgrades and capacity to the electrical supply to support the increase in usage, that is and increase in food and drink events, big screen and temporary lighting and power to host music events.

- 6.5. As some electrical upgrade works were already included as part of the Phase 1 refurbishment costs it would prove economically beneficial to add any additional electrical upgrade to the existing contractor's scope of works rather than source a separate contractor later. The additional works required have been costed at £26,716. Believe in Bedworth Board have agreed to contribute £25,000 to support this increased cost from the £250,000 Phase 2 allocations for Market improvements outlined in Pride in Place Fund (PIPF) project plan.
- 6.6. In addition to the electrical work the contractors have requested an extension of time (EOT) by 3 weeks which will incur a further project cost of £23,920 which can be met from the existing budget. The additional total budget increase is therefore £50,636.
- 6.7. Phase 1 refurbishment works continue with the new glass front nearing completion, new electric shutters to side elevation installed and working and other internal works complete, cladding works to be completed. Estimate completion of construction works 6th May 2026.
- 6.8 Cabinet to approve and note increase budget by £50,636 for additional electrical upgrades and extension of time claim. Additional contract value will be met via existing allocated budget and contribution of £25,000 from Believe in Bedworth Market Improvements budget allocation as part of Pride in Place Fund approved allocation. As such this goes not necessitate a request for any additional funding from the general fund or capital budget.

Financial position including Extension of Time and further electrical works and Pride in Bedworth project allocation as per:

Appendix B Bedworth market Financials as of March 2026

Bedworth Market Reurbishment	£	£	£
Budget	Cost	Budget	Position v Budget
Funding		£716,184.00	
Additional Cabinet approved July 2025		£58,000.00	
Total funding		£774,184.00	
Valuation Stepnells end March 2026			
Contract Sum	£742,568.78		
Variations	£50,636.42		
Running Final Account	£793,205.20		
Shortfal to budget March 2026			-£19,021.00
Contribution from BIB		£25,000.00	
Forecast Project Position	£793,205.20	£799,184.00	£5,978.80

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

Consultation:

WCAVA – Community consultation
 Portfolio Holder - Business & Regeneration
 Strategic Director – Housing & Community Safety
 Assistant Director – Economy & Regeneration
 Board of Believe in Bedworth

8. Financial Implications

8.1. The Bedworth pride in Place project is fully funded by MHCLG by up to £20m over 10 years. The funding provided is a combination of capacity funding, and Capital and Revenue funding.

8.2. The Board of Bedworth Pride in Place as part of their project submission had allocated £250,000 for further improvements to Bedworth Market to support the creation of a multi-purpose

events and community space. To support the delivery of this proposal there is a requirement to upgrade and increase the capacity of the electrical supply. To negate further cost and time implications it is proposed that these requirements be added to the existing contract value of Phase 1 work currently underway to Bedworth Market and that the associated cost will be met by a contribution from the Believe in Bedworth Board.

9. Legal Implications

9.1. The legal implications for Nuneaton and Bedworth Borough Council relate to our duties as the responsible body. These implications include:

- Duty to ensure funds are spent correctly
- Recovery of misspent funding
- To ensure compliance with the governance structure
- Requirement to comply with local government policies relating to procurement regulations, subsidy control, Best Value Duty, Health and Safety etc.
- Projects resented and signed off via NBBC Corporate Programme Review Board process to ensure compliance with NBBC governance and ensure continued oversight and monitoring.

9.2. The full list of legal implications is contained within the Technical Guidance.

10. Equalities implications

10.1 It is proposed to mitigate any equalities implications by implementing the following mitigations:

- i. Each project to be assessed for equality implications as part of outline business plan submission
- ii. Compliance with local government structure

11. Health implications

11.1. Any additional electrical works will require that all appropriate risk assessments and method statements are in place

12. Climate and environmental implications

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

13. Section 17 Crime and Disorder Implications

13.1. No direct Section 17 crime and disorder implications have been identified. It is however likely that as an outlined objective of the funding, individual projects may have Section 17 implications which will be highlighted in the project business plan.

14. Risk management implications

14.1. The following risk management implications have been identified:

- i. Financial Management
- ii. Governance and accountability
- iii. Project delivery
- iv. Reputational matters

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

- i. Robust Financial management arrangements, agreed by the Council's Section 151 Officer.
- ii. Clear governance framework that aligns with the Council's established requirements.
- iii. Transparency and reporting process that align with the Council's established requirements.
- iv. Oversight and reporting to MHCLG on a regular basis.
- v. Market work - Delays to implementation of market improvements.
- vi. Market work - Disruption to traders during works or changes to operation

15. Human resources implications

15.1. No direct human resource implications have been identified.

16. Conclusion

16.1. Further reports will be brought to Cabinet to provide updates on the Bedworth Regeneration & Investment Plan including progress reports on both Phase 1 of the Market refurbishment

and the progression on the Phase 2 work as part of the Believe in Bedworth proposal.

17. Appendices and Reference

Appendix A – Area of Benefit

Appendix B – Bedworth market Refurbishment Financials

Believe in Bedworth website: <https://www.believeinbedworth.uk/>

Pride In Place Fund: <https://prideinplace.campaign.gov.uk/>

18. Background papers

18.1. Bedworth Plan for Neighbourhoods Regeneration Plan 2025-2035

18.2. Cabinet report 16th July 2025 - Bedworth Market Refurbishment

19. Report Writer Details:

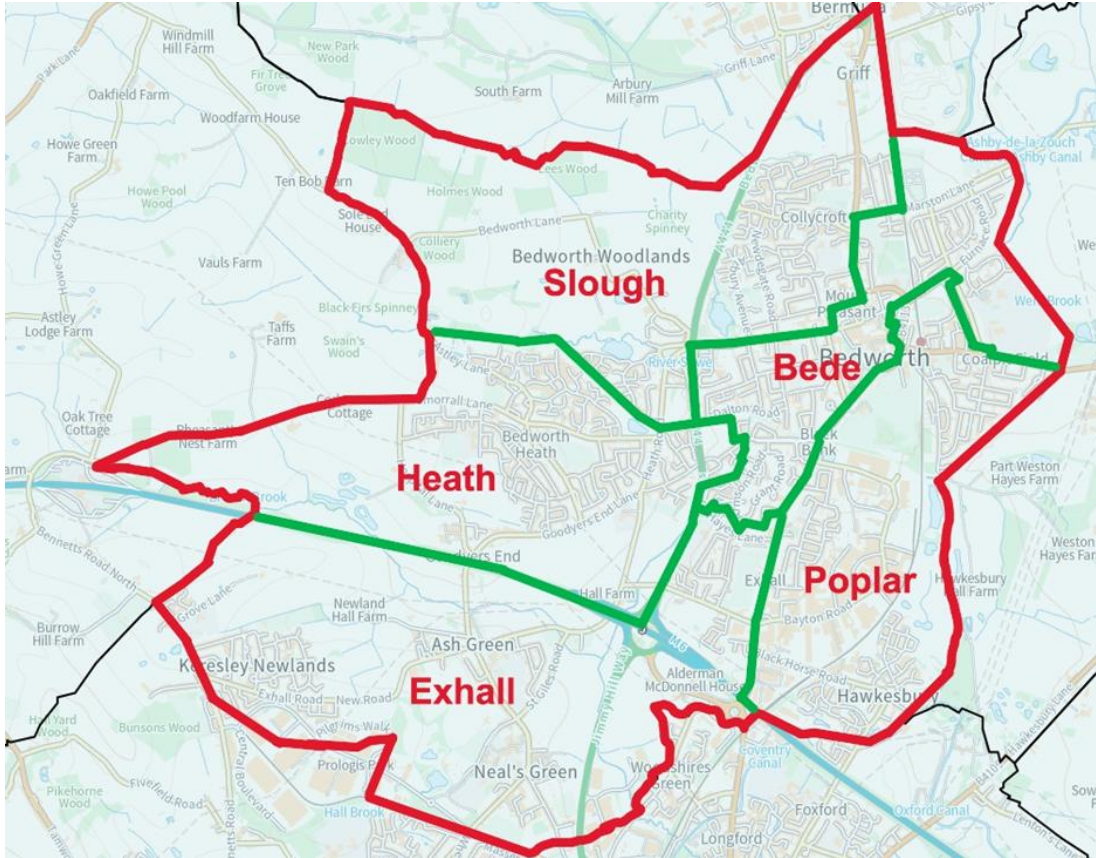
Officer Job Title: Assistant Director – Economy & Regeneration

Officer Name: Jonathan White

Officer Email Address:

Jonathan.white@nuneatonandbedworth.gov.uk

Area of Benefit



AGENDA ITEM NO.10

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	22 nd April 2026
Subject:	Culture Update
Portfolio:	Leisure and Health
Responsible Officer:	Assistant Director – Recreation and Culture
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	Focus on Civic Pride, celebrating rich heritage and diverse communities
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. Purpose of report

- 1.1 To provide Cabinet with an update on actions being delivered following the adoption of the Culture Strategy and to update ref project delivery, authority to award contract for services associated to delivery and to seek endorsement to recommend to Full Council that the budget be amended for approval to develop a large-scale public art event.

2. Recommendations

- 2.1 That Cabinet note and endorse the report to develop a large-scale public art event.
- 2.2 Delegated authority be given to the Strategic Director for Corporate Resources and Strategic Director for Public Services in consultation with the Assistant Director for Recreation & Culture, the Portfolio Holders for Leisure & Health and, Resources & Central Services to fully

implement the project to develop a large-scale public arts event programme during 26/27 and 27/28; and

2.3. It be recommended to Council that:

2.3.1. the 2026/2027 General Fund Revenue budget be amended to include the grant funding of £750,000; and

2.3.2. delegated authority be given to the Assistant Director – Recreation and Culture to enter a contract with Artichoke Trust to deliver the programme.

3. Background

3.1 An application to the Arts Council Major Projects Fund was made in December 2025. The bid was successful and a sum of £750,000 has been awarded to support Phase 1 of a major touring project.

3.2 This would include the building of a large-scale mechanical model of a much-loved fictional character in 2026, which would then be toured around the rest of the Country in 2027/2028. The application will seek support of a large-scale funding application.

3.3 This project will provide an opportunity to utilise the skills of the area alongside community engagement. In doing so it will deliver on the Cultural Strategy in the following areas

- Bringing cultural activity to where people are
- Involving local artists and local people in working with professional artists to raise ambition and develop skills
- Developing skills and celebrate the talent of children and young people.

3.4 Outputs are expected to be:

Literacy

- 5 primary schools & 500 pupils/teachers engaged in co designing resources
- with 80% of participating pupils report increased literacy skills

Community Engagement

- 100 participants across both strands
- Increased sense of belonging & civic pride
- Positive feedback recognising N&B as a creative borough with a distinctive cultural identity Artists & Fabrication
- 5 local artists engaged in prototyping & co-creation
- 2 innovation tests completed in partnership with HE/industry
- Prototype elements assessed positively through peer review Capacity Building
- 3 Trainees complete placements, showing increased skills, confidence & employment readiness

- 25 local cultural organisations & artists demonstrate enhanced capacity through collaboration, mentoring & shared delivery
- Learning shared with 14 local authorities considering Phase 2 participation

4. Body of report and reason for recommendations

4.1 The delivery of the proposed program will help deliver recommendations within the borough's adopted Culture strategy:

Aim	Action	Who	When
<ul style="list-style-type: none"> • Involve local artists and local people in working with professional artists to raise ambition and develop skills. 	Continue developments with Imagineer on how they can support ambitious projects and skills development in the area, but also seek other professional companies to begin working in the area.	NBBC, Imagineer, other professional organisations	2023 and ongoing
<ul style="list-style-type: none"> • Outreach: Bringing cultural activity to where people are: villages, outdoor spaces and parks, schools and community venues. programme could also aim to bring cultural engagement to villages and areas with limited cultural offer. The 	<p>Look to local partners to develop outreach arts programmes, e.g. Support the promotion of the Libraries' cultural activity; look at opportunities for arts activity to support health and wellbeing; and discuss with Live & Local and other partners how they can bring more performances to communities;</p> <p>Plan for more outdoor arts activity on accessible green spaces around the Borough.</p>	<p>Warwickshire Libraries; Warwickshire Arts Service; Live & Local; other programmes.</p> <p>Cultural Forum and Voluntary Sector</p> <p>Parks, NBBC, Festivals, Street Arts, Reel People</p>	2023 and ongoing
<ul style="list-style-type: none"> • Develop skills and 	Develop a structure to link local schools and local arts	Local schools and colleges,	2024 ongoing

celebrate the talent of children and young people . Seek ways in which cultural opportunities in the Borough can integrate with programmes for young people and support their development,	organisations and festivals in order to develop joint working and develop opportunities for young people to integrate into wider Borough activities.	Warwickshire Education, local festivals, local youth provision	
<ul style="list-style-type: none"> • Festivals, large scale community celebrations: celebrating the borough, showcasing talent, shared identity, celebrating diversity, revitalising town centres. 	Connect local arts festivals and NBBC Events teams, perhaps through the Cultural Forum, to create a coordinated approach to delivering an annual programme of festivals and events, thus sharing marketing and promotion and audiences, and potentially working together to access funding to enable more ambitious events.	Cultural Forum, local festivals, arts and heritage groups	2024 ongoing

4.2 The Council general fund budget needs to be amended to recognise the Arts Council award in order that the relevant procurement and contracting of suppliers can take place to implement what is a very tight timetable for Phase 1 of the project.

4.3 It should be noted that both Arts Council England grants come with strict timetables for submission both at the initial application stage and at the point of agreeing acceptance for the grants. Arts Council England standard grant terms only give organisations four weeks to accept a grant. For future applications the council will need to examine whether it can streamline processes/decision making so that the local cultural sector can fully benefit from external funding.

5. Consultation with the Public, Members, Officers and Associated Stakeholders
 - 5.1 Consultation has been undertaken with the Portfolio Holder and Strategic Directors and Assistant Directors in relation to items detailed within the report.
6. Financial Implications
 - 6.1 The large-scale cultural event is budgeted to be a £1.8m programme over three years, with a significant amount of the funding subject to a successful ACE application. However, NBBC is only committing itself to Phase 1 the development stage of the project. The financial input for Phase1 is £750,000 which is being funded by the Arts Council Grant.
 - 6.2 The remaining funding will be sort via external cultural partners. A sum of £10k from the grant has been allocated to offset the costs to the local authority in delivering the bid
7. Legal Implications
 - 7.1 Consultation will be undertaken with Legal when entering contractual arrangements with arts providers.
8. Equalities implications
 - 8.1 The opportunity of a large-scale event would help to deliver access, and opportunities within Culture for all members of the Borough including for protected groups.
9. Health implications
 - 9.1 The delivery of a range of arts / cultural events / festivals to bring communities together which will help provide health and well-being outcomes.
10. Climate and environmental implications
 - 10.1 Consideration would be given to climate and environmental implications through the planning and design process of any event.
11. Section 17 Crime and Disorder Implications
 - 11.1 Improved focus on Culture across the Borough will provide opportunities and access to cultural services or activities which could reduce anti-social behaviour in individuals.
12. Risk management implications

12.1 Consideration needs to be made in relation to the commitments to be made by the Council and risks associated with applying for large scale funding considering the capacity and resources within the team and any financial commitments required.

13. Human resources implications

13.1 Officer capacity will be required to deliver all elements detailed within the report.

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	Not approve entering the funding agreement	This would prevent national coverage of Nuneaton and Borough within the Cultural landscape and reduce the accessibility of large-scale cultural events to residents of the Borough.

15. Appendices

None attached

16. Background papers

Culture Strategy - Cabinet 6 September 2023 - Agenda Item 9 - Minute number CB42

17. Report Writer Details:

Officer Job Title: Assistant Director – Recreation and Culture

Officer Name: Katie Memetovic-Bye

Officer Email Address: katie.memetovicbye@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Cabinet
Date of Meeting:	22 nd April 2026
Subject:	Adoption of Cemetery Regulations and Operations
Portfolio:	Leisure and Health
Responsible Officer:	Assistant Director – Recreation and Culture
Corporate Plan – Theme:	Green Spaces and Environment
Corporate Plan – Aim:	Protecting our Natural Environment
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. Purpose of report
 - 1.1 To provide Cabinet the updated Cemeteries Regulation.
 - 1.2 To update Cabinet on the new contract with Deceased Online in relation to the operational procedure and fees for genealogy requests.
2. Recommendations
 - 2.1 That the Council Policy for cemetery regulations and operations be adopted by Cabinet.
 - 2.2 That Cabinet note the update provided regarding the new contract with Deceased Online.

2.3 That Cabinet approve delegated authority to the Assistant Director – Recreation and Culture in consultation with the Portfolio Holder Leisure and Health to implement the operational procedure for genealogy requests and Deceased Online.

3. Background

3.1 The proposed cemetery regulations are attached as Appendix 1 and include the following areas of operation:

- Current Description of Service
- General Rules and Regulations in our Cemeteries
- Exclusive Rights of Burial
- A Guide to Memorials
- Rules and Regulations for Funeral Organisers
- Rules and Regulations for Stonemasons

3.2 The revised regulations attempt to give clarity to all aspects of how our cemeteries are utilised and administered. Therefore, members of the public will be aware from the outset of what is allowed, what is viable and what can be expected.

3.3 The existing regulations were adopted by Cabinet 10th March 2021 – minute reference CB87 NBBC Cemetery Regulations. Since then, the Cemeteries function has undergone further restructure changes. Following this and a review of the existing standards of the cemeteries across the Borough, a review of the existing regulations was required to ensure that these meet the required standards Officers wish to set across the Borough Cemeteries that are clear and can be enforced.

3.4 Additional to the above, a transformation project has been undertaken to digitalise all historic cemeteries ledgers including records of cremation currently stored in fireproof safes in the Planning office and storage lockers in room 11 of the basement. This will provide digital resilience for all physical records relating to the Boroughs cemeteries stored in the Town Hall. This work has also included the transcription of selected ledgers as deemed useful to the day-to-day operations of the cemeteries team to enable more efficient ways of working and support the data cleanse of Epitaph our current cemetery management system, so it remains fit for purpose. As part of this digitalisation contract, the Council have partnered with a genealogy database company specialising in local government records, 'DeceasedOnline.com'. This will provide residents with 24/7 access to digital records enabling easy and fast searching for family and ancestors' records. Deceased Online offer customers the opportunity to download copies of records for a fee of which, for every sale the Council will receive a 45% revenue share. More information on pricing structures can be found on the Deceased Online website (see appendix 2). Please note, residents will still have the option to make genealogy requests via the cemeteries team directly and will be charged

£17.50 as per the current fee for this service as set out in the Councils fees and charges.

3.5 At present the cemeteries service meet genealogy requests by manually sharing information.

4. Body of report and reason for recommendations

4.1 Cemeteries Regulation

4.1.1 The key changes to the regulation include:

- Additional offence added for unauthorised scattering or interments.
- Additional advance approval required for social media live streaming to protect the privacy of staff and visitors.
- Removal of the option of not having to buy the Exclusive Rights of Burial – this is not recommended moving forward due to the risk of grave maintenance costs remaining with the Council, it provided uncertainty to customers that other burials will take place within that grave.
- Graves for full burial and/or cremated remains can no longer be reserved – this is recommended and already in place due to the limited number of remaining burial plots across the Borough
- Additional detail in Memorial safety to include the councils right to remove headstones erected without an approved permit.
- Additional detail added that any plant or tree, outside of regulations can be removed without prior warning.
- Change to original Vases section to Garden of Remembrance memorials, outlining no unauthorised memorialised vases permitted.
- A section has been added around the process in relation to memorial benches.
- Additional detail on Christmas Wreaths not to be placed on the grass of the garden of remembrance – to reduce the death of the grass.
- Additional information added in relation to non-complying items – these include not allowing lit candles and permanent wooden constructions – to try and reduce the health and safety risk these pose.
- Items that breach the regulations, the grave owner will be given a period of time to remove items, failure to do so will result in the item being disposed of by the Council.
- Change to Appendix F No.5 - correct depth measurements added, removal of Oaston Road triple depth as we no longer bury to this depth.
- Change to Appendix F No.6 - In order to utilise space in historic unpurchased graves, the grave must be purchased at the current fee.
- Additional detail added in Appendix G –No.3 to ensure a permit is applied for and approved before work begins, the grave owner must be the applicant within the permit application.
- Additional detail added in Appendix G –No.11 ensuring all parts of masonry is removed following new headstone fitting, including original foundation slab, if replaced – any abandoned masonry found, the council will contact stone mason for its removal and charges may apply.

- Additional detail added in Appendix G –No.13 to include size restrictions on memorials.

4.2 Genealogy requests

4.2.1 A genealogy request is an enquiry from a member of the public, researcher, or professional genealogist seeking access to historical records, such as burial registers, crematorium records, or death records, in order to trace family history. These requests are handled via NBBC's physical archives and volumes can be considerable, placing a notable administrative burden on officers who currently respond to each request manually.

4.2.2. Genealogy requests will be serviced in line with the adopted operational procedures to be adopted as per recommendation 2.2. As per the contract with Deceased Online, residents will have the ability to access genealogy records digitally with 24/7 access. Please note, residents will still have the option to make genealogy requests via the cemeteries team directly and will be charged £17.50 as per the current fee for this service as set out in the Councils adopted fees and charges.

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

5.1 Consultation has been undertaken with the Leader of the Council and Portfolio Holder for Leisure and Health.

5.2 Funeral Directors through the Local Guild, the Muslim Society and the Institute of Cemetery and Crematorium Management.

6. Financial Implications

6.1 The adjustments to the Cemetery Regulation have minor financial implications on the Council

6.2 Deceased Online offer customers the opportunity to download copies of records for a fee (usually between £1.50-£2.50 for pay per view or a discounted rate if customers choose a subscription option), of which, for every sale the Council will receive a 45% revenue share. More information on pricing structure can be found on the website (see appendix 2) Please note, residents will still have the option to make genealogy requests via the cemeteries team directly and will be charged £17.50 as per the current fee for this service as set out in the Councils fees and charges.

7. Legal Implications

7.1 The Local Authorities' Cemeteries Order 1977, amended by the Local Authorities' Cemeteries (Amendment) Order 1986, is a key piece of secondary legislation governing how local authorities in England and

Wales manage, operate, and regulate cemeteries. It remains central to day-to-day cemetery law and practice and is a Statutory Instrument made under the Local Government Act 1972.

7.2 Under the Regulations, a burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery. A burial authority may also enclose, lay out and embellish a cemetery in such manner as they think fit, and from time to time improve it, and shall keep the cemetery in good order and repair.” The proposed Regulations are within the Council’s powers.

7.3 All local authority managed cemeteries are subject to standards and conditions known as “Cemetery Rules and Regulations”. These are designed to inform all cemetery users about the management of the cemeteries and the reasonable requirements applicable to them. A burial authority may grant to a person, burial rights to a grave space or grave, on such terms and subject to such conditions as they think proper. There are no specific statutory provisions that require a local authority/burial authority to follow a certain procedure when amending their Cemetery Rules and Regulations.

8. Equalities implications

8.1 Accessibility to safe, well-maintained Cemeteries is vitally important to ensure all individuals can gain access to Council owned Cemetery Spaces.

9. Health implications

9.1 Cemeteries function like other green spaces, offering quiet, natural settings are proven to reduce stress and improve psychological wellbeing

9.2 Visiting cemeteries encourages mindfulness and reflection, helping people slow down, reduce stress, and gain emotional clarity.

10. Climate and environmental implications

10.1 Parks and Greens Spaces including Cemeteries are a natural habitat for multiple species – having designated wild space that support wildlife habitats, carbon sequestration and Air quality.

11. Section 17 Crime and Disorder Implications

11.1 Well-kept Cemeteries show that staff are present, rules are enforced, and the space is respected—discouraging risky behaviour.

12. Risk management implications

12.1 None identified at this time.

13. Human resources implications

13.1 The enforcement of the regulations will require officer time and capacity to ensure fair and transparent management.

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 existing regulations are from 2021 and required a refresh and update. Improving the accessibility of data, via an online platform improves the service for customers and manages payment transfers directly for purchases.

15. Appendices

Appendix 1 – Proposed New Cemeteries Regulation

Appendix 2 – Deceased Online Website links

16. Background papers

None attached

17. Report Writer Details:

Officer Job Title: Assistant Director – Recreation and Culture

Officer Name: Katie Memetovic-Bye

2026

Cemetery Regulations

Appendix A – Glossary of terms used.

LACO 1977 and LACAO 1986 - the Local Authorities Cemeteries Order 1977, an instrument of the Local Government Act 1972, and the Local Authorities Cemeteries Amendment Order 1986

“The Council” means Nuneaton and Bedworth Borough Council

“Cemeteries Officer” means: Officers carrying out Cemeteries duties as appointed by the Council or the person(s) carrying out the duties of Registrar and any person acting for him/her at the Cemetery in his/her absence.

“The Cemetery” means any of the cemeteries controlled by the Council.

“Grave” means a burial place formed in the ground by excavation, without any internal wall of brickwork, stonework, or artificial lining.

“Vault” includes underground burial places of every description except grave.

“Full Burial” means the burial of a body into a burial plot.

“Ashes Burial” means the burial of ashes into a grave. The term ‘cremated remains’ has been used historically but ‘ashes’ is generally used now for transparency.

“The Grant of Exclusive Right of Burial” (ERoB) is a legal contract, defined by LACO, whereby in exchange for a sum of money, the Council ensures that the grant holder must authorise any interment, scattering of ashes and the placement of, or alteration to, a memorial. The exception being the right of the holder to be interred without any other permission. Rights are tangible property and may be assigned to someone else in the holder’s lifetime or inherited as part of their estate.

“Registered owner” means the person recorded by NBBC as the owner of the ERoB. If records have not been updated this may be different to the legal owner. The Registered owner is the only person who may approve interments, memorials etc.

“Purchased Grave” means a grave space where the ERoB has been granted by the Council.

“Unpurchased Grave” means a grave space wherein such exclusive right of burial has not been granted. Unrelated people may be buried in an unpurchased grave and no memorial may be erected.

“Mason” means any person carrying on the business or trade of a stonemason or stone cutter and includes any person for the time being engaged in the Cemetery in the erection, removal, or maintenance of a memorial. All masons must agree to work to BS8415:2018 or any standard that succeeds it.

“Memorial” means any monument, cross, scroll, book, headstone, tree, bench, kerb, or any permanent memorial of any description whatsoever placed in the Cemetery, whether on a grave or not.

“Funeral Director” means any professional person who organises a funeral and acts as the agent for the bereaved family.

“Clear Working Days” means excluding the day the request is made or submitted, followed by the number of days counting only when the office is open for business. The event can then occur on the next working day (or later).

“External size of coffin” means the widest and longest dimensions of the coffin lid and all fittings and handles.

“Shoring” means the temporary, internal support placed in the open grave to prevent collapse of the side walls protecting staff and those attending the funeral.

“Epitaph” is the cloud-based management software first used in July 2020. It replaces another system ‘Epilogue’ which had been used for the preceding 12 years.

“NAMM” means the National Association of Memorial Masons.

“BRAMM” means the British Register of Accredited Monumental Masons.

“ICCM” means The Institute of Cemetery and Crematorium Management.

Appendix B - Current description of service (From Cemetery regulations, March 2020)

There are five operational cemeteries located within the Borough which are managed and maintained by Nuneaton and Bedworth Borough Council:

- Oaston Road Cemetery, Nuneaton (1876) approximately 36,000 interments
- Attleborough Cemetery, Nuneaton (1893) approximately 4,400 interments
- Stockingford Cemetery, (Bucks Hill) Nuneaton (1912) approximately 10,400 interments
- Marston Lane Cemetery, Bedworth (1952) approximately 3,900 interments
- Coventry Road Cemetery, Bedworth (1874) approximately 22,350 interments

Together with a number of other Burial Grounds maintained by NBBC but managed by the Diocese, some of which include:

- All Saints Church, Bedworth
- St Nicolas Church, Nuneaton
- Coton Parish Church, Nuneaton
- St Pauls Church, Nuneaton
- St Giles Church, Exhall

Appendix C - General Rules and Regulations in our cemeteries

This cemetery is maintained by –

Nuneaton and Bedworth Borough Council
Cemetery Office
Town Hall
Coton Road
Nuneaton
CV11 5AA
Tel; 024 7637 6357 (Out of hours tel: 024 7637 6376)
Email: cemetery.office@nuneatonandbedworth.gov.uk

Cemetery Opening hours – the Cemeteries are open to visitors every day of the year; the times are detailed below, and the gates are locked outside these times:

January & February	09.00 to 16.30 hrs
March & October	09.00 to 17.30 hrs
April & September	09.00 to 19.00 hrs
May to August	09.00 to 20.00 hrs
November & December	09.00 to 16.30 hrs

Access

- a) Children under the age of 15 will be permitted within a cemetery only when in the care of a responsible adult.
- b) Cycling is not permitted within the cemeteries.
- c) Dogs will **NOT** be permitted to enter or remain within a cemetery unless kept continuously on a lead and under proper control. Any fouling shall be cleaned up - bins are provided for this purpose within the Cemetery.
- d) Horse Drawn Hearses in the cemetery should only use the roadways, which are clearly marked and at a responsible speed.
- e) All visitors and Funeral Director's using a vehicle in the Cemetery should do so respectfully, using only the roadways, which are clearly marked and at a speed not exceeding 15 mph.
- f) All vehicles should be parked in the designated parking areas if available and **MUST NOT** park on grass verges or grave plots.

Offences

1. Under the The Local Authorities' Cemeteries Order 1977 Section 18, no person shall:

-

- (i) wilfully create any disturbance in a cemetery,
- (ii) commit any nuisance in a cemetery
- (iii) Wilfully interfere with any burial taking place in a cemetery,
- (iv) Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants or any such matter, or
- (v) Play at any game or sport in a cemetery.

2. Any offences under Section 18 shall be liable on summary conviction to a fine not exceeding £1,000 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction, therefore.
3. All persons admitted within a cemetery shall be subject to the control and supervision of the Council staff who are empowered to take such action, as they may consider appropriate against any person causing offence.
4. No person may scatter the cremated remains or inter remains into a grave plot within any NBBC cemetery, without prior authorisation.
5. No person shall bring any litter or other waste material into a cemetery and any waste or litter arising from attending or caring for graves shall be deposited in the bins provided.
6. Skateboarding, roller skating or similar pursuits are not permitted in the grounds.
7. All persons shall conduct themselves in a quiet, decent, and orderly manner within the cemetery.
8. No person other than an officer or servant of the Burial Authority or another person so authorised by or on behalf of the Burial Authority shall enter or remain within a cemetery at any hour, when it is closed to the public.
9. The taking of commercial photographs and filming is not permitted in the cemetery except with the prior approval of the Council for which a fee may be charged. For the privacy and respect of all staff and visitors, NBBC does not permit live streaming or filming intended for social media except with the prior approval of the Council.
10. No person shall unreasonably interrupt the cemetery employees whilst they are engaged in their duties nor seek to employ them privately to execute any work within a cemetery. No person employed by the Council is allowed to receive any gratuity whatsoever.
11. No person shall canvass or solicit orders in the cemetery grounds
12. Alcoholic drinks shall not be consumed in the cemetery

Appendix D- Exclusive Rights of Burial (ERoB) – a guide for grave owners

At our cemeteries you buy the rights to the grave, known as the Exclusive Rights of Burial as part of the terms of the lease. When you own the exclusive right of burial you have the right to say who can be buried, or have ashes buried or scattered, in the grave. You may also apply to have a memorial placed on the grave, or for an additional inscription added to an existing memorial. Owners of rights also have an automatic right of burial in the grave.

Do I have to buy the Exclusive Rights of Burial?

When a grave plot is leased from NBBC within one of our cemeteries, the Exclusive Rights of Burial is automatically granted to the person taking ownership of the lease.

Can more than one person own the right?

Legally several people can jointly own the right of burial. However, it is NBBC's policy to only have **one** Registered Owner subject to the one agreed exception below. Only the Registered Owner can agree if a grave is to be opened for a burial, or a memorial placed or altered. Exception: In the case of a grave for an infant, both parents will be given joint ownership.

How long does the exclusive right of burial last?

Exclusive Rights of Burial can be purchased for 50 years, with an option to renew at the end of the rights period for a further 50 years.

Previously Exclusive Rights of Burial were purchased based on a 30-year lease. An option to extend this type of lease will be offered to owners for a fee calculated pro-rata, to bring the EROB in line with the current 50-year lease period.

What happens when the owner of the Rights dies?

The owner of the exclusive right of burial has an automatic right to be buried in the grave.

After death, the right becomes part of their estate and can be assigned by their executor to someone else. The executor will need to apply to NBBC to arrange a legal transfer of ownership before the grave can be opened again, information and application forms can be found on our website. If you are the owner of the right to a grave, we advise you to make provision for the right in your will. Where there are no probate or letters of administration, we can arrange transfer by statutory declaration. The new owner will be able to place a new memorial or alter an existing one, once they have obtained the right to erect a memorial.

Can I transfer ownership of the Exclusive Right of Burial to someone else?

Yes, please view our website for details.

Is there a fee for transferring the exclusive right of burial?

Yes, please see our fees and charges for the current fee.

The owner of the right died years ago, and the family want to reuse the grave

Contact the Council and we will work out how to transfer ownership. You may need to show us the grant of probate or a copy of the will if you have it. If you do not have documentation, we will ask you to make a statutory declaration in front of a solicitor.

Ownership is the family's responsibility, and we cannot legally accept a booking for a burial without an owner. This means you should contact the Council as soon as possible - do not wait until you need to arrange a funeral.

Can I reserve a grave ahead of time?

No, a full burial or cremated remains grave can only be purchased at the time it is required, when a death has already occurred.

What if the deed to the exclusive right of burial goes missing?

If you are the registered owner of the Right, the Council will send you an official letter to confirm this. If you are entitled to the right through inheritance, we will guide you through the correct transfer procedure and then issue a letter stating your position. We will not re-issue an original deed.

What if I inherit the right to a grave that I do not wish to maintain?

You may surrender the right to us at any time. Please write to the Council stating that you wish to surrender the right and include the deed if you have it. Any memorial on the grave is your property, and should you wish to keep it you should arrange its removal prior to surrender, otherwise ownership passes to the Council who may dispose of it. Once surrendered, the Council may permit the interment of others in the grave and may reissue Rights to someone else.

Please inform us of any change of address

As owner of the right to a grave, you are responsible for informing the Council of any change of address. If a problem occurs with the grave or memorial and we cannot contact you, we have the right to take whatever action is necessary to put the problem right. If this involves a cost to the Council, we may ask you to pay this before allowing any further burials in your grave.

Appendix E - A guide to memorials for grave owners

A memorial is defined as anything above the surface of a grave, this may include the headstone or kerbs installed by a stonemason but also includes flowers, vases, or anything else you or others may have put there. The Council must have some rules in this regard to make sure that the cemetery remains a safe place to visit and work.

Memorial Safety

- a) The Council reserves the right to remove or exclude any memorial that has been erected in an unworkmanlike manner, that would lower the tone and standard of the surrounding graves or if it has been erected without prior NBBC permit approval.
- b) All memorials are the responsibility of the owner of the Exclusive Right of Burial. All memorials must be kept in good repair by their owners. The Council is not responsible for the maintenance of memorials or any damage by a third party including vandalism. As such the Council recommends taking out a private insurance policy on all permanent memorials.
- c) The Council recommends that Grave owners, at least every five years, request a professional monumental stonemason to inspect their memorial(s) for structural defects and subsidence, repair, or re-fix where necessary and to inform the Council of any change of address.
- d) The Council are legally required to undertake memorial safety testing upon all memorials at regular intervals but at least once every five years.
- e) If the Council deems the memorial to be unsafe at any time, they are obligated to alleviate the danger by laying the memorial flat on the ground, staking it or sinking it into the ground. The Council will endeavor to contact the owner of the Exclusive Right of Burial who will be notified in writing of what has occurred and to carry out any necessary repair work to ensure its safety. If the Council does not receive a reply to the request to make safe the memorial, then it may relocate the memorial from the graveside to a place of safekeeping within the cemetery if they think that this action is appropriate.
- f) Any planting directly into the ground within a grave plot, the council reserves the right to remove it without prior notice. All living plants/trees must be in a suitable pot or container.

Garden of Remembrance Memorials

Unauthorised plaques and memorialised vases are not permitted under any circumstances on the Garden of rest, Garden of Remembrance, or the Sunken Garden (Dell area) after the scattering of cremated remains. Authorised vase blocks can be applied for through NBBC, see our website for application forms.

Benches

Benches are only permitted when purchased through NBBC. They are only permitted in authorised areas of the cemetery and must not be placed on graves.

Any unauthorised benches placed within an NBBC cemetery will be removed without prior notice. Benches are purchased on a 10-year lease. At the end of lease period, the family will be given the option to renew for a further 5 years subject to an inspection to confirm stability.

Once the lease has ended, the bench will then be considered to be at the end of its lifespan and will be removed. Any plaques on removed benches will be kept for 14 days following removal for family to collect. Any uncollected plaques after 14 days will be disposed of. Once a bench has been removed the family will be given an 8-week grace period to apply for a new bench through NBBC, after this time, if no purchase is made, the space will become available to other families.

During the 15-year potential lease time, benches will be inspected regularly and any that are deemed unsafe or outside of acceptable conditions will be removed. NBBC will make every effort to contact families prior to removal, however if deemed unsafe or a risk to other visitors of the cemetery, the bench will be removed without prior notice. Any plaques will be saved as above, and the 8-week grace period will also apply.

Floral Tributes

- a) Following burial, floral tributes should be placed upon the grave space, any tributes left elsewhere will be removed.
- b) The floral tributes will be removed by the staff, when they have perished, which could be any time from 1-3 weeks after the interment, depending upon weather conditions, unless an instruction is given by the grave owner to the office not to do this but will arrange for its removal within an agreed timeframe.
- c) Floral tributes left on any grave are left entirely at the risk of the grave owner and no liability for loss of, or damage to, any floral tribute can be accepted by the Council.

Christmas Wreaths

Christmas wreaths and tributes marking other religious festivals may be placed at any memorial or designated location and remain for a suitable period of time determined by the Cemeteries Office. Wreaths must not be placed on the grass areas of the Garden of Remembrance and or the grass banks within the Dell, and any placed will be moved without prior warning to protect the lawn within each garden.

At the end of the religious period (for example Christmas wreaths), the tributes will be cleared away and disposed of by the cemetery staff in advance of Mothering Sunday. Alternatively, the tributes may be removed by the grave owner or his/her representative.

Other items

The Council encourages families to remember loved ones in unique, individual, or poignant ways and as such temporary tributes may be placed on graves (solar lights, windmills etc), so long as: -

- a) They are not dangerous or deemed to be inappropriate by the Cemeteries Office b) They are placed and kept within the headstone border/kerb set.
- c) They are not higher than 91.44cm (36 inches).
- d) They do not encroach in any way on, or in between any other grave spaces within the cemetery.
- e) All live planting is in suitable pots or containers.

Non-Complying Items

For reasons of safety and in order to maintain a dignified environment within the cemeteries the following items are not permitted:

- a) Glass containers/lanterns, due to Health & Safety requirements, all glass items will be removed from the grave immediately by the cemetery staff.
- b) Lit Candles, including those placed inside lanterns
- c) Permanent Memorials of a wooden construction (excluding temporary markers purchased from Funeral directors to mark a grave prior to headstone being fitted).
- d) Miniature fencing,
- e) Unofficial kerbs or surrounds made from any material.
- f) No artificial turf/planting.
- g) Pebbles, stone chipping, gravel or the like unless placed inside an approved kerb-set.

This includes any personalisation around a memorial tree.

Any other items not in keeping with the Cemetery will **be removed** in accordance with the process detailed below by the Council, whose decision is final.

Any item not in keeping with the Cemetery, every effort will be made by the Council to contact the Deed Owner/representative and request removal within 14 days. Should it not be possible to make direct contact, a notice will be attached to the offending item allowing the Deed Owner or relative a suitable amount of time of 14 days, to remove the item concerned. If, after the given period the item is not removed, a final notice of 7 days will be issued, following which Cemetery staff will be instructed to remove it and dispose of it.

Appendix F- Rules and Regulations for Funeral Organisers

1. All professional funeral organisers (Funeral Directors) must be members of the Councils Approved Contractor Scheme. The conditions of membership are:
 - a) Public Liability Insurance to a value of £5m.
 - b) Statements to the effect that the Funeral Director has not been banned from any cemetery within the last two years and that should this occur in the future, that he/she will inform the Council immediately.
 - c) That all work will conform at least to Cemetery Regulations and Statutory Regulations.
 - d) Adherence to nationally recognised Professional Codes of Conduct should also be considered essential.
2. An interment form following a provisional booking request should be submitted on the form provided to the Council Office by Noon at least three working days before the planned interment (with the exception of short notice burials as per the Cemeteries Advice and Guidance Notes).
3. It is the responsibility of the Funeral Organiser to ensure that all memorials are removed from a grave at least two working days before an interment. All Masons have been informed that all masonry must be completely removed from the cemetery unless prior written permission to the contrary.
4. The exact size of the coffin/casket should be reported on the Notice of Interment form. The Councils operatives will then determine the correct size of the grave. Overstating the size of the coffin is bad practice and causes extra work and expense, any transgressions will be noted and may incur an extra cost. The size should be reported in feet and inches.
5. It is the Councils policy to excavate all new graves to a minimum depth of 198cm (6 foot 6 inches).
6. It is the Councils policy to make maximum use of unpurchased graves. In order to use available burial space in a historic unpurchased grave, the grave must first be purchased at the current fee upon which EroB is then issued. It is also policy that no memorialisation can take place on an unpurchased grave.
7. Previously purchased graves may only be opened with the written permission of the owner or for the interment of the owner. Under no circumstances is it correct for the Funeral Organiser to sign an indemnity. The Council can advise and provide the proper paperwork should the owner of the Rights be already interred, or if paperwork is missing. It is the responsibility of the Funeral Organiser to ensure that there is someone who can legally give permission to open such a grave and no booking will be accepted until such a person is identified and has given permission.

8. The Council cannot be held responsible for any losses or consequences of a Notice of Interment not meeting the above criteria.
9. Whilst it is understood that it is not always possible to arrive at the cemetery at the exact time booked, it should be realised that this can cause problems and expense. Should a funeral be obviously running late, every effort should be made to contact the Council's representative if possible, giving the approximate delay and expected time of arrival. Excessive delays will be noted, and the Council reserves the right to make an extra charge upon the Funeral Organiser.

Appendix G: Rules and Regulations for Stonemasons

1. All Masons who wish to work in Nuneaton and Bedworth's cemeteries must be members of the Approved Contractor scheme. The criteria for membership are:
 - a) Public Liability Insurance of £10m
 - b) An agreement to adhere to the terms of BS8415:2018 or any subsequent revision thereof.
 - c) A statement to the effect that the Mason has not been barred from working in any other cemetery in the last two years and an assurance that should this occur in the future the Mason will inform the Council immediately.
2. A NAMM approved anchor system should be fitted on all new memorials and the same should be installed on all refitted memorials. The choice of the system is left to the Mason but should be the most appropriate for the soil conditions. The type to be fitted must be indicated on the memorial application.
3. All work shall conform to statutory requirements and Cemetery regulations. A permit application must be submitted and approved before any work begins. A permit application must be signed by the current grave owner, if the grave owner is deceased then a transfer of grave ownership must be completed before submitting an application
4. It is the Mason's responsibility to satisfy him or herself that the purchaser of a memorial has a right to erect it before any purchase is made.
5. A complete plan of the proposed memorial, including complete details of foundation works, must be submitted to the Cemetery Office at least four weeks before work is scheduled to commence. Once approved, a permit to construct will be issued.
6. Once in possession of an approved permit, following the headstone installation, Masons must complete the bottom part of the form, providing the date of fitting, including a photograph of the memorial in situ within 2 weeks of it been installed.
7. No variations from the terms of a permit allowed.
8. No memorials may be erected upon unpurchased graves. Should one be erected the Council may demand its immediate removal at the expense of the Mason and/or Purchaser.
9. All memorials must bear the name of the Mason and the grave reference number in letters no higher than 4cm on the rear of the base. An asterisk should indicate where a NAMM approved anchor system has been installed.

10. The funeral organiser will order removal of memorials before an interment.
11. All parts of the memorial including original foundation slab, if replaced, must be removed from the cemetery unless written permission has previously been obtained from the Council. Any masonry found unattended and away from a grave in any part of the cemetery will be deemed to have been abandoned and the council will contact the Stone mason for its removal and charges may apply.
12. Masons shall be notified if an interment is scheduled at a time when they are to be working in a cemetery. All works adjacent to the interment must cease and personnel, plant and vehicles must be withdrawn from the area at least 15 minutes before the time of the interment. Work may recommence only when all mourners have left the cemetery.
13. The Council places no general restrictions upon the type and construction of memorials, apart from considerations of taste. However, specific size limits apply to each of the three grave types available at our cemeteries. If an application is not approved a written explanation will be provided to the mason.
14. All memorials should be constructed to be safe for a period not less than 30 years. During this time purchasers right to a guarantee in respect to installation and fittings should be made known to them. A guarantee of ten years in respect of workmanship should similarly be communicated.
15. The Council supports the practice of masons providing memorial insurance to their customers

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

2026

Appendix 2 – Deceased Online Website links

- Pricing Schedule

https://www.deceasedonline.com/page_view.php?id=7

- Ways to Pay

https://www.deceasedonline.com/page_view.php?id=13

- Deceased Online Limited Privacy Policy

https://www.deceasedonline.com/page_view.php?id=11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 22nd April 2026

Subject: Development Management Funding and Local Plan Implement Funding awarded by Ministry for Housing, Communities and Local Government (MHCLG)

Portfolio: Planning and Enforcement

Responsible Officer: Assistant Director - Planning

Corporate Plan – Theme: Place and Prosperity, Housing, Health and Communities and Green Spaces and Environment

Corporate Plan – Aim: All

Ward Relevance: All

Public or Private: Public

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

- 1.1. The purpose of this report is to update Members on two sets of grant funding awarded to the Planning Department by the Ministry for Housing, Communities and Local Government (MHCLG). This comprises of:
- £92,340.78 - Development Management Funding
 - £108,474.57 - Local Plan Implementation Funding

2. Recommendations

- 2.1 It be recommended to Cabinet that;

- 2.1.1. the MHCLG Development Management Funding and Local Plan Implementation Funding received by the Planning Department in 2026/27 be noted.
- 2.1.2. the proposals to spend the Development Management Funding and Local Plan Implementation Funding during the financial year 2026/27 be noted.
- 2.1.3. the conditions set by MHCLG in relation to the spending of these grants be noted.
- 2.2. It be recommended to Full Council that;
 - 2.2.1. The 2026/27 General Fund Planning Budget be updated to account for:
 - i) The Development Management Grant Funding of £92,340.78, and
 - ii) The Local Plan Implementation Grant Funding of £108,474.57.
 - 2.2.2. Delegated authority be given to the Strategic Director for Public Services and the Assistant Director for Planning to spend the funding in consultation with the Portfolio Holder for Planning and Enforcement.

3. Background

- 3.1. Members will be aware of the Government's 2024 pledge to deliver 1.5 million new homes over five years. To support this ambition, the Government has introduced substantial reforms to streamline and modernise the plan-making system.
- 3.2. In January 2026, MHCLG wrote to NBBC to advise that Development Management Funding would be available to help local planning authorities with high economic growth potential and high volumes of major residential schemes at the post-outline stage. The funding must be used to accelerate decision making on such applications.
- 3.3. In relation to plan making, the Levelling Up and Regeneration Act 2023 introduced a new local plan making system that is fundamentally different from the previous

'legacy' plan making system. Under the transitional arrangements, Local Planning Authorities (LPAs) whose current or emerging plan meets less than 80% of the latest published housing need figure must begin preparing a new Local Plan immediately. NBBC is one of 39 LPAs across England to which this provision applies.

- 3.4. The Town and County Planning (Local Planning) (England) Regulations 2026 ("the Regulations"), which came into effect on 25 March 2026, set out the statutory process for preparing a new Local Plan.
- 3.5. The Regulations also set out statutory 'backstop' dates by which plan preparation must formally commence. For NBBC:
 - Notice of Intention to commence must be published by 30 June 2026.
 - Gateway 1 readiness self-assessment must be published by 31 October 2026, triggering the 30 month statutory plan making timetable.
- 3.6. In January 2026, MHCLG announced Local Plan Implementation Funding to support authorities, such as NBBC, committed to bringing a local plan forward early under the new plan-making system. NBBC submitted Expressions of Interest (EOI) for Development Management and Local Plan Implementation funding respectively in January 2026.

4. Body of report and reason for recommendations

Development Management Funding

- 4.1. MHCLG awarded Development Management Funding to local planning authorities with decisions pending on at least 1,000 residential units across a minimum of 10 applications submitted between 1st April 2022 and 31st March 2025.
- 4.2. NBBC's EOI was successful and £92,340.78 was awarded in February 2026. MHCLG requires funded authorities to collaborate with them on monitoring and evaluation requirements, including the annual Planning Skills & Capacity Survey which NBBC has completed. Further details will be provided in due course.
- 4.3. The following spending proposals were set out in the EOI:

Temporary Contractor Role

- 4.4. It is proposed that the majority of the funding is used to appoint a temporary contractor at a Senior Planner level to support the Development Control Team by progressing applications for full planning permission, applications for reserved matters approval and applications to discharge planning conditions. The option to recruit to a temporary post (not using a contractor) has been considered, however, given past difficulties faced by the Development Control Team in recruiting to such posts, in addition to the well-known market pressures with recruiting Planning Officers nationally, it is considered that it would be difficult to fill such a position and the best course of action to the recruit a temporary contractor to fill the position.
- 4.5. The EOI set out key spending milestones, including having a temporary contractor in post by July 2026.

Planning Application support in a specialist area

- 4.6. Any remaining Development Management funding would be used to procure specialist advice in areas such as Urban Design to ensure early specialist input into major planning applications is secured.
- 4.7. The EOI set out key spending milestone, including that specialist support in a specialist area will be in place from May 2026. The grant funding will be fully spent by March 2027.

Local Plan Implementation Funding

- 4.8. MHCLG awarded Local Plan Implementation Funding to local planning authorities who are required to meet the first statutory 'backstop' dates under the new local plan system.
- 4.9. NBBC's EOI was successful and £108,474.57 was awarded in March 2026. As part of the award, NBBC is required to publish a Notice of Intention to prepare a new Local Plan by 30 June 2026 and publish the Gateway 1 self-assessment by 31 October 2026. It is worth noting that a further report regarding the commencement of the new Local Plan is due to be presented to Cabinet in June 2026.

- 4.10. As part of the EOI process, the authority had to indicate general areas of spend, such as additional resources, consultancy support and evidence base documents. MHCLG does not require further details on spend proposals at this stage, however, progress will be monitored through on-going engagement and performance against the milestones which will be set out in the new Local Plan timetable.
- 4.11. Whilst the EOI did not require NBBC to provide specific details on how the funding would be spent. It is proposed that the Local Plan Implementation Funding is used for the following purposes:

Temporary Contractor Role

- 4.12. It is proposed that a significant portion of the funding is used to appoint a contractor on a temporary basis at an Officer / Senior Officer Level within the Planning Policy Team to support the preparation of the new Local Plan. The option to recruit to a temporary post (not using a contractor) has been considered, however, given past difficulties faced by the Planning Policy Team in recruiting to such posts, in addition to the well-known market pressures with recruiting Planning Officers and Planning Policy Officers nationally, it is considered that it would be difficult to fill such a position and the best course of action to recruit a temporary contractor to fill the position.

Local Plan Software

- 4.13. A proportion of the funding will be used to procure local plan software. This will support the digitalisation of plan making, help increase efficiency, improve public engagement and reduce administrative tasks associated with the consultation process.

Additional Evidence Base Documents

- 4.14. The Local Plan Budget 26/27 will fund the core evidence base required to progress the new Local Plan. However, this funding may be used to commission additional evidence base documents, which are currently unforeseen and have not been included within the budget.

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

5.1. The Section 151 Officer was consulted prior to the submission of the Expressions of Interest to MHCLG.

6. Financial Implications

6.1. Grant funding comprising of a total of £200,815.35 awarded to the planning department, comprising:

- £92,340.78 - Development Management Funding
- £108,474.57 - Local Plan Implementation Funding

6.2. There are no additional financial implications to the Council arising from the receipt of this funding.

7. Legal Implications

7.1. Grant funding must be spent within the financial year 2026/2027. NBBC is required to comply with MHCLG's monitoring, reporting and evaluation requirements.

8. Equalities implications

8.1. There are no direct equalities implications arising from this report.

9. Health implications

9.1. There are no direct health implications arising from this report.

10. Climate and environmental implications

10.1. There are no direct climate and environmental implications arising from this report.

11. Section 17 Crime and Disorder Implications

11.1. There are no crime and disorder implications arising from this report.

12. Risk management implications

12.1. Not spending the grant funding in accordance with the requirements of MHCLG may result in the authority being required to repay all or part of the funding.

13. Human resources implications

13.1. No direct human resource implications have been identified. Temporary resourcing proposed within this report will be funded through MHCLG grants.

14. Options considered and reason for their rejection

14.1. In formulating this report and recommendations, the following option was identified. Reasons for its rejection are outlined below.

Option Ref	Option Title	Reason for rejection
A	Not to note the recommendations	Rejected – MHCLG has awarded the authority funding to support delivery of statutory planning functions under the new local plan making system. The funding provides essential capacity, specialist support and digital tools. Failure to recognise and progress the funded activities may undermine the authority's ability to meet its statutory deadlines and legislative requirements.

15. Conclusion

15.1. That Cabinet notes the recommendations of this report and the proposals for spending the grant funding which has been awarded to the Planning Department.

16. Appendices

i. None

17. Background papers

17.1. Plan making regulations explainer can be viewed at: [Plan making regulations explainer](#)

17.2. Draft National Planning Policy Framework (NPPF) December 2025 can be viewed at: [Draft NPPF](#)

18. Report Writer Details:

Officer Job Title: Planning Manager (Policy)

Officer Name: Sarah Matile

AGENDA ITEM NO.13

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 22nd April 2026

Subject: Contract Value Uplift – Finance System

Portfolio: Resources and Central Services

Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Your Council

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

Ward Relevance: All

Public or Private: Public

Amendment to Budget: No **Council Tax Related:** No

Recommendation to Council/Cabinet/Committee: No

Forward Plan: Yes

Subject to Call-in: Yes

1. Purpose of report

1.1. The report seeks approval to uplift the value of existing procured contracts, to absorb the spend in relation to the purchase ordering system.

2. Recommendations

2.1. That Cabinet approve the increase to financial values as detailed at paragraph 4.4 of the report.

3. Background

3.1. The Council currently uses two separate systems in relation to financial activities to assist with the day-to-day delivery of services.

- 3.2. One of these systems is used to manage expenditure through purchase orders and allows members of staff to raise orders from suppliers to acquire goods and services to deliver their service as per the budget.
- 3.3. The other system provides overall financial management and serves as the general ledger for the council. It holds all the financial data and is used for all reporting and activity in relation to the Council's finances.

4. Body of report and reason for recommendations

- 4.1. The two systems have always been procured separately in the past, at differing times resulting in differing contract lengths and end dates.
- 4.2. One of the systems contracts ends 31st May 2026 and upon reviewing procurement options the Council can vary an existing contract to accommodate the services provided allowing one contract to cover a wide proportion of the finance systems used for the day-to-day management of the Council finances.
- 4.3. It is proposed to uplift the value of an existing contract as allowable under procurement regulations to provide the following benefits:
 - Remove the differing contract lengths and end dates of the two finance systems
 - Allow time in the future to undertake a full procurement exercise that incorporates all finances needs into one system
 - No business interruption with transferring data from the existing system to a new system if we were to conduct a full procurement exercise
- 4.4. The table below identifies the contract and value for the proposed uplift:

Contract	Current Contract Value	Uplift Value	%	Proposed Contract Value	Comments
NUN - 21373 - Finance System	£345,974.68	£78,000.00	22.55%	£423,974.68	Enterprise Resource Planning (ERP) Finance system.

5. Consultation with the public, members, officers and associated stakeholders
 - 5.1. None.
6. Financial Implications
 - 6.1. There are no direct financial implications from the contract variation as the revenue budget accounts for both costs of the current contracts in 2026/27 and future financial years in the Medium-Term Financial Plan.
7. Legal Implications
 - 7.1. Procurement regulations allow an uplift in value of up to 50% of the original contract value. The proposal is for 22.55% of the original contract.
 - 7.2. Advice and guidance has been sought from the Procurement Team and as the value of the variations exceeds £50,000, cabinet approval is required as per the Contract Procedure Rules.
8. Equalities implications
 - 8.1. No specific equality implications have been identified.
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. Biodiversity Implications

14.1. No direct biodiversity implications have been identified.

15. Local Government Reorganisation (LGR) Implications

15.1. If the recommendations are approved, the decisions will bring the following benefit from a LGR perspective:

- Align the two main financial systems into one contract, assists with fewer contracts to align with neighbouring authorities.

16. Options considered and reason for their rejection

16.1. 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 Council would not be able to acquire goods and services from suppliers to deliver services from 31 st May 2026.
B	Procure a new system specifically for acquiring goods and services.	This would be time-consuming and require a bulk of additional work for the finance team to transfer data from the existing system to a new system once the full procurement exercise concluded.

17. Conclusion

17.1. The proposed approach consolidates the contracts in relation to financial systems and provides benefits from uplifting an existing contract to accommodate services provided by the existing system. In turn this allows a thorough procurement exercise in the future to accommodate all the needs of the finance team when procuring a one-system fits all solution.

18. Appendices

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

19. Background papers

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

20. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 22nd April 2026

Subject: Lawn Burial Provision

Portfolio: Leisure and Health

Responsible Officers: Assistant Director Recreation & Culture

Corporate Plan – Theme: Green Spaces and Environment

Corporate Plan – Aim: Protecting our Natural Environment

Ward Relevance: All Wards

Public or Private: Public

Forward Plan: Yes

1. Purpose of report

- 1.1 To provide information on the current position of lawn burial space in Nuneaton and Bedworth.
- 1.2 To provide recommendations from the Overview and Scrutiny panel of 26th March 2026.
- 1.3 Outline options for Cabinet to approve for the provision of potential additional lawn burial space in the borough.

2. Recommendations

- 2.1 That Cabinet approve for the required budget of £100k be allocated to complete a feasibility study and subsequent survey at Attleborough Recreation Ground and Haunchwood Recreation Ground to identify its suitability as future burial land.
- 2.2 That Cabinet recommend to move forward with options identified within section 6 and budget allocated to move it forward.

3. Background

- 3.1 Officers have been reporting on a need to identify long-term solutions and now short-term urgent solutions to accommodate the reducing number of Lawn Burial spaces within the Borough since 2014.
- 3.2 Officers are aware that approximately 85% of burials in the Borough are cremations. Therefore, consideration needs to be given into understanding the number of plots available and years remaining across the Borough for Cremation Plots, as well as Lawn Burials and Short-Notice burials.
- 3.3 An assessment of burial space has been undertaken, and the following table provides the latest estimates, using data to 28th February 2026 in relation to existing available spaces at this time.

Averages Per Year		Currently Available	Years Remaining	Adjusted Years Remaining
Kerb Graves (Marston Lane)	6	228	39	N/A
Lawn Graves (Marston Lane)	16	138	9	Reduces once burials move from Oaston Road
Cremation Plots (Marston Lane)	14	686	48	Reduces once burials move from Oaston Road
Lawn Graves (Oaston Road)	18	0	0	Currently no new plots left
Cremation Plots (Oaston Road)	16	211	14	N/A
Short Notice Graves (Oaston Road)	12	42	3	N/A

Lawn Graves (Bucks Hill)	0	0	0	Currently no new plots left
Cremation Plots (Bucks Hill)	0	0	0	Currently no new plots left

3.3.2 Presently, once Oaston Road cemetery is full, (The remaining 7 grave spaces are held for in the event previously reserved graves are unusable at the time of burial i.e., due to a collapse) all lawn burials will be offered at the Marston Lane site in Bedworth.

3.4.3 Using the above data, Officers have estimated that there is approximately four years left of lawn burial space in the Borough.

3.5.4 Following the Overview and Scrutiny panel feedback of 4th December 2025 Officers have revisited existing Cemeteries to review all areas of land to see if additional plots could be located.

3.6 Cabinet Members and Officers visited all the Cemetery sites in early March to review some of the opportunities to add additional spaces that would be on top of those detailed in the table above. These opportunities are detailed below.

4. Further Review of Cemetery sites

4.1 Bucks Hill Cemetery

4.1.1 Officers were asked to explore the use of some of the Garden of Remembrance for Burial Plots. Following discussions with local Funeral Directors, The Institute of Cemetery & Crematorium Management (ICCM) and wider research, it was recommended that use of this area should be avoided.

4.1.2 This could be an option reviewed further as a later phase for Members to consider, given the challenges using this space and consultation required prior to agreeing any works on the site it is suggested this is reviewed at a later date.

4.1.2 Options for additional plots

Option 1 – Infill existing lawn burial sections, where possible – this provides approximately 25 spaces, depending on ground conditions and space/accessibility. As per common practice, a further 10 spaces will be retained for use where re-opened or reserved graves prove unsuitable for burial.

Option 2 – Clear grounds maintenance contractor’s compound of unused container, skip and rubbish, grub out part of existing surrounding hedge, and remove hard-standing, so reducing the compound size to allow space for approximately 20 lawn burials, or circa 160 cremated remains interments (assuming 4 per plot). As previously stated, these works would require suitable ground and utility surveys to ensure safety of and viability for this use. See Appendix A for location marked 2.

Options 3 – Clear trees and shrub bed to right hand side of Chapel, at cemetery entrance. This would also require tree roots to grubbed out and ground levelled and left to settle for sufficient time to allow approximately 60 subsequent lawn burials. As previously stated, these works would require suitable ground and utility surveys to ensure safety of and viability for this use. Following a site visit with Cabinet members, it has been suggested that there may be a drainage pipe running through this part of the cemetery, which would reduce the potential for lawn burials. See Appendix A location marked 3.

Quotes in excess of £20K have been received for the above clearance works and may be more, depending on ground, utility and condition survey findings.

4.1.3 Based on Proposals detailed above, the below table shows the estimates for Bucks Hill Cemetery for each option:

Proposal	Average Per Year	Numbers of Grave Created	Years Remaining	Notes
Option 1	18	25	1	Graves identified are spread over several sections so could be used as needed.
Option 2	18	20	1	*Graves created would be on one new section – this

				would require the graves to be used in a 'one grave used, adjacent grave left empty' pattern to avoid grave collapse. Graves left empty could then be used the following year once the ground has settled.
Option 3	18	60	3	*Graves created would be on one new section – this would require the graves to be used in a 'one grave used, adjacent grave left empty' pattern to avoid grave collapse. Graves left empty could then be used the following year once the ground has settled.

4.2 Attleborough Cemetery

4.2.1 The Council have requested adverse possession to Land Registry to take ownership of the land identified in Appendix B (land in the far South-East corner, bordered by the railway and the adjacent bank to the road bridge on Lutterworth Road). NBBC are awaiting Land Registry notification.

4.2.2 Following the request at the previous OSP for Officers to work with the Funeral Directors, a site visit and discussions took place on 28th January with Mr Devall of Devall & Son Family Funeral Directors as the nominated Funeral Guild Representative to review the Attleborough Cemetery site and review the possible uses or implications of the acquired land.

- 4.2.3 It has been discussed that the land acquired is only suitable for cremation plots due to several constraints including distance from suitable pathways requiring a significant distance to carry coffins, proximity to railway line causing disturbance of services and nature of the ground conditions.
- 4.2.4 Following a meeting with the local Funeral Directors it was suggested that a part of Attleborough Recreation Grounds be reconsidered as a possible cemetery extension site. This had been explored in 2014 and identified as most favourable, given its location adjacent to an existing cemetery site, it only has existing properties on two of its boundaries, its overall size (in excess of 5 acres) existing infrastructure, its geographical location within the Town and its location relating to a watercourse. However, development of this site would require the re-siting of recreational land elsewhere or significant reduction and re-location of the playground equipment on the site.
- 4.2.5 In 2014 this was rejected and a cabinet minute approved that 'no recreation land be used for a new cemetery'.
- 4.2.6 Due to the increasing risk of not securing new cemetery land within Nuneaton, members may consider that this option could be reconsidered and further investigations be carried out.
- 4.2.7 A high level desk top review of the site has been undertaken and outlined the following:
- There is nothing further in the deeds, which prohibits the land being used as burial space. However, there will be other key considerations to bear in mind, some of which are as follows: -
1. Planning Permission Sport England acceptance
 2. Groundwater considerations and rules.
 3. Environmental considerations.
 4. Practical considerations.
 5. Mitigation for loss of green space
- 4.2.8 Following a recommendation put forward by Overview and Scrutiny panel on 26th March 2026, a budget needs to be identified to appoint Landscape Architect to complete feasibility study – to include layouts, consultation with Planning Officers and other necessary statutory bodies (e.g. EA) estimated at £8k-

10K. Following the outcome of the above, a site survey needs to be completed to include topographical, utilities, arboriculture, ecological and ground investigation, as a minimum estimated at £35-£40k.

4.3 Marston Lane Cemetery - Bedworth

4.3.1 The overview and scrutiny panel requested a more detailed breakdown of the estimated £3million cost for the full delivery of the long-term extension proposal.

4.3.2 This estimated figure was derived from the 2023 cost consultant review that included site preparation, roads, paths & paving installation, soft landscaping, trees, contractor costs, and associated fees. This totalled just over £2 million. This didn't account for the purchasing of the land from the diocese (no figure had yet been identified for this), the relocation of multiple football pitches to meet Sport England mitigation levels, additional site survey or investigation works and any inflationary uplifts based on this high-level figure being from early 2023. This estimate has been updated and is still relevant, for the area currently in NBBC long term lease ownership and previously used and identified for football pitches.

4.3.3 This site is identified within the adopted Local Plan for future burial space.

4.4 Oaston Road Cemetery

4.4.1 Options for additional plots

Option 1 - Infill existing lawn burial sections, where possible – this provides approximately 12 spaces, depending on ground conditions and space/accessibility. A further 10 spaces will be retained for use where re-opened or reserved graves prove unsuitable for burial.

Option 2 – Investigation of several larger areas of green space that appear to be free of graves, according to known information and records, and could provide up to circa 80 additional lawn burial spaces, if suitable. These areas will require ground and utility surveys to ensure safety of and viability for this use. See Appendix C for identified locations.

Further investigation and surveys estimates have been sought from specialist surveying consultants, and these are yet to be received and require budget to be allocated.

4.1.2 Based on Proposals detailed above, the below table shows the estimates for Oaston Road Cemetery for each option:

Proposal	Average Per Year	Numbers of Grave Created	Years Remaining	Notes
Option 1	18	12	0.6	Graves identified are spread over several sections so could be used as needed.
Option 2	18	80*	4	*This number is a very rough estimate as no plans have yet been drawn, however, if they were all available, if used for short notice burials these numbers would decrease due to the required orientation of the graves and not all areas would be suitable.

4.4.3 Following discussions with all the local Funeral Directors and Officers, it is recommended that any new space identified within this cemetery is prioritised as Short-notice burial space.

4.4.4 Officers have liaised with representatives for short notice burials and continue to work with them in maximising plots for such use at the site.

5. Other options for consideration

5.1 The overview and scrutiny panel requested that Officers explored opportunities to acquire land within Nuneaton.

- 5.2 Conversations have taken place with Warwickshire County Council (WCC). Officers have received confirmation from WCC Strategic Assets officers that there are no suitable cemetery sites in Nuneaton, within their land portfolio.
- 5.3 North Warwickshire Borough Council and NBBC Officers have liaised as to future options for shared cemetery space across the two boroughs. This met with favourable support, but further work is required to identify land options and also consider Local Government Re-organisation and opportunities this might present in the future as well.
- 5.4 Following liaison with Arbury Estates they have responded back to the Council to detail that they have no possible locations at this time. But would be something they will consider / review in the future.
- 5.5 Officers have explored land at the rear of Nuneaton Recreation Ground / Bottrill Street for suitability for additional plots. The site is by the former Abbey so it is anticipated the ground may be unsuitable. NBBC Land & Property will review this in the future, when capacity is available.
- 5.6 Officers have explored other alternative burial spaces in Nuneaton, and Haunchwood Recreational Ground was suggested to Members at a recent site visit. The land offers a large flat expanse ideal for burials (including a ready laid car park and compound area), providing hundreds of grave spaces. There is also an area of woodland for the scattering of cremated remains. The site does contain a restriction that subject to this site being recommended for an option, would need further exploration to understand the full opportunities or considerations of using this land.
- 5.7 The request was made by the overview and scrutiny panel for Officers to report back on the income received on existing services and how much the services are costing the Council.
 - 5.7.1 The table below provides details of the cemetery service expenditure & income for the last three years. Expenditure elements include items such as; utilities, NNDR, burial services, buildings/structures, grounds & arboricultural maintenance.

Income includes; sales of the rights of burial, internment & memorial fees.

Year	Expenditure	Income	Deficit / (surplus)
2022 – 2023* ¹	£272,093.60	£258, 711.66	£13,381.94
2023 – 2024* ¹	£301,159.70	£302,132.04	(£972.34)
2024 - 2025	£390,053.88	£357,415.54	£32,638.34

*1 2022 – 2023 & 2023 – 2024 expenditure figures have been adjusted to remove the costs of ISU recharges. These were discontinued from 2024 – 2025 & the adjustment allows for accurate comparison.

The figures above don't include income from Heart of England Crematorium.

5.7.2 Officers are reviewing the existing fees and charges associated within Cemeteries to look at reviewing the future model.

6. Summary

6.1 Bucks Hill

6.1.1 The land identified at the rear of the existing compound Appendix A location 2 be cleared subject to identified budget, to develop family cremation plots that can accommodate 4 per plot.

6.1.2 The land identified on Appendix A location 3 be further investigated with associated budget identified to do further ground investigation works.

6.1.3 The Garden of Remembrance is left in its current format at this time, but is revisited for further review in the future.

6.2 Attleborough Cemetery

6.2.1 The acquired land is prioritised for cremation plots that can accommodate 4 per plot, with required budget allocated to enable this to move forward.

6.2.2 Based on the increasing risk of not securing new cemetery land within Nuneaton, it is thought that Attleborough Recreation Ground as an option could be reconsidered.

6.2.3 In order to understand the full compatibility of this site a budget needs to be identified to appoint Landscape Architect to complete feasibility study – to include layouts, consultation with

Planning Officers and other necessary statutory bodies (e.g. EA) estimated at £8k-10K.

6.2.4 Subject to the outcome of the above, a site survey needs to be completed to include topographical, utilities, arboriculture, ecological and ground investigation, as a minimum estimated at £35-£40k.

6.3 Marston Lane

6.3.1 This site still seems viable to remain a long-term extension site, if consideration is given to budget being allocated for an initial extension at the site to accommodate the reducing years left within the Cemetery.

6.4 Oaston Road Cemetery

6.4.1 Any new land identified within the Cemetery should be considered and given to short-notice burials as a priority.

6.4.2 If budget is identified ground investigation works can be undertaken to confirm the suitability of all land identified in Appendix C.

6.5 Other Consideration

6.5.1 Hauchwood Recreation Ground has budget identified to undergo investigation works to understand suitability for burials and detailed legal review undertaken.

6.5.2 To understand the viability of this site further, a budget needs to be identified to appoint Landscape Architect to complete feasibility study – to include layouts, consultation with Planning Officers and other necessary statutory bodies (e.g. EA) estimated at £8k-10K. Following this outcome, a site survey needs to be completed to include topographical, utilities, arboriculture, ecological and ground investigation, as a minimum estimated at £35-£40k.

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

- 7.1. Consultation has been undertaken with the Leader of the Council and Portfolio Holder for Leisure and Health.
- 7.2. The Environment and Leisure Overview and Scrutiny Panel.
- 7.3. Funeral Directors through the Local Guild, the Muslim Society and the Institute of Cemetery and Crematorium Management.

8. Financial Implications

- 8.1 A initial budget will need to be identified of £20k to appoint Landscape Architect to complete feasibility study – to include layouts, consultation with Planning Officers and other necessary statutory bodies (e.g. EA), and survey quotation of both Attleborough Recreation Ground and Haunchwood Recreation Ground.
- 8.2 A budget provision of an further £80k will be required to conduct a survey (to include topographical, utilities, arboriculture, ecological and ground investigation, as a minimum) for both sites, subject to the suitability identified within 8.1. This option could be narrowed down to just one of the recreation grounds at £40k per site.
- 8.3 If any of the other options identified within the report are recommended, a budget will be required to enable Officers to do further works to enable them to move forward.

9. Legal Implications

- 7.1 LACO 1977 and LCAO 1986 - the Local Authorities Cemeteries Order 1977, an instrument of the Local Government Act 1973, and the Local Authorities Cemeteries Amendment Order 1986 applies when managing cemeteries.

10. Equalities implications

- 10.1 Accessibility to safe, well-maintained Cemeteries is vitally important to ensure all individuals can gain access to Council owned Cemetery Spaces.

11. Health implications

- 11.1 Cemeteries function like other green spaces, offering quiet, natural settings are proven to reduce stress and improve psychological wellbeing
 - 11.2 Visiting cemeteries encourages mindfulness and reflection, helping people slow down, reduce stress, and gain emotional clarity.
12. Climate and environmental implications
- 12.1 Parks and Greens Spaces including Cemeteries are a natural habitat for multiple species – having designated wild space that support wildlife habitats, carbon sequestration and Air quality.
13. Section 17 Crime and Disorder Implications
- 13.1 Well-kept Cemeteries show that staff are present, rules are enforced, and the space is respected—discouraging risky behaviour.
14. Risk management implications
- 14.1 Burial plot number are reducing, with only 4 years left and there is a risk of not being able to deliver burials past this date.
 - 14.2 If the recommendation is adopted to develop a recreation ground, this will take several years to deliver a project of such scale and therefore could be close to the period of plots running out.
 - 14.3 The options highlighted above are subject to suitability following site surveys and these results could well discount all, or parts, of the sites proposed.
15. Human resources implications
- 13.1 The delivery of reviewing sites, and subsequent project delivery will require officer capacity and resources and the support of external consultants

16. 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 Council will no longer offer Burials within the Borough.

17. Appendices

- Appendix A – Additional areas for investigation for lawn burials/cremation interments at Bucks Hill
- Appendix B - Land at Attleborough seeking NBBC ownership
- Appendix C – Additional areas for investigation for lawn burials at Oaston Road

18. Background Papers

- Planning and Environment Overview and Scrutiny Panel on 23rd October 2014 Cemetery Land Provision Agenda Item 7 Minute Number PE20
- Cabinet on 3rd December 2014 Cemetery Land Provision Agenda Item 11a Minute Number CB47
- Cabinet on 11th September 2024 Cemetery Update - Bucks Hill / Attleborough Agenda Item 7 Minute number CB35
- Environment and Leisure Overview and Scrutiny Panel - Lawn Burial Provision - 4th December 2025 Agenda Item 5 Minute Number EL22

- Environment and Leisure Overview and Scrutiny Panel - Lawn Burial Provision – 26th March 2026 Agenda Item 7 Minute Number

19. Report Writer Details:

Officer Job Title: Assistant Director – Recreation & Culture
Officer Name: Katie Memetovic-Bye

Appendices

Appendix A – Additional areas for investigation for lawn burials/cremation interments at Bucks Hill



Appendix B – Land at Attleborough seeking NBBC ownership



Appendix C – Oaston Road Option 2 additional space



AGENDA ITEM NO.14b

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure Overview and Scrutiny Panel

Date of Meeting: 26th March 2026

Subject: Access to Open Water – Sea Cadets

Portfolio: Leisure and Health

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

Corporate Plan – Theme: Green Spaces and Environment

Corporate Plan – Aim: Protecting our Natural Environment

Ward Relevance: All Wards

Public or Private: Public

Forward Plan: Yes

1. Purpose of report

- 1.1. Following a request for the local Sea Cadets group to have access to Bermuda Lake for activities, this paper has been drafted to provide further information from the previous OSP on 16th October 2025 and the current position the Council takes with managing public safety and its own responsibilities in relation to open water bodies. The report also considers the potential future implications of any decision.

2. What is the panel being asked to consider?

- 2.1. Following the report of 16th October 2025, in which the panel considered the request from the Sea Cadets for access to Bermuda Balancing Lake and the associated implications. The panel requested that further information regarding the lease implications for the operation of the site be brought back to a future Environment and Leisure OSP on the implications of the lease in respect of the operation of the site.

3. Recommendations

- 3.1. That panel members scrutinise the information and officer proposals set out in this report, consider the risks and opportunities identified, and agree recommendations to be referred to Cabinet.
- 3.2. That's Officers work with the Sea Cadets Commander and PFH for Leisure and Health to review other private water bodies in and around Nuneaton and Bedworth that might provide a suitable venue for their water activities.
- 3.3. That a members consider the opportunity of a small communities fund be established, supported by income received from the Borough Lottery, open to application by Nuneaton and Bedworth organisations. Specifically, whose key aim is to provide youth advocacy where the use of open water is a key function, with criteria to be developed by the Communities Team in line with their existing funding programmes

4. Background

- 4.1. Following the report to OSP on 16th October 2025, in which the panel considered the Sea Cadets' request for access to Bermuda Balancing Lake, members asked officers to return to a future OSP with further detail on the lease implications for the operation of the site. This report provides that update.

5. Body of report

- 5.1 The Royal Lifesaving Society (RLSS) were instructed by the Council to undertake a water safety review of Bermuda Lake. This was broken down into three phases:
- Phase 1 – Site Inspection and Initial Review
 - Phase 2 – Risk Assessment Development
 - Phase 3 – Report and Recommendations
- 5.2 The RLSS report concluded that NBBC is taking reasonable steps to manage the risks associated with the water at this site. The water quality is not regularly tested at this site but based upon observations at the time of assessment and the history of pollution incidents, RLSS UK does not consider this to be a location suitable for hosting children's water activities. Whilst the Sea Cadets' proposed activities are mainly 'on' water rather than 'in' water (e.g. they are not proposing swimming so contact with the water is limited to some extent), there is a significant risk that the children could fall into the water becoming immersed and/or ingesting the water. There is also a possibility that members of the public, who are not used to seeing water-based activities on the balancing lake would assume, based upon the Sea Cadets presence that there are no water quality issues and ignore the existing signage. Full report in Appendix 1.
- 5.3 NBBC also engaged The Royal Society for the Prevention of Accidents (RoSPA) — a charity dedicated to saving lives and preventing serious injuries. They were instructed to complete a Water Safety Review, a Risk Assessment for the site and do a policy review of the Councils Water Safety Policy.
- 5.4 Officers are currently awaiting feedback from RoSPA regarding the water safety review, the risk assessment, and the review of the Council's water safety policy. RoSPA has since confirmed it is unable to support the Council within the required timescales due to internal capacity constraints.
- 5.5 Officers liaised with Warwickshire Wildlife Trust (WWT) who confirmed that the site had been evaluated as a Warwickshire Sites of Importance for Nature Conservation. The main attributes of the site are its diversity, ecological position and community value. The site has a total of 152 species; the balancing lake also contains some species that are rare in

Warwickshire: Water-cress and Branched Bur-reed. An updated Local Wildlife site survey is not scheduled until 2027, albeit NBBC has asked for this to take place at the earliest opportunity. The last survey was undertaken in 2002, which is the cycle of evaluation by the WWT.

- 5.6 Conversations have taken place with other Local Authorities (LA) in relation to their water safety policies and agreements or type of waterbodies used by the Sea Cadets in their area. Further discussions took place with these LAs around Public Space Protection Orders (PSPO's) and Policies they have in place to manage their water bodies. None of those approached had any examples of the Sea Cadets or similar using their water bodies, we also didn't receive any further information from the Sea Cadets upon request of examples of Sea Cadets using Council owned waterbodies. Discussions took place with North Warwickshire Borough Council, Warwick District Council, Sandwell Metropolitan Borough Council, Rugby Borough Council and Stratford District Council.
- 5.7 It is understood that the Marine Society & Sea Cadets (MSSC) Manager Midland Boat Station undertook a site inspection with the local Sea Cadets of the Balancing Lake in December 2025. A meeting subsequently took place between the Assistant Director of Environment and Enforcement and the Manager of the Midland Boat Station along with the Head of the inshore boat team to discuss the risk assessment produced by the local Sea Cadets Unit on the 4th March 2026.
- 5.8 Following the initial request, officers sought the views of ecological bodies on whether such use would significantly impact the lake and its Local Wildlife Site (LWS) status. Concerns were raised, with a recommendation that a baseline survey of breeding birds be completed before any water access is permitted. The estimated cost of a year one survey is £5,000. This has not yet been commissioned.
- 5.9 A review was conducted of all other Council owned waterbodies to see if any other locations could be suitable for water access for the Sea Cadets. Unfortunately, they all posed similar or significant other risks. The Sea Cadets were also contacted to put forward any other NBBC areas they felt would be suitable and this was also unsuccessful. Officers also note that the Marine Society & Sea Cadets operates the Midlands Boat Station at Edgbaston Reservoir, Birmingham — a purpose-built regional

watersports training hub opened in November 2024 and serving 1,500 Sea Cadets across the Midlands.

- 5.10 The Sea Cadets have submitted to the Council further documentation for proposed use of Bermuda Balancing Lake. This includes a risk assessment produced by the local unit for the use of Bermuda Lake. Water venues that are used by organisations for water activities like boating, swimming, kayaking etc do not have the challenges of a balancing lake as is the case within NBBC.
- 5.11 As updated at the previous OSP, the use of any site within NBBC to support H&S (notwithstanding H&S issues of water quality) was recommended that it would be a lease agreement. This would then support managing a site specifically for the Sea Cadets' use only. Whilst this would have financial implications for the Sea Cadets in securing the site and ongoing maintenance / management, it would allow their specific needs to be met. It would support NBBC's policies on water safety and address wider implications for public access to such a site being used other than by the lease holder. This then protects NBBC in respect of managing H&S and provides clarity for residents in not accessing any outdoor water space in N&B.

6. Considerations

- 6.1 The independent professional report commissioned by NBBC concludes that the site is not suitable for water activities by the Sea Cadets.
- 6.2 Officers within the Public Services directorate also advise that the site is not suitable for water activities, in order to safeguard both the public and the Council. Officers have also reviewed how other local authorities support Sea Cadet units. The available evidence indicates that, where councils provide financial support, this takes the form of small community grants for capital works or equipment at premises that the Sea Cadets already occupy, for example, Charnwood Borough Council awarded a £2,750 community grant to Loughborough Sea Cadets for a ship simulator in 2024, and Lancashire County Council approved Local Member Grants towards building repairs at the Chorley unit in the same year. Officers have not been able to identify any comparable local authority that has provided a public waterbody or open-water access specifically for Sea Cadet activities.

- 6.3 Officers have however identified instances where councils have made public water bodies available for youth watersports more broadly. In every such case, the arrangement takes one of two distinct forms: either the council has made a deliberate and substantial capital investment to establish a fully equipped watersports centre (for example, the London Borough of Hackney purchased the West Reservoir from Thames Water in 1996 and, with National Lottery funding, converted it into a purpose-built watersports facility with full professional infrastructure, opened in 2003 and managed by an accredited leisure operator on the council's behalf); or the council has granted a formal long lease to an established organisation which has itself funded and constructed all necessary infrastructure, including changing and teaching facilities, safety boats and purpose-built slipways (for example, Blackburn with Darwen Borough Council granted approval in principle for a long lease of council-owned land at Fishmoor Reservoir to the Lancashire School Sailing Association for a new facility estimated to cost upwards of £700,000, with the Association having operated at the site since 1981). In both models, the water body is a reservoir or former industrial water body designed to hold clean water, not a balancing lake designed to receive urban surface runoff.
- 6.4 Having regard to the presentations given by young people at the previous OSP meeting about the positive impact of the Sea Cadets, members may wish to consider what alternative support could be offered to the organisation. Options include:
- 6.4.1 Officers work with the Sea Cadets Commander and PFH for Leisure and Health to review other private water bodies in and around Nuneaton and Bedworth that might provide a suitable venue for their water activities.
 - 6.4.1 A small communities fund be established, supported by income received from the Borough Lottery, and open to application by Nuneaton and Bedworth organisations whose aim is to provide youth advocacy where the use of open water is a key function. Criteria for the fund to be developed by the Communities Team in line with their existing funding programmes.

7. Financial Implications

- 7.1 The reports conducted as part of the Access to Open Water for OSP totalled just over £8k.
- 7.2 If any further external reports / information is required by the OSP panel, then funds would need to be identified to undertake this work.
- 7.3 If members wished to consider a small communities fund being allocated for accessing outdoor water space as detailed in 6.5, then an Individual Cabinet Member Decision (ICMD) would be required to confirm the audit trail and funding arrangements for this.

8. Appendices

8.1 Please note the following appendices:

- i. Appendix 1 Royal Life Saving Society UK Bermuda Lake Risk Assessment

9. Background papers

9.1 Please note the following background documents / links:

- OSP 16th October 2025 Access to Open Water Agenda Item:8
Minute Reference EL14
- Cabinet 11th January 2023 Water Safety Policy Agenda Item: 7
Minute Reference CB91.

10. Report Writer Details:

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ROYAL
LIFE SAVING
SOCIETY UK

Bermuda Lake

Water Safety Risk Assessment

For the attention of: Goodluck Atoroma

Date: 10th March 2026

Prepared by: Vince Pank

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Introduction

Project Brief

RLSS UK was contracted by Nuneaton and Bedworth Borough Council (NBBC) to undertake a water safety review of Bermuda Lake. The review was required to support a decision on whether to allow the Sea Cadets to use the lake for water-based activities. A site visit was undertaken on 20/1/26 by RLSS UK Consultant Vincent Pank.

The scope of the project was:

- Phase 1 – Site Inspection and Initial Review
- Phase 2 – Risk Assessment Development
- Phase 3 – Report and Recommendations

Executive Summary

NBBC is taking reasonable steps to manage the risks associated with the water at this site.

The water quality is not regularly tested at this site but based upon observations at the time of assessment and the history of pollution incidents, RLSS UK does not consider this to be a location suitable for hosting children's water activities. Whilst the Sea Cadets' proposed activities are mainly 'on' water rather than 'in' water (e.g. they are not proposing swimming so contact with the water is limited to some extent), there is a significant risk that the children could fall into the water becoming immersed and/or ingesting the water. There is also a possibility that members of the public, who are not used to seeing water-based activities on the lake would assume, based upon the Sea Cadets' presence that there are no water quality issues and ignore the existing signage.

The Royal Life Saving Society UK

With over 130 years of experience, The Royal Life Saving Society UK (RLSS UK) is a leading authority in water safety. Our extensive history and expertise uniquely positions us as one of the most trusted and experienced advisors in the field of water safety in the UK and Ireland. Offering clear, impartial, and practical water safety advice, using balanced, risk-based thinking, to anyone with liabilities to visitors and staff around water, including local authorities, construction companies, leisure operators, schools, and private landowners.

As a charity, our primary interest lies in water safety. Our honest, practical, and competitive service means our consultants support you through identifying options, looking for the most cost-effective solutions that best suit your specific water safety needs and building and creating a safer environment.

By instructing RLSS UK Consultancy Services, you will not only benefit from our wealth of knowledge, but you'll also be making a significant contribution to our vision of nations without drownings where everyone can safely enjoy being in, on, or near water. 100% of all profit goes into helping us educate more people to enjoy water safely, including our free educational resources which reached over 2,265,000 children across the UK and Ireland in 2023. This means that your investment in water safety not only safeguards your organisation and its stakeholders but also helps empower the next generation with essential life skills.

**RLSS UK Charity Impact Report 2023*

Conditions of Service

RLSS UK's water safety consultancy service provides open water risk assessments and recommendations based on professional expertise and industry standards. While every effort is made to accurately identify and mitigate risks, it is important to note:

- Assessments are based on information available at the time of evaluation and may not account for unforeseen changes or events.
- Recommendations are provided as guidance and should be implemented at the discretion and responsibility of the client.
- RLSS UK will provide health and safety recommendations based on current best practices and regulatory requirements. However, the client is responsible for ensuring compliance with all applicable health and safety laws and regulations.

Location

Address: Bermuda Balancing Lake, Marigold Walk, Nuneaton, CV10 7SW

Classification: Lake (freshwater)/SuDS

Designated Bathing Water: No

Awards: N/A

Known Activities: Walking, Dog Walking, Jogging/Running

Restrictions: No fires or camping, no motorbikes or horses, no swimming, no fishing

Lifeguards: N/A

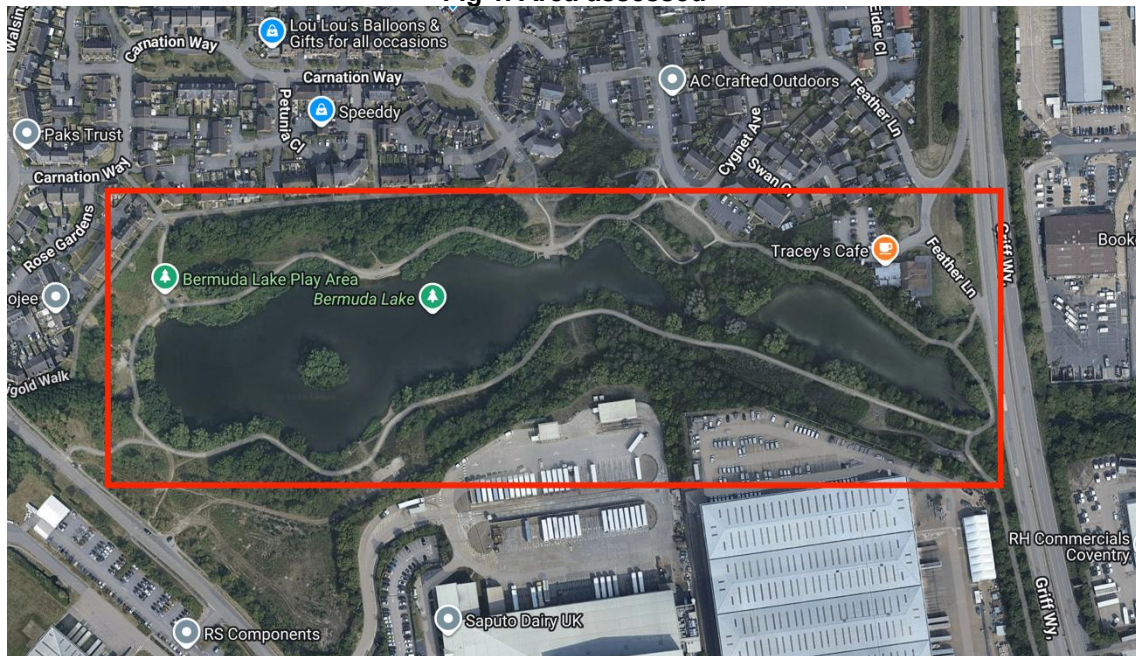
Closest Lifeboat Station: N/A

Closest Fire Station: Nuneaton approx. 2.5km to the N and Bedworth approx. 2.75km to the S (Warwickshire Fire and Rescue Service)

Bermuda Lake is approx. 530m long (E to W) and 120m wide (N to S) at the widest point, and is part of the [Bermuda Balancing Lake](#) Nature and Wildlife Park. The lake is publicly accessible 24hrs a day throughout the year and is bordered by residential housing to the N, industrial areas to the S, woodland/agricultural land to the W and the A444 to the E.

Bermuda Lake is a manmade 'balancing lake' used to hold high water flows draining from the Bermuda Park industrial estate, Bermuda housing areas and the Arbury estate at times of heavy rain. General water movement/flow is from west to east (the outlet is at the eastern end of the lake) although surface water movement and currents may be affected by wind conditions. The site is managed by the Borough Council working together with the local residents and Warwickshire County Council's Sustainable Neighbourhoods Team.

Fig 1. Area assessed



Background

Bermuda Lake is publicly accessible throughout the year; the primary visitor profile is believed to be local adults walking/dog walking or cycling on the paths around the water. However, due to the presence of residential properties north of the lake there are likely to be children close to the water. The paths around the lake are also known to be used as a cut-through to/from the industrial areas to the south. Visitor numbers will vary seasonally with higher visitor numbers expected in the summer during school holidays. The Council's Parks Team work around the water undertaking land management activities. Severn Trent staff also access the site to undertake maintenance.

The lake is known to experience runoff from surrounding roads, industrial areas, residential areas and agricultural land. There is a history of pollution at the site and there are unconfirmed reports of blue-green algae being present in the water during summer. RLSS UK was informed that there is no significant history of intentional water entry at the site and there is no known history of drowning. However, there have been incidents at other sites including a [drowning at nearby Ensor's Pool in August 2025](#).

NBBC's [Water Safety Policy](#) clarifies that the Council has taken the decision not to encourage people to enter its waterbodies or watercourses unless they absolutely need to. This means that swimming, boating, diving, and other recreational activities, including events that require entrance into the water are not encouraged on any of its sites. However, the Sea Scouts have asked NBBC for permission to use the lake during the summer (Monday and Thursday evenings 6-8pm and occasional weekends) for water-based activities including rowing, kayaking, canoeing and paddleboarding. The Sea Cadets propose supervised sessions for young people aged 10–18, led by qualified instructors with a safety boat present under RYA Power guidelines. They would also provide their own activity-specific risk assessment.

RLSS UK was informed that fishing is not permitted at the site, however a search online indicates that members of the public are fishing the waters and there is no reference to fishing on the [Bermuda Balancing Lake](#) webpage. NBBC does have water safety information on its website including [Staying Safe Around Water](#) and [Avoid Open Water Swimming](#) pages.

Observations

Date of assessment: Tues 20th Jan 2026

Time of assessment: 09:00- 12:00

Assessor: Vincent Pank, RLSS UK

High tide: N/A

Low tide: N/A

At the time of assessment (a weekday in Jan) there was very low footfall around the lake with only a handful of people seen walking/dog walking/cycling on the paths. It is likely that the area will be significantly busier at other times particularly in the summer during school holidays. The paths are also known to be used as a cut-through to/from the industrial areas to the south.

Photos 1 and 2. Views across the lake



The entire perimeter of the lake is publicly accessible. In some areas it is possible to access the water's edge, in others there are natural barriers restricting access. Although the full depth profile of the lake was not known at the time of assessment, where the water is accessible it is generally shallow close to the banks/edge which have a gradual profile/gradient. Although there is likely to be soft sediment at the bottom of the lake, and the reed beds could pose an entrapment risk, in areas where the perimeter was accessible the bottom appeared to be firm close to the banks/edge.

Photos 3 and 4. Unprotected edge (left) and natural barriers (right)



There are residential homes to the N of the lake, and a playground has been built nearby so children are expected near the water. There is artificial lighting in some areas along the tarmac footpaths which

are set-back from the water (although these were not seen operating at the time of assessment), but there is no lighting beside the lake.

Photos 5 and 6. Play area (left) and lampposts (right)



There were 3x culverted inlets to the lake visible at the time of assessment. Barriers have been installed around the inlets/outlet to prevent falls from heights, and the culverts are covered with grilles.

Photos 7 to 9. Culverted inlets



Water movement is generally (although wind may affect surface water movement and currents) from W to E towards the outlet at the eastern end of the lake. Vertical pale barriers have been installed beside the footpath surrounding the outlet to prevent falls from height. The large diameter culvert itself is not covered, but there is a vertical pale barrier in front of the structure. The SuDS Manual (C697, v6, 2019) published by CIRIA, which provides best practice guidance on the planning, design, construction,

operation, and maintenance of Sustainable Drainage Systems (SuDS) recommends that outfalls with a diameter of 350mm or greater be fitted with grilles.

Photos 10 and 11. Outlet at E end of lake



There is a history of pollution at the site, spill booms/socks were seen in the water around the culverted inlets.

Photos 12 and 13. Spill booms/socks around culverted inlets



Although no water quality testing was undertaken at the time of assessment, there appeared to be 2 separate water pollution incidents occurring as indicated by oily slicks and foam. Water was also discoloured around the outlet (see Photo 11 above).

Photos 14 and 15. Oily slick (left) and foam (right)



There are oil filters to the south of the lake, the assessor was informed that historically Severn Trent has accessed this area to undertake maintenance.

Photos 16 and 17. Severn Trent oil filters



However, due to recent development close to the site the vehicular access point has been blocked off. RLSS UK contacted Severn Trent, but at the time of writing had received no response. It is not known whether access restrictions will affect maintenance and subsequently the water quality.

Photo 18. Former access point to oil filters blocked off during recent development



There are unconfirmed reports of blue-green algae being present in the water during summer. Although blue-green algae was not observed at the time of assessment, there are Environmental Agency warning signs within the notice boards. NBBC signs state '*Danger infection risk in water*' and '*Caution risk of blue algae maybe present*'. The shallow profile (where water around the edges will warm quickly in summer) and suspected high nutrient levels make this location susceptible to algal blooms. Reduced input in summer months may also lead to reduced flow/turnover of water and stagnation. There are also likely to be rodents around the water so there is an additional risk of Weil's Disease (leptospirosis), and injury from dangerous waste (broken glass was observed close to the water) needs to be considered.

Public Rescue Equipment

There is no specific law that requires Public Rescue Equipment (PRE) to be installed around lakes. PRE should not automatically be installed around water, instead requirement should be based upon risk assessment. If it is deemed necessary and suitable to install PRE, the type of equipment chosen should be based upon the site-specific risks, considering factors such as water profile, distance to casualty, overhead obstacles etc. Lifebuoys are traditionally used in areas where the casualty will be close to the edge (for example where there may be falls into the water from a quay heading or bank), throwlines are traditionally used where deployment is required over a greater distance, and the edge/bank has a shallower profile.

It should be noted that public rescue equipment has significant limitations, not least that someone must be close to the casualty at the time of incident to deploy it. In most cases the casualty must be conscious and cooperative for equipment to be effective and if weak/non- swimmers require rescue there may not be time to retrieve and deploy PRE before the casualty is submerged. At locations where entry to the water is not advised, the primary focus should always be on removing or reducing the risk of water entry in the first place.

There is no PRE installed within the assessed area, however there is no significant history of intentional entry to the lake, and the water is generally shallow around the edges. As such if a person were to accidentally fall into the water, they would likely be able to self-recover to the banks. There are also overhead powerlines and foliage that could prevent safe/successful deployment of throwlines. RLSS UK does not deem the installation of PRE suitable at this site.

There is a rescue ladder beside one of the inlet culverts, but this infrastructure is not believed to be owned by the Council.

Photo 19. Ladder beside inlet culvert



Note that employees are working around water so water safety should be considered within job specific risk assessments. Employees may be exposed to different levels of risk compared to members of the public, for example having to cross barriers for maintenance. The risk of employees drowning can be significantly reduced by using physical barriers or exclusion zones (it is preferable to prevent falls into water rather than mitigate the subsequent risk of drowning with PPE or rescue equipment) and avoiding lone working around deep water. Where work close to/on water is unavoidable the Council should consider the requirement for PPE such as buoyancy aids or lifejackets. Note that a traditional buoyancy aid will not self-right the casualty so if incapacitated they may still drown.

Signage

The Health and Safety (Safety Signs and Signals) Regulations 1996 requires employers to ensure that safety signs are provided (or are in place) and are maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. Further information can be found in the HSE's [Safety signs and signals](#) document. These Regulations do not place any duty on employers to warn other people (e.g., visitors, neighbours) of risks to their health and safety. However, in both these cases employers will have duties under section 3 of the Health and Safety at Work etc Act 1974, and regulation 12 of the Management Regulations regarding the health and safety of non-employees. Under the Occupier's Liability Acts 1957 and 1984 a 'common duty of care' is owed to visitors and trespassers, installing signage may be useful to highlight risks posed by the water and associated structures.

RLSS UK recommends that if water safety signs are installed, they comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and conform to BS EN ISO 7010.

There are text/symbol signs around the site aimed at the public,

Photos 20 to 29. Water safety signage around lake



Bermuda Lake– Water Safety Risk Assessment



Some of the symbols on the signs are not ISO 7010 symbols. Where there are equivalent ISO symbols these are shown below for reference.

- Drop (fall) (symbol W008)



- No swimming (symbol P049)



- Deep water (symbol W047)



- Thin ice (symbol W043)



It would not be reasonable to replace the existing signs simply to upgrade the symbols, but when signs are replaced, RLSS UK recommends that they comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and display (where possible/relevant) BS EN ISO 7010 symbols. Note there are no ISO symbols for all hazards/prohibitions, for example there is no ISO 7010 symbol for 'no fishing'. It is also recommended that the Council ensure signage is standardised wherever possible to ensure continuity of safety messaging. Where hazards or prohibitions are site- wide, information should be displayed on all signs. Although fishing is not permitted in any part of the lake, only some of the secondary signs display '*no fishing*' symbols/text. Some of the '*Welcome to Bermuda Lake*' signs display the biological hazard (W009) symbol while others do not. Where '*Welcome to Bermuda Lake*' signs do contain the biological hazard symbol, the accompanying text states '*Danger! Infection risk in water*' whilst the secondary signs with the same symbol state '*Risk of infection blue algae maybe present*'. It was also noted that the '*Stay out of the water*' symbol on the '*Welcome to Bermuda Lake*' signage differs to the one used on the secondary signs (strikethrough is in the wrong direction). Using ISO 7010 symbols should assist with standardising signage.

- Symbol on '*Welcome to Bermuda Lake*' signage:



- Symbol on secondary signage:



Summary

There is always some inherent risk involved with being on/around open water. However, due to the profile of the lake (with shallow water around the edges and easy access to banks for self-recovery) and site history (no known drownings or significant history of intentional entry to the water) RLSS UK considers it unlikely that a drowning would occur at Bermuda Lake. NBBC is taking reasonable steps to manage the risks associated with the water at this site. Barriers have been installed in areas where there are risks of falls from height into water and the inlet culverts are covered. Signage is also present (although some recommendations have been given to improve these) and natural barriers have been left beside the water in some areas to restrict access.

Although the full depth profile of the lake was not known at the time of assessment, it is likely that the profile would be suitable for the proposed Sea Cadets activities. However, during the site visit water contamination was highlighted as a serious concern. Although no water quality testing was undertaken at the time of assessment, there appeared to be 2 separate water pollution incidents occurring as indicated by slicks, foam and discoloured water. The lake is known to experience runoff from surrounding roads, industrial areas, residential areas and agricultural land. There is a history of pollution at the site and there are unconfirmed reports of blue-green algae being present in the water during summer. Although blue-green algae was not observed at the time of assessment, there are EA warning signs within the notice boards and the NBBC signage highlights the risk of water contamination. The shallow profile (where water around the edges will warm quickly in summer) and suspected high nutrient levels make this location susceptible to algal blooms. There are also likely to be rodents around the water so there is an additional risk of Weil's Disease (leptospirosis) and injury from dangerous waste (broken glass was observed close to the water) to be considered.

The water quality is not regularly tested at this site but based upon observations at the time of assessment and the history of pollution incidents, RLSS UK does not consider this to be a location suitable for hosting children's water activities. Whilst the Sea Cadets' proposed activities are mainly 'on' water rather than 'in' water (e.g. they are not proposing swimming so contact with the water is limited to some extent), there is a significant risk that the children could fall into the water becoming immersed and/or ingesting the water. There is also a possibility that members of the public, who are not used to seeing water-based activities on the lake would assume, based upon the Sea Cadets' presence that there are no water quality issues and ignore existing signage.

Education is important to ensure members of the public enjoy open water safely and can assess the risks posed by open water. RLSS UK can provide free educational resources that can be used to engage with the local communities to enhance water safety knowledge. NBBC has [Staying Safe Around Water](#) and [Avoid Open Water Swimming](#) pages on its website and can include links to the RLSS UK website. It could be clarified on the [Bermuda Balancing Lake](#) webpage what the site hazards and prohibitions are (ensure continuity with signage), it is also recommended that if fishing is prohibited at the site this be clarified on the website.

Recommendations

- Consider water safety within job specific risk assessments.
- When signs are replaced, it is recommended that they comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and display (where possible/relevant) BS EN ISO 7010 symbols.
- Standardise signage where possible to ensure continuity of safety messaging.
- Clarify on [Bermuda Balancing Lake](#) webpage what the site hazards and prohibitions are (ensure continuity with signage). If fishing is prohibited at the site clarify on the website.
- Liaise with Severn Trent over access to/maintenance of the oil filters south of the lake.
- Review RA in 12 months or sooner following serious incident.

Bermuda Lake – Water Safety Risk Assessment

Risk Assessment

Project name:	Bermuda Lake Water Safety Risk Assessment	Date:	20/1/26
Written by:	Vincent Pank	Review date:	20/1/27

SEVERITY	LIKELIHOOD				
	1 Rare (Freak event - no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (Foreseeable under unusual circumstances)	4 Very Likely (Easily foreseeable - odd incidents may have occurred)	5 Certain (Common event – aware of incidents)
1 Negligible (No visible injury – minor pain)	Low 1	Low 2	Low 3	Low 4	Low 5
2 Slight (Minor cuts bruises – no long-term effects)	Low 2	Low 4	Low 6	Medium 8	Medium 10
3 Moderate (Heavy bruising, flesh wound. Lost time accident)	Low 3	Low 6	Medium 9	High 12	High 15
4 Severe (Lost time accident and major injuries)	Low 4	Medium 8	High 12	High 16	High 20
5 Very Severe (Long term disability or death)	Low 5	Medium 10	High 15	High 20	High 25

Bermuda Lake – Water Safety Risk Assessment

MATRIX RISK ASSESSMENT									
Hazard	Risk of	Population at risk	RISK RATING			Brief description of controls	ACTION TAKEN		Residual Risk Rating
			Likelihood of injury	Severity of injury	Risk		By	Date	
Open Water	Cold water shock -drowning Drowning Secondary drowning	Members of the public particularly children or those under the influence of alcohol Employees	3	5	15	Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Vehicle access gates padlocked shut Grilles on culverted inlets Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage			Current 10 After proposed controls 10
Ice	Falls through ice -drowning -hypothermia	Members of the public particularly children	3	5	15	Current No swimming or water activities permitted Signage			Current 10

Bermuda Lake – Water Safety Risk Assessment

	-death	Employees				<p>Manmade barriers (in some areas) Natural barriers (in some areas) Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p>After proposed controls 10</p>
Water movement/ currents	Transport away from shallow water Entrapment in/ around inlets/outlet -drowning	Anyone entering the water	2	5	10	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Grilles on culverted inlets Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p>Current 5</p> <p>After proposed controls 5</p>

Bermuda Lake – Water Safety Risk Assessment

<p>Elevated banks/ footpaths (mainly around infrastructure)</p>	<p>Falls from height into water or onto structures below with restricted egress -spinal injury -head injury -broken bones -drowning</p>	<p>Members of the public particularly children Employees</p>	<p align="center">3</p>	<p align="center">5</p>	<p align="center">15</p>	<p>Current Manmade barriers (in some areas) Natural barriers (in some areas) Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p>Current 5</p> <p>After proposed controls 5</p>
<p>Soft mud</p>	<p>Entrapment</p>	<p>Members of the public particularly children Employees</p>	<p align="center">3</p>	<p align="center">4</p>	<p align="center">12</p>	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p>Current 8</p> <p>After proposed controls 8</p>

Bermuda Lake – Water Safety Risk Assessment

<p>Reed beds</p>	<p>Entrapment</p>	<p>Members of the public particularly children Employees</p>	<p align="center">3</p>	<p align="center">4</p>	<p align="center">12</p>	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Grilles on culverted inlets Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p align="center">Current 8</p> <p align="center">After proposed controls 8</p>
<p>Shallow water (jumping, diving or falling from structures or banks)</p>	<p>Spinal injury Head injury Broken bones Drowning</p>	<p>Members of the public particularly children</p>	<p align="center">2</p>	<p align="center">5</p>	<p align="center">10</p>	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Artificial lighting (in some areas) Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage</p>			<p align="center">Current 5</p> <p align="center">After proposed controls 5</p>

Bermuda Lake – Water Safety Risk Assessment

						Water safety info on lake webpage			
Submerged/ partially submerged objects (jumping, diving or falling from structures or banks)	Spinal injury Head injury Broken bones Drowning	Members of the public particularly children	2	5	10	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Artificial lighting (in some areas) Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			Current 5 After proposed controls 5
Dangerous litter (Glass, fishing paraphernalia, BBQs, sharps)	Lacerations Burns Needlestick injuries	Members of the public Employees	4	3	12	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage</p>			Current 6 After proposed controls 6

Bermuda Lake – Water Safety Risk Assessment

						Water safety info on lake webpage			
Fishing	Entanglement in lines Injuries from hooks Impacts from weights	Members of the public Employees	3	3	9	<p>Current No swimming or water activities permitted Signage Vehicle access gates padlocked shut Artificial lighting (in some areas) Water safety on website Water safety policy</p> <p>Proposed Water safety in job specific RAs Standardise signage Water safety info on lake webpage</p>			<p>Current 6</p> <p>After proposed controls 3</p>
Biological hazards/ contaminated water	Illness from contact/ ingestion of contaminated water Weil's Disease Skin/ eye irritation Sickness	Anyone entering or near the water	4	4	16	<p>Current No swimming or water activities permitted Signage Manmade barriers (in some areas) Natural barriers (in some areas) Vehicle access gates padlocked shut Grilles on culverted inlets Artificial lighting (in some areas) Rescue ladder Water safety on website Water safety policy</p> <p>Proposed</p>			<p>Current 12</p> <p>After proposed controls 8</p>

Bermuda Lake – Water Safety Risk Assessment

						Water safety in job specific RAs Standardise signage Water safety info on lake webpage Liaise with Severn Trent			
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AGENDA ITEM NO.14C

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Environment and Leisure OSP
Date of Meeting:	26 th March 2026
Subject:	Grounds Maintenance Contract Procurement Working group recommendations
Portfolio:	Leisure and Health
Responsible Officer:	Assistant Director – Recreation and Culture
Corporate Plan – Theme:	Green Spaces and Environment
Corporate Plan – Aim:	Protecting our Natural Environment
Ward Relevance:	All Wards
Public or Private:	Public
Forward Plan:	Yes
Subject to Call-in:	Yes

1. Purpose of report

- 1.1 To review the recommendations for the Grounds Maintenance specification set out in this report and approve the recommended outcomes within the report to Cabinet.

2. Recommendations

- 2.1 The content of the report be recommended to Cabinet for adoption.

3. Background

- 3.1 The Council are looking to review its Grounds Maintenance services and wish to see all options considered for its next procurement exercise. The new contract is required to be executed to commence on 1st November 2027. The existing Grounds Maintenance Contract has the option of a further one year extension to 31st October 2028.

- 3.2 Agreeing the recommendations in this report be passed to Cabinet for adoption to allow the procurement to be undertaken to meet the required timetable for the new contract to commence on 1st November 2027.
- 3.3 Following approval from the Chair of the Environment and Leisure OSP it was agreed that a cross-party working group be established to consider options and requirements for the future Grounds Maintenance Contract. To give Officers a clear direction for drafting the specification and proceeding with the procurement of the Contract.
- 3.4 Since 2017 Grounds Maintenance and the climate has seen significant changes, with much milder winters, wet months and then dryer spells, all of which have provided at times pressure on grass cutting, shrubs and beds pruning.
- 3.5 The recommendations made in this report set out the preferred requirements and frequencies to enable Officers to draft the Specification following Cabinet approval.
- 3.6 The Member working group have reviewed the current Grounds Maintenance contract detail and recommended alternative considerations and frequencies if required.

4. Body of report and reason for recommendations

- 4.1 The Working Group reviewed the frequencies and specifications of the existing GM contract and then commented on each specific section for recommendations for this within the new Grounds Maintenance contract. The recommendations for each section of the specification is broken down below:
- 4.2 Review of the existing Housing Revenue Account (HRA) land management via the Grounds Maintenance contract. Including if HRA Grounds Maintenance remains within the contract for Grounds Maintenance or is removed into a separate contract.
- 4.3 Members recommended keeping the Housing and General land within one Grounds Maintenance (GM) Contract to prevent diluting the commercial viability of both contracts and thus ensuring economies of scale, ensuring value for money for the Council.
- 4.4 Gritting is only delivered on housing sites within the current contract, and other areas of the council manage gritting via an outsourced organisation. It is recommended that the Housing team work with Town Centre Management to join the Housing gritting requirements into that contract, and it be removed from the Grounds Maintenance Contract.

- 4.5 The Christmas Light service and Christmas Tree installation be removed from the Contract and be managed by the Town Centres team via an external contract.
- 4.6 Water Course management is currently out of the GM Contract due to its specialism, therefore the recommendation is for this to remain a separate contract outside of the GM Contract that will be reprocured before the new contract starts.
- 4.7 Members recommended that Shrub Bed maintenance should be kept in the contract on the same existing frequencies & Specification but that it is not viable to re-plant shrubs once they have perished and that the Council approach should be that at this time they are removed and replaced with grass seed.
- 4.8 Members recommend that Sports Pitch Maintenance should be further reviewed as the Specification is drafted, a soft market test has shown the cost for it to be external to be higher than those figures in the existing contract but hard to compare to existing without the new GM contract being priced on current market values.
- 4.9 Recommendation was given that Fly Tipping is removed from the GM Contract, and that it is managed via one central location within the Council, ideally the Waste team who can also oversee the enforcement matters. Budget would need to be identified to support Waste with this.
- 4.10 Recommendations made that Officers needed to engage with WCC regarding management of highways, to ensure that the land within the contract is WCC land and that management fee's are included within contract negotiations.
- 4.11 Hedge Cutting is conducted between September and November, it was recommendation that as the current system works, the frequencies and specification should remain the same.
- 4.12 Grass Cutting is broken down into areas, Formal Grass (highly ornamental area / box mow) and Informal Grass (parkland) both cut up to 16 cuts p/a and Rough Grass (subject to informal cutting e.g. rural roadside / banks - 3p/a). It was recommended that the schedules and frequencies within the current specification remain the same.
- 4.13 Bedding Plants and Hanging Baskets in the current contract is split between visits of 2 x planting, 1 x manure bi-annual and 8 x maintain (Supplied and installed by Contractor May/June & Oct/Nov), a review was done to confirm if there are any on HRA land which was confirmed as negative. Therefore, it was suggested that frequencies and specification remain the same as within the current contract.

- 4.14 On identified wild spaces, a Cut and Remove takes place to improve the habitat. It is recommended to remain as they exist within the current contract.
- 4.15 All paths, paved areas, car parks and hard standings within the Contract Area are to be mechanically or hand swept monthly. It has been suggested and recommended that this element is removed from the GM contract and brought inhouse to be managed by the NBBC waste team, this will require further investigation works through TUPE requirements, capacity within the depot and required equipment.
- 4.16 Monthly site cleanse specific visit including litter pick on all maintenance tasks and emptying of all parks' bins is recommended to be removed from the GM Contract and delivered via the NBBC waste team. As in point 4.15 further works are required to understand the costs and impact to bring this in house.

5. Summary

- 5.1 There are no further proposed working grounds scheduled, however as per the adopted terms of reference, further working groups may be scheduled subject to pivotal moments within the procurement that would benefit from cross party member input and recommendations.

6. Financial Implications

- 6.1 Soft market testing has been concluded to review opportunities and costs to move Sports Pitch Maintenance and Water Cleansing external to the Contract, both of these soft market test returned more that the costs within the existing GM contract.
- 6.2 Subject to approval of the recommendations by Cabinet, a soft market test will need to be undertaken based on the approved specification frequency to understand the costs, this would then be subject to review by Cabinet to enable a final total contract cost to be agreed.

7. Legal Implications

- 7.1 Legal Officers time is required to support with entering and writing a new Grounds Maintenance contract.

8. Equalities implications

- 8.1 None identified at this time.

9. Health implications

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

10. Climate and environmental implications

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

11. Section 17 Crime and Disorder Implications

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

12. Risk management implications

12.1 To deliver a successful procurement process of a contract, and to meet the timescale for entering into a new contract in October 2027, the identified procurement timetable needs to be followed.

13. Human resources implications

13.1 TUPE will be a consideration during the procurement of the GM Contract and any changes to the existing contract.

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 existing GM Contract is due to expire in 2027, there is an option to extend to 2028, however to meet the timetable for procurement the procurement process must commence immediately to meet the deadline.

15. Appendices

Appendix 1 – Full Breakdown of Recommendations from Working Group

16. Background papers

None attached

17. Report Writer Details:

Officer Job Title: Assistant Director – Recreation and Culture

Officer Name: Katie Memetovic-Bye

GM Contract working Group

General Fund	Frequency P/A	Outcome from working group
Shrub Bed Maintenance	7	Keep frequencies & Specification the same - Member direction that it is not viable to re-plant shrubs once they have perished and that the Council
Grass Cutting	16	Keep Frequencies & Specification the same in GM contract
Hedge Cutting	1pa (sept-Nov)	Keep Frequencies & Specification the same in GM contract
Bedding Plants / Hanging Baskets	10	Keep frequencies & Specification the same in GM contract (review split between what is in HRA and required). This was confirmed none located in HRA now.
Sports Pitch maintenance	Multiple	Following Soft Market test show cost increases. Request to keep within current contract then review cost at that stage.
Pavilions Cleaning and attendant to Open & Close	Multiple	Not an option proposed from external partner so at this time remain within Contract, only one site required - Pauls Land
Paths and Hard Surfaces	12	Proposal to review brining this function in house, via Waste team. Consideration around TUPE, Depot capacity - Members supported a
Litter Picking / Cleansing / fly tipping	12 + ad hoc	agree to review brining this function in house, via Waste team. Consideration around TUPE, Depot capacity and bin mapping. Members supported a Officer_led internal review to look at options
Christmas Lights	Nov – Jan	Approved that the Tree Remains with the GM Contract to provide Xmas Tree,
Water Courses	at least annually	Approved for this to be with external contractor but need to be clear what the requirements are and frequencies.
Highways (on behalf of WCC)	16 cuts	Conversation with WCC required to review costings / a managmnet fee and unadopted land that is maintained.

Gritting	when required	Confirmed have a coporate NBBC approach to gritting with 1 contractor
Cut and Remove	Once per year – September	Keep Frequencies & Specification the same in GM contract
BURIALS AND CEMETERY MAINTENANCE		Keep Frequencies & Specification the same in GM contract
Ad Hoc Works		Framework in place, and Contractor can bid for these works