

**Nuneaton
&
Bedworth
United to Achieve**



**AGENDA
for
MEETING OF
THE COUNCIL**

to be held on

Wednesday, 29th April, 2026

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Date: 21st April 2026

Our Ref: KB

To: All Members of the Borough Council

A MEETING OF THE COUNCIL will be held on **Wednesday, 29th April, 2026** commencing at **6pm** in the Council Chamber

All members of the Council are summoned to attend to determine the business as set out below.

AGENDA

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.

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

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

3. **MINUTES**

- a) to confirm the minutes of the Ordinary meeting held on 25th February, 2026
(Page 10)
- b) to confirm the minutes of the Extraordinary Meeting held on 18th March 2026
(Page 39)

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

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.

5. ANNOUNCEMENTS - to receive announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive.
6. PUBLIC PARTICIPATION - (maximum 20 minutes).
to hear and answer questions by any resident of the Borough concerning the work of the Council where notice has been given (maximum 20 minutes). A copy of the Procedure Rule 9 is attached (**Page 42**) and this is not subject to debate. A question or statement can be submitted using the link below which will send your submission to the Chief Executive and Member Services: [Ask a question at meetings of Full Council | Public participation at meetings | Nuneaton and Bedworth Borough Council](#)
7. QUESTIONS BY MEMBERS - (Council Procedure Rule 10). A copy of Procedure Rule 10 is attached. (**Page 44**) and this is not subject to debate.
8. SPECIAL URGENCY DECISIONS - (Access to Information Procedure Rule 4B.16) - None
9. CABINET – report by Leader of the Council (**Page 46**)
Members may ask questions on the report and receive answers from the Leader or other Cabinet members, and this is not subject to debate.
10. ANNUAL OVERVIEW AND SCRUTINY PANEL REPORTS
The Chairs of the four Overview and Scrutiny Panels submitted the Annual Report to Council for noting. (**Page 51**)
11. PREPARATIONS FOR THE LOCAL ELECTIONS 7 MAY 2026 – PROGRESS REPORT of the Chief Executive (Returning Officer) attached (**Page 75**)
12. RECOMMENDATIONS FROM CABINET OR OTHER COMMITTEE

Cabinet – 4th March 2026

a) Bedworth Physical Activity Hub Update

At its meeting held on 4th March 2026 a report (**Copy of Cabinet report attached page 87**) by the Assistant Director – Recreation and Culture was considered and the recommendation put forward for Council approval:

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.**

Cabinet – 4th March 2026

b) Capital Monitoring Quarter 3

At its meeting held on 4th March 2026 a report (**Copy of Cabinet report attached Page 100**) by the Assistant Director – Finance was considered and the following recommendation put forward for Council approval:

IT BE RECOMMENDED TO COUNCIL an update to the budget for S106 projects and Disabled Facilities Grants - HEART as detailed in section 5 of the report.

Audit & Standards Committee- 17th March 2026

c) Constitution Update – Report from the Constitution Review Working Party

At its meeting held on 17th March 2026 a report (**Copy of A&S report attached Page 110**) by the Assistant Director – Democracy and Governance (Monitoring Officer) was considered and the following recommendation put forward for Council approval:

IT BE RECOMMENDED TO COUNCIL that the Constitution be updated as follows:

- i. **the Scheme of Delegation for the Assistant Director - Planning be updated to align with Section 5D.7 (as per 4.2.7 of the report); and**
- ii. **amendments to Section 5D.7 of the constitution (as per 4.3.3 of the report) be endorsed and approved.**

Audit & Standards Committee – 17th March 2026

d) Anti Money Laundering Framework and Anti-Fraud, Corruption and Bribery Strategy

At its meeting held on 17th March 2026 a report (**Copy of A&S report attached Page 118**) by the Assistant Director – Democracy and Governance (Monitoring Officer) was considered and the following recommendation put forward for Council approval:

IT BE RECOMMENDED TO COUNCIL that

- i. **the revised Anti Money Laundering Framework be approved and adopted, and the Constitution be updated accordingly; and**
- ii. **the revised Anti-Fraud, Corruption and Bribery Strategy be approved and adopted, and the Constitution be updated accordingly.**

Audit & Standards Committee – 17th March 2026

e) Local Code of Corporate Governance

At its meeting held on 17th March 2026 a report (**Copy of A&S report attached Page 158**) by the Assistant Director – Democracy and Governance (Monitoring Officer) was considered and the following recommendation put forward for Council approval:

IT BE RECOMMENDED TO COUNCIL that the revised Local Code of Corporate Governance be approved and adopted

Audit & Standards Committee (Extraordinary) – 14th April 2026

f) Constitution Update – Report from Constitution Review Working Party – Chairmanship of OSP's and Political Balance

At its Extraordinary meeting held on 14th April 2026 a report (**Copy of A&S report attached Page 225**) by the Assistant Director – Democracy and Governance (Monitoring Officer) was considered and the following recommendation put forward for Council approval:

IT BE RECOMMENDED TO FULL COUNCIL that the Constitution be updated accordingly as follows:

4E.6 WHO CHAIRS OSP MEETINGS?

The Council will appoint Chair and Vice Chair of each OSP. The Chair of each OSP shall be nominated from the membership of an Opposition Group. The Vice Chair of each OSP shall be nominated from the Controlling Group. The Chair of each Overview and Scrutiny Panel will be determined initially by proportionality of the Council, with the largest Opposition Group getting first selection of which OSP first, the next largest Opposition Group second choice and so on. If two or more parties have an equal number of Members, a random decision will be made by way of drawing lots will be used. If there are fewer Opposition Groups than OSP's, it will revert back to the largest Opposition Group to repeat the cycle. If at any meeting neither the Chair nor Vice-Chair are present, the Members present will appoint a Chair for that meeting from any member of that OSP.

&

ARTICLE 2: MEMBERS OF THE COUNCIL

A2.1 COMPOSITION AND ELIGIBILITY

a) Composition

The Council will comprise 38 Councillors, otherwise called Members, representing 19 Wards. Two Members will be elected by the voters of each Ward in accordance with a scheme drawn up by the Local Government Boundary Commission and approved by the Secretary of State. The Political Balance of the Council will be calculated in accordance with Section 15 (5) of the Local Government and Housing Act 1989. An example has been provided below as to the proportionality in terms of the number of seats across Committees and Overview and Scrutiny Panels:

	Group A	Group B	Group C	Group D	Total
Size	10	5	5	18	38
% of total	26.32%	13.16%	13.16%	47.37%	100%
seats to hold on committees	26	13	13	47	99

Section 15 (5) of the Local Government and Housing Act 1989 outlines the principles the Council must comply with. Once the calculations have been determined, where there is any scope for the smallest Group to select preference of which Committee and Overview and Scrutiny Panel(s) to reside on, they will have first choice. Then moving up to the largest Group. However, subject to the Composition of the Council, there may be no scope for selections, as such, the outcome of the calculations will be final. The Monitoring Officer or their Deputy will have the final say and determine the allocations based on the outcome of the formula.

Cabinet – 22nd April 2026

g) Pay Policy Statement 2026/27

At the Cabinet meeting due to be held on 22nd April 2026, the above item **(Copy of Cabinet report attached Page 235)** will be considered and, if approved, the following recommendation will be put for Council approval:

IT BE RECOMMENDED TO COUNCIL THAT the Pay Policy Statement for 2026-2027 and for previous years 2024/25 and 2025/26 be ratified and published as required by Section 38 of the Localism Act 2011.

Cabinet – 22nd April 2026

h) Adoption of Supplementary Planning Documents (SPDs)

At the Cabinet meeting due to be held on 22nd April 2026, the above item **(Copy of Cabinet report attached Page 259, SPD Appendices can be found via the link [22 April 2026: Cabinet | Nuneaton and Bedworth Borough Council](#))** will be considered and, if approved, the following recommendation will be put for Council approval:

IT BE RECOMMENDED TO FULL COUNCIL THAT 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) be adopted.

Cabinet – 22nd April 2026

i) Culture Update

At the Cabinet meeting due to be held on 22nd April 2026, the above item **(Copy of Cabinet report attached Page 268)** will be considered and, if approved, the following recommendation will be put for Council approval:

IT BE RECOMMENDED TO COUNCIL THAT:

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

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

Cabinet – 22nd April 2026

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

At the Cabinet meeting due to be held on 22nd April 2026, the above item **(Copy of Cabinet report attached Page 274)** will be considered and, if approved, the following recommendation will be put for Council approval:

IT BE RECOMMENDED TO FULL COUNCIL THAT:

i) The 2026/27 General Fund Planning Budget be updated to account for:

- **The Development Management Grant Funding of £92,340.78, and**
- **The Local Plan Implementation Grant Funding of £108,474.57.**

ii) 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.

NOTE: Points of Order and Personal Explanation can only be raised in accordance with Council Procedure Rules which are set out below:-

Point of order

A Member may raise a point of order at any time. The Mayor will hear them at the end of the speech of the Member speaking at the time the point is raised. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule of law and the way in which he/she considers it has been broken. The Mayor shall consider the Point of Order and, if necessary, take advice on the matter from the Monitoring Officer and, shall then rule on the Point of Order raised. There shall be no discussion or challenge to the advice given or the Mayors decision in the meeting. If a Member persistently seeks to raise a Point of Order but is unable to identify the procedure rule or legal principle infringed then, after having being warned by the Mayor, any further abuse of this procedure rule shall not be tolerated and the Mayor shall move that the Member not be heard further pursuant to Procedure Rule 4.19.13. The ruling of the Mayor on the matter will be final.

Personal explanation

A Member may make a point of personal explanation at any time. The Mayor will hear them at the end of the speech of the Member speaking at the time the point is raised. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

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.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

COUNCIL

25th February, 2026

A Council meeting of the Nuneaton and Bedworth Borough Council was held on Wednesday, 25th February 2026.

Present

The Mayor (Councillor B. Saru)
The Deputy Mayor (Councillor T. Sheppard)

Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, J. Gutteridge, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, N. King, M. Kondakor, S. Markham, W. Markham, B. Pandher, C. Phillips, K. Price, R. Roze, J. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins K. Wilson and M. Wright.

No apologies received.

Councillor P. Hickling arrived at 6.12pm during Announcements.

CL62 **Minutes**

RESOLVED that

- a) the minutes of the Ordinary Council meeting held on 10th December 2025 were confirmed and signed by the Mayor;
- b) the minutes of the Extraordinary Council meeting held on 21st January 2026 were confirmed and signed by the Mayor; and
- c) the minutes of the Extraordinary Council meeting held on 28th January 2026 were confirmed and signed by the Mayor.

CL63 **Declarations of Interests**

RESOLVED that

- a) the Declarations of Interests for this meeting are as set out in the schedule published on the Council website be approved;

- b) the General dispensations granted to all members under s33 of the Localism Act 2011 be noted; and
- c) no declarations were received from members in connection with the budget on council tax matters.

CL64 **Announcements**

The Mayor made the following announcements:

- A Cheese and Wine evening with a short history of George Eliot is being held in aid of the Mayor's Charity.
- A multicultural music event being held on 4th April bringing community culture shows together. The event starts at 6pm – 9pm £10 per ticket.

Councillor J. Gutteridge announced after careful consideration that he will be standing down as a councillor in the next local elections but wished to place on record his thanks to the residents of Whitestone for electing him to represent them.

Councillor Gutteridge expressed his thanks for the political and officer support that he has received, with specific thanks to Beryl (NABCEL Cleaner) and Dennis (Porter) whose pride in their work keep the Council running smoothly.

Councillor Gutteridge wished to thank all the medical specialists and staff at Dorethea Unit (George Eliot Hospital) who have been outstanding in their care for him during a difficult and ongoing period of ill health.

Lastly Councillor Gutteridge placed on record his thanks to the Mayor Councillor Bhim Saru for the excellent execution of his duties in this mayoral year and that Councillor Bhim Saru held the position of his second favourite Mayor to have served this Borough. Councillor Gutteridge then kindly donated £250 to the Mayor's charity.

The Mayor thanked Councillor Gutteridge for his generous donation and for his leadership and unwavering dedication to the residents of the Borough.

CL65 **Public Participation**

Question 1 – Craig Garrity submitted the following question but was unable to attend, therefore a written response was provided and included in the minutes below:

At the Borough Plan Committee on 15th January, officers confirmed that under the new NPPF, the Council's housing requirement has risen by 38% to 756 dwellings per year - a figure that significantly exceeds the 545 target presented to residents during the recent consultation.

Given that Policy DS8 of the Adopted Plan mandates an 'immediate' review if housing needs change significantly, can the Leader confirm if this clause has now been triggered, effectively rendering the Plan adopted in December 'out of date' just weeks after it was signed?

Councillor T. Venson, Portfolio Holder for Planning and Enforcement gave the following written response:

The Borough Plan Review was adopted on 10 December 2025 and is an up to date plan for the borough which sets a housing requirement of 545 dwellings per year for the plan period to 2039. This figure was examined under the transitional arrangements set out in national policy and was found sound by the Planning Inspectors.

In December 2024, whilst the Borough Plan Review was at examination, the Government updated national planning policy and introduced a new standard methodology for calculating local housing need. Under this new methodology, NBBC's local housing need is calculated at 756 dwellings per year. However, because of the transitional arrangements in place at the time of examination, the figure of 545 dwellings per year was the correct figure to be tested and was confirmed as sound.

Policy DS8 of the Borough Plan Reviews sets out circumstances that would trigger an early review of the Plan, including significant changes to national policy.

On 27 November 2025, the Government published guidance on the new 30 month plan making system. The guidance states that authorities which, under transitional arrangements, do not meet at least 80% of the local housing need identified under the new standard methodology, must begin preparing a plan under the new system. NBBC is one of 34 authorities which fall into this category. Under the new system, councils must meet a series of statutory backstop dates, including the requirement to give formal notice of the Council's intention to commence our 30-month plan preparation process by 30 June 2026. NBBC is therefore currently reviewing the new guidance and putting into place the necessary steps to ensure compliance with these deadlines, ahead of the publication of the supporting regulations.

Whilst the new local plan is being prepared, the policies within the adopted Borough Plan Review remain up to date and the Council can demonstrate a robust five year housing land supply.

Question 2 – Brian Walmsley asked the following question to the Leader of the Council:

Warwickshire County Council (WCC) two meeting sessions, of well over ten hours, to finally set a Reform/Conservative budget and advise the increase level for the Warwickshire County Council portion of our council tax.

Can the Council Leader please tell me what the implications of this delay are to Nuneaton and Bedworth (who are the authority that have to collect the council tax from residents), including how Nuneaton and Bedworth residents will be affected as a result.

The Leader of the Council, Councillor S. Hey responded as follows:

Thank-you Mr Mayor and thanks for your question Mr. Walmsley

As you know we had to put this meeting back a week because, after one failed attempt, Reform led WCC had called another meeting for Tuesday 17th February only a day before our own budget setting meeting.

I felt that we couldn't risk the prospect of holding our budget and council tax billing meeting without knowing the precept from WCC because, if WCC had not been able to set a budget and precept on 17th Feb we would not been able to agree the Tax Demands and would have had to call another emergency meeting to do that. Our meetings cost around £2000 to hold.

The opposition leaders agreed this was the sensible thing to do and I'm grateful for that.

But it doesn't make it any less messy for us. Officers and Councillors have booked holidays based on the original dates. Administrative arrangements have to be completely changed. Tax bill printing had to be put on hold and that is no mean task

So not being able to set a budget in a timely manner has consequences. Goodness knows what we would have done if WCC had not set a budget on the 17th. And of course, there must have been a cost to the taxpayer because of two WCC meetings instead of one and I bet they cost more to run than ours.

We now have a precept and so later in the meeting I can recommend our Council Tax setting and billing so I'm not presuming decisions to be taken later in this meeting.

However we now know that WCC are increasing their Council Tax by 4.44% (thats £80.91 a year on Band D) and the PCC by 4.94% (that's £15.00 a year on a band D property) where as our recommended increase is going to be £2.99% (£8.12 a year on Band D so most households in Nuneaton and Bedworth will pay less than that). Noticeably our proposed increase is below inflation whereas the two precepts aren't.

The WCC increase is despite that fact that Reform stood on a platform of reducing council tax but, having got control, harsh reality is hitting. It seems to me that cutting council tax or not increasing it to the maximum allowed just to make a political point while at the same time having to make savage cuts (unless of course you are a political adviser) is simply cutting your nose to spite your face. Populist politics it may be but it's bad governance in my view.

So, Mr. Walmsley, on Cllr. Finch's end-of-term school report I'm going to write "Short attention span, lack of attention to detail. Could do better"

Thank you, Mr. Walmsley and Mr. Mayor.

Statement 3 – County Councillor Keith Kondakor read the following statement:

The borough council has the lowest fees for House in multiple occupation (HMOs) in Warwickshire. The charge is between £841 and £923. In Rugby the fees are between £1,362 and £1,694. This limits the ability of the council to regulate the sector and ensure the large number of HMOs here are safe and of a suitable quality. The fees fund inspection and regulation, they are supposed to be self-financing. I ask the council to match the HMO fees in Rugby.

The borough council has the lowest Fixed Penalty Notice Fly Tipping fine in Warwickshire at only £400. We really need to have this increased to match the £600-£1000 of other Warwickshire councils so that we are no longer a cheaper place to Fly Tip.

We will also face a lack of parking spaces at the north end of Nuneaton town centre which will impact income and footfall. The council should consider increasing Nuneaton annual short stay car parking season tickets which do not cover the cost of providing a parking space in Nuneaton only. This more realistic charge will either free up space in the short stay for people visiting out town or increase income.

The Leader of the Council, Councillor S. Hey responded as follows:

Thank you, County Councillor Kondakor for your statement, it is noted.

CL66 **Questions by Members**

Question 1 – Councillor Eric Ameachi submitted the following question to the Portfolio Holder for Housing:

Could the Portfolio Holder for Housing please provide a brief update on the empty property project and outline the key benefits delivered since the Empty Property Officer was employed?

Councillor C. Watkins, Portfolio Holder for Housing, responded as follows:

Thank you, Mr Mayor, and thank you, Councillor Ameachi for your question. Like the grumpy old man over there. I think all of our officers do a sterling job.

But the empty property officer was something that we'd put in our budget built in our budget, and I've seen massive benefits to this council.

Empty Property officer has put strong foundations in place to tackle the long-term empty properties across the borough. New borough wide empty property database has been created along with an online reporting tool that has already identified properties previously unknown to this council.

A consistent internal process for handling complaints and reports has also been established, ensuring cleaner and faster action. Internal partnership working has improved considerably.

A working form with Environment Working group with environmental health now coordinates responses and avoids duplication while collaboration with the Planning, Legal, Council tax, Housing and Community Safety is open to tackle long standing problematic properties and difficult landlords. The officer has also supported the resolution of the Council own empty properties, including work with evaluation agency in Birmingham.

Externally, the officer set up a multi-agency group with working with the police and fire, which has enabled strong joint enforcement. This led to the demolition of the Kingsholme following community protection notice.

Close working relations with the neighbourhood police teams support escalation of cases such as a site in Keresley.

Notices have been issued on several residential properties supported by planning and environmental health and environmental issues such as rat infestations and overgrowth have been resolved.

Engagement with owners as being proactive and letters have been issued to fifty longest standing empty property owners around the borough offering advice and support.

Discussions with the Kingsholme site owners, along with planning and Warwickshire County Council, have supported regeneration proposals. Support has also been provided to residents and builders affected by the empty homes. Policy development is progressing, including a probate support scheme, which is now out for tender and an empty property loan scheme is under development.

The officer engaging with the MP's and the West Midlands Combined Authority to raise the profile of the empty homes and shape the future strategy. And we've also had members of Richard Parker's team come here to have a discussion and presentation from us. Also members of the Empty Home Network and Training lining up with councils and experts nationally for advice and support.

This has also made us aware and makes us look at our own empty properties within the borough, and has also highlighted a few properties that are owned by Warwickshire County Council.

Overall, the officer has introduced a coordinated approach to empty homes where none existed previously, significantly improving internal systems, external partnerships, enforcement capacity and support for the owners. So everything is going in the right direction since employing the empty property officer and I hope that this continues in the future. Thank you, Councillor Ameachi.

Question 2 – Councillor Damon Brown asked the following question to the Portfolio Holder for Business and Regeneration:

Six months ago, or thereabouts, the Council submitted financial plans to His Majesty's Government setting out how the initial part of the £20 million funding awarded to Bedworth by the Government will be spent as part of the Believe in Bedworth project. To date, and despite multiple requests for details of the projects that are to be funded to be provided to members, the project details have not been disclosed.

Will the Cabinet Member now either provide the details of the projects or explain clearly and unequivocally why they've not been provided to date and commit to

providing them before the end of the month - or concede that the plans provided to the Government were made up.

Councillor Nicky King, Portfolio Holder for Business and Regeneration, responded as follows:

Thank you, councillor for your question. This project is run by a board of local community; the council are just to simply operate due diligence. Last week the plans were submitted.

I can send you the criteria if you're not sure or they have now have a website which is up and running, which actually goes through their progress.

Question 3 – Councillor Sue Markham submitted the following question to the Portfolio Holder for Planning and Enforcement:

Why are so many planning applications being permitted to reach the final days of their statutory determination period without a decision or coming to committee? This situation raises serious concerns regarding compliance with statutory duties and proper administrative practice. We feel our hands are tied by the minimal time remaining. What immediate and substantive steps will be taken to ensure lawful determination within the prescribed timeframe and to prevent potential maladministration?

Councillor T. Venson, Portfolio Holder for Planning and Enforcement responded as follows:

Planning applications generally must be decided within 8 weeks for minor developments (householder/small projects) and 13 weeks for major developments.

Applications may take longer than the standard 8-13 weeks if they are particularly complex, require negotiation, require a Planning Committee decision (rather than officer delegation) or if statutory consultees require more time to provide a response.

If a decision cannot be reached within the statutory timeframe, the Local Planning Authority (LPA) may ask for a written agreement to extend the period. In the majority of cases, applicants agree to an extension but in some situations, they do not agree and therefore a decision needs to be made on the application.

The LPA has to provide information to Government on the time taken to issue decisions on applications. For the period October- December 2025 100% majors,

100% minors and 98% others/householders were dealt with within the required time frame.

Question 4 - Councillor Lubs Cvetkovic asked the following question to the Portfolio Holder for Business and Regeneration:

Back in December I spoke to Cllr King about grant funding being made available to the Borough. I was delighted that some of this funding would be headed towards Bulkington.

Please could Cllr King update me on how much money has been allocated to Bulkington, and any limitations on how this money can be spent.

Would Cllr King still be willing to meet up to discuss how this money could best serve the residents of Bulkington

Councillor N. King, Portfolio Holder for Business and Regeneration, responded as follows:

At the moment, we're waiting for the projects to be submitted that fit the criteria before any of the money is allocated and finalised. Please be aware that one of the credentials is that the local MP's are involved in this project.

Please could you submit any projects to Jonathan White and include John Slinger MP?

And then in the meantime, I'm more than happy to meet up with you for any discussions.

Councillor L. Cvetkovic asked a supplementary question:

Councillor King, thank you for your reply. Could you let me know please what the criteria and limitations are because I haven't actually got a copy though, so they would be very much appreciated. Thank you.

Councillor N. King responded as follows:

Yes, of course I will get those emailed to you ASAP.

Question 5 – Councillor Martin Walsh asked the following question to the Portfolio Holder for Planning and Enforcement:

Does the portfolio holder for planning agree with me, and believe that given the recent media coverage, and the known historical issues of flooding along Woodlands Road, Woodlands Lane and the surrounding fields, that the outline planning application by Arbury Estates should never have been recommended for approval by the planning department?

And given now that following the reserved matters application by Taylor Wimpey, to build the 150 homes, that there has been multiple objections raised by WCC's flood team regarding mitigation, that the site should never have been in the previous Labour Borough Plan?

As this Council knows, I have spoken out against all applications in the Woodlands area since becoming the ward Councillor for Slough nearly 5 years ago and will continue to do so.

Councillor T. Venson, Portfolio Holder for Business and Regeneration responded as follows:

The outline planning application was recommended for approval by Planning Officers as it was considered to meet relevant Policies within the Borough Plan and the NPPF.

The Environment Agency and the Warwickshire County Council Flood Risk Management Team did not object to the outline planning application.

The Planning Officer's recommendation was overturned by the Planning Committee. The Council's decision to refuse the application was considered by the Planning Inspectorate and they overturned the decision.

The Warwickshire County Council Flood Risk Management team have submitted one objection as the details submitted are current insufficient and they do not allow the FRM team to suitably assess of the proposed development. Their consultation letter contains information as to how the developer can overcome their objection. Taylor Wimpey are reviewing this and will provide updated information in due course.

The site was allocated in the Borough Plan (2019) as part of the wider HSG4 – Woodlands site for approximately 689 dwellings. The Borough Plan was examined by an independent Inspector who considered all the supporting evidence including a Strategic Flood Risk Assessment to determine the Plan was sound.

CL67 **Special Urgency Decisions**

None taken

CL68 **Cabinet**

The Leader of the Council submitted the Leaders report on behalf of Cabinet. The report highlighted matters considered at the Cabinet meetings held on 3rd December 2025 and 21st January 2026 and details of reports from the West Midlands Combined Authority Board (WMCAB), which has a direct impact on NBBC.

RESOLVED that the report be noted.

CL69 **Election of the Mayor and Deputy Mayor**

The Council gave consideration to the selection of Mayor and Deputy Mayor for the Municipal Year 2026/27:

(a) Mayor

It was proposed by Councillor P. Hickling and seconded by W. Hancox that Councillor T. Sheppard be invited to accept the office of Mayor.

It was further proposed by Councillor K. Wilson and seconded by Councillor M. Bird that Councillor S. Markham be invited to accept the office of Mayor.

A vote was taken

RESOLVED that Councillor T. Sheppard be invited to accept the office of Mayor for Municipal Year 2026/27

(b) Deputy Mayor

It was proposed by Councillor C. Watkins and seconded Councillor K. Price that Councillor E. Amaechi be invited to accept the office of Deputy Mayor.

It was further proposed by Councillor J. Clarke and seconded Councillor S. Markham that Councillor K. Wilson be invited to accept the office of Deputy Mayor.

A vote was taken.

RESOLVED that Councillor E. Amaechi be invited to accept the office of Deputy Mayor for Municipal Year 2026/27

CL70 **Recommendations from Cabinet and Other Committees**

i) Recommendation from Local Government Reform sub-committee – Community Governance

At the Cabinet meeting held on the 21st January 2026 a report by Chief Executive was submitted and a recommendation put forward for Council approval.

Councillor S. Hey moved the recommendation for council approval.

Councillor C. Watkins seconded the recommendation.

A vote was taken.

RESOLVED that it is most logical to defer a full council decision to initiate a Community Governance Review, until the Government has decided on the future structure or local government within Warwickshire

ii) Treasury Management Update 2025/2026

At the Audit and Standards meeting held on the 3rd February 2026, a report by the Treasury and Technical Business Partner was submitted and a recommendation put forward for Council approval.

Councillor J. Bonner moved the recommendation for Council approval.

Councillor C. Smith seconded the recommendation

A vote was taken

RESOLVED that

a) the Treasury Management Report for 2025/26 - Quarter 3 report be noted; and

b) the update to the Treasury Management Practices in Appendix A of the report (TMP 5) be approved

iii) Treasury Management Practices (TMPs) 2026/27

At the Audit and Standards Committee meeting held on the 3rd February 2026 a report by Treasury and Technical Business Partner was submitted and a recommendation put forward for Council approval.

Councillor J. Bonner moved the recommendation for council approval.

Councillor C. Watkins seconded the recommendation.

A vote was taken:

It was **RESOLVED** that the updated TMPs be approved.

iv) Treasury Management Strategy Statement (TMSS) 26/27

At the Audit and Standards Committee meeting held on the 3rd February 2026 a report by the Treasury and Technical Business Partner was submitted and a recommendation put forward for Council approval.

Councillor J. Bonner moved the recommendation for Council approval.

Councillor C. Watkins seconded the recommendation.

A recorded vote was taken

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, J. Gutteridge, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, N. King, S. Markham, W. Markham, B. Pandher, C. Phillips, K. Price, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, and K. Wilson

AGAINST: Councillors M. Kondakor, R. Roze, and M. Wright

ABSTENTIONS: None

RESOLVED that the Treasury Management Strategy Statement including all Prudential Indicators, the MRP Policy and Annual Investment Strategy be approved

v) Constitution Updates from the Constitution Review Working Party

At the Audit and Standards Committee meeting held on the 3rd February 2026 a report by the Assistant Director – Democracy and Governance was submitted and recommendations put forward for Council approval.

Councillor J. Bonner moved the recommendation for council approval.

Councillor C. Smith seconded the recommendation.

A vote was taken.

RESOLVED that

- a) the number of signatories required for Motions on Notice be amended to one (1) Councillor and a Secunder;
- b) the Civic Honours Sub-Committee membership list be amended by removing 'The Cabinet Member - Finance and Corporate Services' and replace with 'One other Cabinet Member' as per Table 2 under 4.3.1 of the report;
- c) the Terms of Reference for the Shareholder Committee be included as per 4.4.2 of the report;
- d) it be ensured all public meetings have a Vice Chair appointed with effect from the 2026/2027 Municipal Year, as proposed in 4.5.1 of the report; and
- e) the wording under 4E.15 of the Constitution be amended as per Table 3 under 4.6.1. of the report.

vi) General Fund Revenue Budget 2026/27

Councillor S. Hey moved as per the constitution part 4A.12 (r) to suspend standing orders to extend the length of speeches on the budget items for the proposer and seconder beyond five minutes.

Councillor K. Wilson seconded the procedural motion.

A vote was taken

RESOLVED that as per the constitution part 4A.12 (r) standing orders to extend the length of speeches on the budget items for the proposer and seconder be suspended.

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Strategic Director – Corporate Resources was submitted and recommendations put forward for Council approval

Councillor S. Hey moved the recommendations for council approval with an additional recommendation that at point 5.4 of the report, the Selective Licensing figure be amended from £38k to £40k with the remaining figures (including the Total) being unaltered.

Councillor C. Watkins seconded the recommendations

Councillor K. Wilson, Leader of the Main Opposition, moved the following amendment:

Recommendations

It be Recommended to Council that:

- a) The Council Tax requirement for 2026/27 of £11,566,358, an increase of 2.99% on a Band D, is approved in accordance with the Local Government Finance Act 1992.
- b) The net General Fund revenue expenditure budget of £23,850,000 is approved (Appendix A).
- c) That Members' Allowances and Special Responsibility Allowances for the financial year 2026/27 not be increased in-line with the officer pay award.
- d) It be noted that the NNDR1 has been completed and submitted to the Ministry of Housing, Communities and Local Government (MHCLG) and included within the Budget for 2026/27 with a precept for Nuneaton and Bedworth Borough Council (NBBC) of £21,678,232 in 2026/27.
- e) The Fees and Charges for 2026/27 are approved and implemented.
- f) The Section 25 Statement of the S151 Officer in part 9 of the report detailing the reserve position, robustness of estimates and affordability is given due consideration when approving the budget and Council Tax for 2026/27.
- g) Delegated authority be given to the Strategic Director – Corporate Resources, Strategic Director – Housing & Community Safety and Strategic Director – Public Services to incur expenditure in accordance with the approved budget including undertaking procurement exercises in accordance with the Council's Contract Procedure Rules.
- h) Delegated authority be given to the Strategic Director – Corporate Resources to use the Financial Planning Earmarked Reserve when necessary to support the financial position of the Council.

- i) It be noted the update to the medium-term financial plan and use of reserves.
- j) The Leader of the Council writes to the Secretary of State for Environment, Food and Rural Affairs on behalf of the Council to outline the Council's concerns regarding the adequacy of Government funding to meet the full operational costs of delivering the mandated food waste collection service.
- k) The Leader of the Council writes to the Secretary of State for Levelling Up, Housing and Communities on behalf of the Council to outline the Council's concerns regarding the lateness of the Local Government Finance Settlement and the settlement amount awarded.

Budget Position

- 1.1. The draft budget was presented to Cabinet in December 2025 and a deficit position of £3.543m was reported.
- 1.2. Additional pressures were highlighted during the finalisation of the budget, and a breakdown of the final recommended position is summarised in the following table:

	2026/27
	£'000
General Fund Draft Budget Deficit	3,543
<u>Changes in Funding:</u>	
Update to Business Rates Retention	£734
Increased Revenue Support Grant	(£2,347)
Inclusion of Recovery Grant	(£514)
Council Tax Surplus	(£101)
Homelessness Consolidated Grant Increase	(£53)
<u>Additional Changes since the Draft Budget:</u>	
Reduction in Investment Income	£200
Increase in Pay award from 3% to 3.5%	£84
Emergency Planning Service change from External to Internal	£23
Bedworth Physical Activity Hub Contract	(£420)
Reviewed Business Rates Charges applicable to NBBC	(£175)
Changes due to the Pension Fund Revaluation	(£165)

Final Deficit to Fund	809
<u>Councillor Funding Decisions</u>	
Council Tax Increase at 2.99%	(£336)
Transformation savings target	(£500)
Funding software implementation by earmarked reserves	(£49)
Delete net zero consultancy	(£45)
Increase in Fees and Charges	(£18)
Remove increase in Members allowances	(£11)
Remove advertising for investment property	(£7)
Remove additional Deputy Monitoring Officer role	(£3)
Removal of an OSP chair (3 instead of 4) (10 months)	(£3)
Removal of transport support for NABCEL vehicle	(£3)
Remove member training	(£2)
<u>Growth Items:</u>	
Revenue Contribution to Park Refurbishment	£75
Borough Sweep Annually	£42
Changes in Car Parking Charges	£32
Community Grants	£9
Borough Party Event	£5
Bulkington Christmas Lights	£5
Total Deficit / (Surplus)	0

Member Funding Decisions

- 1.3. In previous years there has been a budget provision to account for vacancy savings. This was not included within the draft budget but following further analysis the saving has been re-instated.
- 1.4. Increasing the council tax by the maximum 2.99% will increase funding to deliver services.
- 1.5. Within the draft budget was the inclusion of software implementation as a one-off cost. This has been removed and the cost of the implementation will be funded from earmarked reserves.
- 1.6. Fees and charges be increases as stated in point 2.

- 1.7. Freeze the member allowances at the 2025/26 rates so therefore there would be no increase in line with the officer pay award for 2026/27.
- 1.8. Remove additional officer growth for advertising of properties as the current budget is deemed sufficient.
- 1.9. Remove the officer growth request for an additional Deputy Monitoring Officer to support with Local Government Reorganisation and keep the current level of 1 Deputy Monitoring Officer.
- 1.10. Reduce the overview and scrutiny panels down to 3 rather than 4 from June 2026.
- 1.11. Remove the cost of support for the NABCEL vehicles.
- 1.12. Removal of the officer growth request for member training provision.

Growth Items

- 1.13. Re-introduce the £75k contribution to improve parks equipment within the Borough for 2026/27.
- 1.14. To implement a Borough sweep across the borough in 2026/27.
- 1.15. Change car park fees and charges and re-vert back to the cost of £1.50 for 3 hours of parking.
- 1.16. Increase the provision to provide small grants to community groups during 2026/27.
- 1.17. Ensure budget is available to introduce a Borough party in the park for 2026/27.
- 1.18. Implement a Christmas light turn on event in Bulkington similar to those currently provided in Nuneaton and Bedworth during 2026/27.

2. Fees and Charges

- 2.1. Discretionary fees and charges are recommended to be uplifted by December CPIs rate of 3.4% (excluding the green bin charge). The Fees & Charges Policy was approved by Cabinet in July 2025.

2.2. No uplifts for fees and charges within the following services are proposed due to reviews on-going:

- Planning and Land Charges
- Licencing
- Legal

2.3. During 2026/27 individual cabinet reports will be presented in relation to the above service area fees and charges with recommendations for uplifts.

3. Medium-Term Financial Plan

3.1. A revised Medium Term Financial Strategy (MTFS) was reported to Cabinet in November 2022 and was noted in the report that the Plan that accompanies the Strategy will be updated and presented during the budget process. Now a multi-year settlement has been finalised on the 9th February 2026 the MTFS will be updated and presented to Cabinet during 2026/27.

3.2. Attached at Appendix A is an updated Medium Term Financial Plan based on the members funding decisions and growth items. Growth items are included for 2026/27 but removed in 2027/28 except for the revision of car parking fees.

3.3. The General Fund Reserve balance would need to be utilised in future years to fund the deficits if savings can't be identified to balance the General Fund in 2027/28 and 2028/29.

3.4. The budget presented is balanced over the three-year period and although this requires a drawdown from the General Fund Reserve Balance it is deliverable. This is due to the contributions reducing the reserve but maintaining 10% of net expenditure as a balance by 2028/29.

Opposition General Fund Budget Summary

GENERAL FUND MEDIUM-TERM FINANCIAL PLAN

	Budget	Proposed Budget	Forecast	Forecast
	2025.26	2026.27	2027.28	2028.29
	£'000	£'000	£'000	£'000
Portfolio				
Business & Regeneration	1,289	1,184	1,271	1,359
Environment & Public Services	6,991	8,105	8,784	9,262
Housing	63	121	217	300
Leisure, Communities & Health	4,994	4,861	4,972	5,067
Planning & Enforcement	1,593	2,165	2,238	2,301
Resources & Central Services	8,096	8,809	8,783	9,210
Portfolio Expenditure	23,027	25,246	26,266	27,499
Accounting Adjustments				
Depreciation	(3,097)	(3,169)	(3,169)	(3,169)
Minimum Revenue Provision	530	829	1,424	1,454
Interest Payable	941	1,076	942	670
Interest Receivable	(741)	(459)	(409)	(339)
Financing of Capital Expenditure	1,125	1,125	540	540
Contributions to/from reserves	(1,436)	(1,436)	(890)	(110)
Central Provisions	433	637	642	648
Net Expenditure	20,784	23,849	25,347	27,191
Provisions				
Forecasted Outturn	(250)	0	0	0
Regeneration Income	0	0	(1,040)	(1,421)
Removal of 2026/27 One-off Spend	0	0	(137)	(137)
Transformation Savings	0	0	(1,100)	(1,800)
LGR Shadow Cabinet	0	0	250	0
Additional Pressures/Opportunities	(250)	0	(2,027)	(3,358)
Funding				
NDR	(7,717)	(5,303)	(5,026)	(5,127)
Council Tax	(11,196)	(11,666)	(12,031)	(12,515)
New Homes Bonus	(1,027)	0	0	0

Revenue Support Grant	(330)	(5,818)	(5,694)	(5,622)
Recovery Grant	(514)	(514)	(514)	(514)
Adjustment Support Grant	0	(546)	0	0
Total Funding	(20,784)	(23,848)	(23,265)	(23,778)
Deficit	(250)	0	54	55

Councillor S. Markham seconded the amendment.

An adjournment took place at 8.05pm until 8.20pm.

Councillor K. Wilson moved a procedural motion in line with the constitution Part 4A.12 (m) to suspend standing orders to continue the meeting beyond three hours until the business of the meeting has been concluded.

Councillor J. Clarke seconded the procedural motion

A vote was taken

RESOLVED that the procedural motion was carried.

A recorded vote was taken on the amendment as follows:

FOR: Councillors M. Bird, D. Brown, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, M. Etienne, J. Gutteridge, J. Hartshorn, A. Khangura, S. Markham, W. Markham, B. Pandher, R. Smith, M. Walsh and K. Wilson

AGAINST: Councillors E. Amaechi, J. Bonner, A. Bull, S. Dhillon, W. Hancox, S. Hey, P. Hickling, B. Hughes, T. Jenkins, N. King, M. Kondakor, C. Phillips, K. Price, R. Roze, B. Saru, J. Sheppard, T. Sheppard, C. Smith, T. Venson C. Watkins and M. Wright

ABSTENTIONS: None

The amendment was lost

A recorded vote was taken on the substantive motion as follows:

FOR: Councillors E. Amaechi, J. Bonner, A. Bull, S. Dhillon, W. Hancox, S. Hey, P. Hickling, B. Hughes, T. Jenkins, N. King, M. Kondakor, C. Phillips, K. Price, B. Saru, J. Sheppard, T. Sheppard, C. Smith, T. Venson C. Watkins and M. Wright

AGAINST: Councillors M. Bird, D. Brown, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, M. Etienne, J. Gutteridge, J. Hartshorn, A. Khangura, S. Markham, W. Markham, B. Pandher, R. Roze, R. Smith, M. Walsh and K. Wilson

ABSTENTIONS: None

The substantive motion was carried

It was **RESOLVED** that

- a) the Council Tax requirement for 2026/27 of £11,566,358, an increase of 2.99% on a Band D, be approved in accordance with the Local Government Finance Act 1992;
- b) it be noted that the NNDR1 has been completed and submitted to the Ministry of Housing, Communities and Local Government (MHCLG) and included within the Budget for 2026/27 with a precept for Nuneaton and Bedworth Borough Council (NBBC) of £21,678,232 in 2026/27;
- c) the Fees and Charges for 2026/27 (Appendix C of the report) be approved and implemented;
- d) the net General Fund revenue expenditure budget of £23,838,704 be approved (Appendix A of the report);
- e) the Section 25 Statement of the S151 Officer in part 9 of the report detailing the reserve position, robustness of estimates and affordability was given due consideration when approving the budget and Council Tax for 2026/27;
- f) delegated authority be given to the Strategic Director – Corporate Resources, Strategic Director – Housing & Community Safety and Strategic Director – Public Services to incur expenditure in accordance with the approved budget including undertaking procurement exercises in accordance with the Council’s Contract Procedure Rules;
- g) delegated authority be given to the Strategic Director – Corporate Resources to use the Financial Planning Earmarked Reserve when necessary to support the financial position of the Council;
- h) it be noted the update to the medium-term financial plan (section 6 of the report) and use of reserves (section 7 of the report);

- i) the Leader of the Council writes to the Secretary of State for Environment, Food and Rural Affairs on behalf of the Council to outline the Council's concerns regarding the adequacy of Government funding to meet the full operational costs of delivering the mandated food waste collection service;
- j) the Leader of the Council writes to the Secretary of State for Levelling Up, Housing and Communities on behalf of the Council to outline the Council's concerns regarding the lateness of the Local Government Finance Settlement and the settlement amount awarded; and
- k) at point 5.4 of the report, the 'Include resource for Selective Licensing' figure be amended from £38k to £40k with the remaining figures (including the Total) being unaltered.

Councillors T. Cooper, J. Gutteridge and W. Markham left the meeting.

vii) Housing Revenue Account Budget 2026/27

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Strategic Director – Corporate Resources was submitted and recommendations put forward for Council approval.

Councillor C. Watkins moved the recommendations for Council approval

Councillor S. Hey seconded the recommendations

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, and K. Wilson

AGAINST: None

ABSTENTIONS: M. Kondakor, R. Roze and M. Wright

It was **RESOLVED** that

- a) the budgeted surplus of £181 for 2026/27 be approved;
- b) a rent increase on dwellings of 4.8% from 6th April 2026 be approved;

- c) the fees and charges for the HRA (Appendix B of the report) be approved and implemented from 6th April 2026; and
- d) Delegated authority be given to the Strategic Director – Housing & Community Safety to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme.

viii) Capital Budget 2026/27

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Strategic Director – Corporate Resources was submitted and recommendations put forward for Council approval.

Councillor S. Hey moved the recommendations for Council approval.

Councillor C. Watkins seconded the recommendations

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, M. Kondakor, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, K. Wilson and, M. Wright

AGAINST: None

ABSTENTIONS: R. Roze

It was **RESOLVED** that

- a) The capital budget and forecast for 2026/27 to 2028/29 for the General Fund and Housing Revenue Account (HRA) be approved; and
- b) Delegated authority be given to the Strategic Director – Housing & Community Safety, Strategic Director – Public Services, and Strategic Director – Corporate Resources to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme.

ix) **Council Tax 2025/26**

The Leader of the Council, Cabinet Member for Resources & Central Services, Councillor S. Hey, moved the resolution setting the Council Tax for the Council's area for council approval.

Councillor C. Watkins seconded the resolution.

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, M. Kondakor, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, R. Roze, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, K. Wilson and, M. Wright

AGAINST: None

ABSTENTIONS: None

It was **RESOLVED** that

1. it be noted that on 3rd December 2025 the amount of 41,369.0 has been calculated and determined as the Council Tax base for the year 2026/27 for the whole council area [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the 'Act')].
2. Calculate that the Council Tax requirement for the Council's own purposes for 2026/27 is **£11,566,358.71**
3. the following amounts be calculated by the Council for the year 2026/27 in accordance with Sections 31 to 36 of the Act:-
 - (a) **£ 111,763,745.63**
being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;
 - (b) **£100,197,386.92**
being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;
 - (c) **£ 11,566,358.71**
being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - (d) **£279.59**

being the amount at 3(c) above (item R), divided by item T (1(a) above), calculated by the Council, in accordance with Section 31A(4) of the Act, as the basic amount of its Council Tax for the year.

4. it be noted that for the year 2026/27 **Warwickshire County Council** has indicated a precept requirement to the Council of **£78,760,784.34** and has indicated the amounts set out in Column 3 of the table in 6 below in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings.
5. it be noted that for the year 2026/27 the **Warwickshire Police and Crime Commissioner** has indicated a precept requirement to the Council of **£13,184,704.48** and has indicated the amounts set out in Column 4 of the Table in 6 below in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings.
6. the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the Council's amount of Council tax as shown in column 2 below for each category of dwelling.

1	2	3	4	5
Valuation Bands	Nuneaton & Bedworth Borough Council	Warwickshire County Council	Warwickshire Police & Crime Commissioner	Council Tax 2026/27
	£	£	£	£
R A	155.33	1,057.70	177.06	1,390.09
A	186.39	1,269.24	212.47	1,668.10
B	217.46	1,480.78	247.89	1,946.13
C	248.52	1,692.32	283.30	2,224.14
D	279.59	1,903.86	318.71	2,502.16
E	341.72	2,326.94	389.53	3,058.19
F	403.85	2,750.02	460.36	3,614.23
G	465.98	3,173.10	531.18	4,170.26

H	559.18	3,807.72	637.42	5,004.32
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7. the Referendums Relating to Council Tax Increases (Principles) (England) Report 2026/27 sets out the principles which the Secretary of State has determined will apply to local authorities in England in 2026/27. The Council is required to determine whether its basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992; and

8. for the purposes of Section 222 the Local Government Act 1972, pursuant to Section 223 of the Local Government Act 1972, Council approve the following officers be authorised to prosecute and/or defend on behalf of the Council, or to appear on behalf of the Council any proceedings before a magistrates' court to prosecute or defend or to appear in any such proceedings, in relation to the recovery of all non-domestic rates, council tax, business improvement district and other debts and to appear in such proceedings:

Income Recovery Officer (Magistrates' Court)	Revenues Shared Services Manager (Magistrates' Court)	Revenues Team Leader – Recovery (Magistrates' Court)
Head of Revenues and Benefits Shared Service (Magistrates' Court)	Solicitor to the Council (Magistrates' Court)	Litigation and Contracts Solicitor (Magistrates' Court)

x) Local Council Tax Support Scheme

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Assistant Director – Finance was submitted and a recommendation put forward for Council approval.

Councillor S. Hey moved the recommendation for Council approval.

Councillor C. Watkins seconded the recommendation

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, M. Kondakor, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, R. Roze, B. Saru, J. Sheppard, T.

Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, K. Wilson and, M. Wright

AGAINST: None

ABSTENTIONS: None

It was **RESOLVED** that the report and Local Council Tax Support scheme for 2026/2027 be approved.

xi) Crisis and Resilience Fund Policy 2026

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Assistant Director – Finance was submitted and a recommendation put forward for Council approval.

Councillor S. Hey moved the recommendation for Council approval.

Councillor C. Watkins seconded the recommendation

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, M. Kondakor, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, R. Roze, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, K. Wilson and, M. Wright

AGAINST: None

ABSTENTIONS: None

It was **RESOLVED** that the report and the policy for the Housing Payment Crisis Resilience Fund 2026/27 be approved.

xii) Council Tax S13A Policy

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Assistant Director – Finance was submitted and a recommendation put forward for Council approval.

Councillor S. Hey moved the recommendation for Council approval.

Councillor C. Watkins seconded the recommendation.

A recorded vote was taken as follows:

FOR: Councillors E. Amaechi, M. Bird, J. Bonner, D. Brown, A. Bull, J. Clarke, J. Collett, S. Croft, L. Cvetkovic, S. Dhillon, M. Etienne, W. Hancox, J. Hartshorn, S. Hey, P. Hickling, B. Hughes, T. Jenkins, A. Khangura, N. King, S. Markham, B. Pandher, C. Phillips, K. Price, B. Saru, J. Sheppard, T. Sheppard, C. Smith, R. Smith, T. Venson, M. Walsh, C. Watkins, and K. Wilson.

AGAINST: R. Roze

ABSTENTIONS: M. Kondakor and M. Wright

It was **RESOLVED** that the report and the Council Section 13A (1) (C) Policy for financial year 2026/27 be approved.

xiii) NBBC Business Rate Discretionary Relief Policy

At the Cabinet meeting held prior to Council on the 25th February 2026 a report by the Assistant Director – Finance was submitted and recommendations put forward for Council approval.

Councillor S. Hey moved the recommendations for Council approval with an additional recommendation as follows:

‘Section 7 of the policy be referred to the relevant Overview and Scrutiny Panel for review’

Councillor C. Watkins seconded the recommendations

It was **RESOLVED** that

- a) the policy outlining the Council’s approach for Non-Domestic Rates Relief for 2026/27 be approved; and
- b) Section 7 of the policy be referred to the relevant Overview and Scrutiny Panel for review

Mayor

NUNEATON AND BEDWORTH BOROUGH COUNCIL

COUNCIL

18th March, 2026

An Extraordinary Council meeting of the Nuneaton and Bedworth Borough Council was held on Wednesday, 18th March 2026.

Present

Mayor Councillor B. Saru

Councillors, E. Amaechi, M. Bird, J. Bonner, A. Bull, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, J. Gutteridge, W. Hancox, S. Hey, P. Hickling, B. Hughes, T. Jenkins, N. King, M. Kondakor, S. Markham, W. Markham, B. Pandher, C. Phillips, K. Price, R. Roze, J. Sheppard, C. Smith, T. Venson, C. Watkins, K. Wilson and M. Wright.

Apologies were received for Councillors D. Brown, S. Dhillon, M. Etienne, A. Khangura, Deputy Mayor Councillor T. Sheppard, R. Smith and M. Walsh

Absent: Councillor J. Hartshorn

CL71 **Declarations of Interests**

RESOLVED that the Declarations of Interests for this meeting are as set out in the schedule available to view on the website.

CL72 **Announcements**

None

CL73 **Public Participation**

No public questions or statements received for the meeting.

CL74 **Empty Homes and Second Homes Council Tax Premium – Pursuant to Section 5 of The Local Government and Housing Act 1989**

The Monitoring Officer submitted a report to Council on the above and during his presentation added the following recommendation at point 2.1.7 of the report:

2.1.7 That Full Council notes that Appendices to this report remain confidential and is not for publication on the basis that it contains information subject to legal professional privilege.

Councillor S. Hey moved the recommendations in the report and the added recommendation at 2.1.7.

Councillor C. Watkins seconded the recommendations.

Councillor K. Wilson moved the following amendment:

'In recognition that the current Deputy Leader of the Council presided over the Council as Leader that acted unlawfully, the Council requests the new leader to remove the current Deputy Leader from Cabinet and appoint a new Cabinet Member for Housing and Deputy Leader.'

Councillor S. Markham seconded the amendment.

A recorded vote was taken as follows:

FOR: Councillors M. Bird, J. Clarke, J. Collett, T. Cooper, S. Croft, L. Cvetkovic, J. Gutteridge, S. Markham, W. Markham, B. Pandher, and K. Wilson.

AGAINST: Councillors E. Amaechi, J. Bonner, A. Bull, W. Hancox, S. Hey, P. Hickling, B. Hughes, T. Jenkins, N. King, M. Kondakor, C. Phillips, K. Price, B. Saru, J. Sheppard, C. Smith, T. Venson, C. Watkins, and M. Wright.

ABSTENTIONS: Councillor R. Roze

The amendment was lost

A vote on the substantive recommendations was taken.

It was **RESOLVED** that

- a) the Monitoring Officer's report be considered;
- b) the Second Home Council Tax Premium be withdrawn;
- c) the additional levies associated to the Empty Property Premium introduced from 01/04/2025 be withdrawn with immediate effect and revert to the 2021 levy as per section 4.7 of the report;
- d) any payments made by individuals under those charges be refunded;
- e) Preceptors be notified, where relevant, for whom the Council collects these premiums as the billing authority;
- f) recommence the process of introducing the Second Homes Council Tax Premium and Empty Property Premium be recommenced in full

accordance with statutory guidance, subject to a future Cabinet and Full Council report; and

- g) appendices to the report remain confidential and are not for publication on the basis that it contains information subject to legal professional privilege be noted.

Mayor

4A.9 PUBLIC PARTICIPATION

4.9.1 General

At each Ordinary Meeting or Extra Ordinary Meeting of the Council, 20 minutes (which can be extended at the discretion of the Mayor) shall be set aside for questions or statements from the public gallery by any resident of the Borough in relation to matters in respect of which the Council has powers or duties, or which affect the Borough. In the case of an Extra Ordinary Meeting the question or statement must relate to the business of that meeting.

4.9.2 Notice of Questions and Statements

No such question shall be asked, or statement made, unless it shall have been delivered in writing to the Head of Paid Service no later than 12 noon, two working days, before the meeting of the Council.

4.9.3 Scope of Questions and Statements

The Head of Paid Service may reject a question or statement if it:

- a) is not about a matter for which the Council has a responsibility or which doesn't affect the Borough;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months;
- d) requires or involves the disclosure of confidential or exempt information; or
- e) It is not a question nor a statement, as provided for in these Procedure Rules.

4.9.4 The Mayor will invite the relevant Cabinet Member or Committee Chair to give a reply. Such reply shall not exceed five minutes. In the case of a question, on the discretion of the Mayor, a supplementary question may be asked if arising directly from the reply, provided that the original allocation of five minutes is not exceeded. The Mayor may reject a supplementary question on any of the grounds detailed in paragraph 4.9.3 above

4.9.5 Time Limit and Number of Questions

No question or statement shall exceed three minutes. In the event of there being more than one question or statement, the Head of Paid Service will ensure that questions and statements are dealt with in the order received. At the expiry of the 20 minute period, or such period as may be agreed by the Mayor, or after the reply to the final question or statement, whichever shall first occur, the Council will proceed to the next business.

4.9.6 Record of Questions and Statements

The question or statement and the reply given shall be minuted.

4.9.7 Reference of Question to the Cabinet or a Committee

Unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee. Once seconded, such a motion will be voted on without discussion.

4.9.8 Any question or statement which cannot be dealt with during Public Participation because of lack of time will be dealt with in writing, and recorded in accordance with paragraph 4.9.6.

4A.10 QUESTIONS BY COUNCILLORS

4.10.1 A Member of the Council may ask the Leader of the Council or the Chair of a Committee any question without notice upon an item of the report of the Cabinet or a Committee (respectively) when that item is being received or under consideration by the Council.

4.10.2 Questions on Notice at Full Council

At each meeting a Member of the Council may ask no more than one question (but see 4.10.3(b) below) on any matter in relation to which the Council has powers or duties, or which affects the Borough. A Member may choose to ask their permitted question of either:

- a Member of the Cabinet; or
- the Chair of any Committee, Panel or Sub-Committee

4.10.3 No such question under paragraph 4.10.2 shall be asked unless:

- (a) the question has been delivered in writing to the Head of Paid Service and Leader 12 noon two working days before the day of the meeting of the Council; or
- (b) where the question relates to urgent matters, they have the consent of the Mayor or the Leader of the Council or the Portfolio Holder to whom the question is to be put or in the case of a Committee, Panel or Sub-Committee, the Chair, and the content of the question is given to the Head of Paid Service at least three hours before the time that the meeting is due to start.

4.10.4 The Member who put the question may ask one supplementary question of the Member to whom the first question was asked if it arises directly out of the original question or the reply, and shall be put and answered without discussion.

4.10.5 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

4.10.6 Request to Speak on the Matter

- (a) Arising from the question, and the response or supplementary response given, any other member of the Council may request to move a motion in connection with the response under consideration and, if seconded, speak on the item. The Rules of Debate as set out in Council Procedure Rule 13 shall apply (as modified below) and the responder to the original question shall have the right of reply at the end of the debate.
- (b) Any debate on a question shall be limited to no more than 15 minutes (excluding the right of reply) and each member shall be limited to speaking for no more than three minutes each.
- (c) Notwithstanding the provisions of (b) above, the maximum time for Members' questions shall not normally exceed 45 minutes, and the Mayor shall have discretion to limit the debate on questions as he or she shall see fit.

4.10.7 Reference of Question to the Cabinet or a Committee

Any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee. Once seconded, such a motion will be voted on without discussion.

4.10.8 Any question which cannot be dealt with because of lack of time will be dealt with in writing in accordance with paragraph 4.10.5 (c).

4.10.9 Questions on Notice at Committees, Panels or Sub-Committees

A Member of a Committee, Panel or Sub-Committee may, upon giving notice, ask the Chair of it one question on any matter in relation to which the Council has powers or duties, or which affect the Borough and which falls within the Terms of Reference of that Committee, Panel or Sub-Committee

Cabinet Report to Council – April 2026

1. Introduction

This report deals with the Cabinet meeting held on 25th February and 4th March 2026

2. 25th February - Cabinet Meeting

a) Domestic Food Waste Collections (Key Decision)

- **Communities and Public Services – Councillor K. Price**

Cabinet received a report on setting out the arrangements for enacting the delivery of domestic food waste collections in accordance with the requirements of the Environment Bill 2021. Cabinet agreed the recommendations that had been put forward by the Food Waste Procurement Working Group via the Overview and Scrutiny Panel enabling the procurement process to be implemented in time for the roll out of the service.

b) General Fund, Housing Revenue Account (HRA) and Capital Budget 2026/27 (Key Decision)

- **Resources and Central Services – Councillor S. Hey**

- **Housing – Councillor C. Watkins**

Cabinet approved the General Fund Budget 2026/27 for recommending to Council which was subsequently approved, the Authority must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council. The Council faces financial risks from a number of sources, some of which are unforeseen and to ensure the authority is able to operate, specifically statutory obligations, a full risk analysis was undertaken. The Council holds reserves for these risks and these are robust and will enable support of council services. Following the funding changes in the Local Government Finance Settlement, increases in Core Spending Power from 2026/27 to 2027/28 and 2028/29 heavily relies on Council Tax being increased however savings targets will be identified to ensure the Council is sustainable.

Cabinet was presented with the Housing Revenue Account (HRA) revenue budget for 2026/27, Cabinet approved the budget to be recommended to Council and this was also subsequently approved. The budget has a surplus position of £181 and is currently in a sustainable position with a balanced Business Plan which does not currently reduce the HRA balances. With on-going reviews occurring in 2026/27 and the changes in relation to how rent will be uplifted from 1st April 2027 the work outlined in the report will help towards achieving a robust and sustainable Housing Revenue Account.

Finally, the Capital budget and forecast for 2026/27 and 2028/29 for the General Fund and HRA were presented to Cabinet. Cabinet recommended the budget to council, and this was subsequently approved. The capital programme is fully funded in its present form and there is expected to be slippage on projects in 2025/26. The review of the regeneration plan has mitigated the risks previously being seen but there are still potential concerns as the Council is unable to borrow more than is budgeted and grant funding is fully committed. To remain financially sustainable will be dependent upon interest rates and inflation being stable and ideally reducing. Any increases in costs as seen in previous years could create risks around affordability. This is being kept under close review.

d) Local Council Tax Support Scheme 2026/27 (Key Decision)

- Resources and Central Services – Councillor S. Hey

The Local Council Tax Scheme was recommended by Cabinet for Council approval. The Regulations were updated by government and to ensure the residents receive the correct amount of support in line with legislation, the scheme needed to be updated for 2026/27 by 11th March 2026.

e) Crisis and Resilience Fund Policy 2026 (Key Decision)

- Resources and Central Services – Councillor S. Hey

The Crisis and Resilience Fund Policy was presented to Cabinet seeking approval in the approach to supporting our residents who need additional financial support with their housing costs. From April 2026, Discretionary Housing Payments (DHPs) in England will cease to be delivered under the Discretionary Financial Assistance Regulations (2001) and the Discretionary Housing Payments (Grants) Order (2001). DHPs will be replaced by the Housing Payment strand of the Crisis Resilience Fund (CRF). The Housing Payment will closely replicate existing DHP guidelines and will adopt a phased transition over the 3-year funding period.

f) Council Tax S13 Policy (Key Decision)

- Resources and Central Services – Councillor S. Hey

Cabinet endorsed the council's approach to supporting Council Taxpayers in line with S13a (1) (c) of the Local Government Finance Act 1992. As in previous years Nuneaton and Bedworth Borough Council will support our residents who need additional assistance where statutory discounts, exemptions and reductions have been applied or where they don't apply.

g) NBBC Business Rate Discretionary Relief Policy

- Resources and Central Services – Councillor S. Hey

Cabinet approved the recommendation to Council endorsing the Council's approach for Non-Domestic Rates Relief for 2026/27 and the Council will continue to support key businesses within the area with a comprehensive and aligned policy. This policy was approved at Full Council.

Other items considered

- Utility Management Solution and Energy Administrative Services Provider-Concession Contract

3. 4th March 2026 – Cabinet Meeting

a) First Consideration and Biodiversity report (Key Decision)

- Planning and Enforcement – Councillor T. Venson

Cabinet received a report informing them of the Council's legal duty to conserve and enhance biodiversity (the Biodiversity Duty) through its actions, and to introduce the new statutory Biodiversity Reporting Duty required under the Environment Act 2021. Conserving and enhancing biodiversity is one of the key ways of tackling climate change. Publishing a First Consideration Report and a Biodiversity Duty Report ensures that the Council are complying with legislation. The Biodiversity Report also assists in monitoring the Council's actions as set out within the First Consideration Report.

b) Bedworth Physical Activity Hub (BPAH) Update (Key Decision)

- Leisure and Health – Councillor B. Hughes

The Cabinet received a further update on the leisure development in relation to the BPAH. Construction of the Bedworth Physical Activity Hub commenced in September 2024 and remains firmly on track, with overall completion expected in October 2026. Cabinet members have continued to be updated on project progress with the monthly dashboard being circulated and all members and site visits. Following the adoption of the first Leisure Strategy in 2017 and subsequent refresh in 2020/21, this allowed NBBC to request S.106 funds from Developers to support increasing specific leisure facilities to meet demand from housing growth. To date NBBC has received £600k towards specifically the BPAH. These funds can be used to support the additions "extra and overs" to complete the external works. Any unspent S.106 funds will be used to reducing the capital borrowing that NBBC has undertaken to deliver the overall project.

The demolition of the existing Bedworth Leisure Centre has been factored into the overall project budget for the BPAH. However, until the site is closed and a full intrusive survey is carried out, there are known unknowns within the site, given the age of the building such as asbestos. It is prudent to set aside a further contingency element of £100k supported from the S.106 funds, until this element of the project is completed. Any funds not used within this contingency would go back to support the original financial strategy in repaying the prudential borrowing element.

c) Sherbourne Recycling Ltd – Shareholder Agreement Amendments (Key Decision)

- Communities & Public Services – Councillor K. Price

Cabinet received an update and approved proposed changes for the management and governance at the Sherbourne Recycling facility and changes to the Shareholder Agreement. The changes to the Shareholder Agreement are recommendations from an independent external governance review, which was commissioned by the Board of Directors (with Shareholder support). It was expected that governance arrangements during the construction phase would need to be reviewed once there had been a period of operational running of the company. It was recognised that what is needed at construction phase and running a business are likely to be different.

The changes to the Shareholder Agreement will enable the appointment of an independent non-executive Chair to the Board of Directors, build in provision to enable the appointment of additional independent non-executive directors (if needed in the future) and amend board voting rights, so that all Board members including the new Chair and the Managing Director, all have an equal vote.

**d) Action Plan – Local Government Peer Review – Next Steps
(Key Decision)**

- All Portfolios

Cabinet approved the adoption of the Action Plan that sets out the Council's proposed approach to addressing the recommendations made by the LGA Peer Review Team and establishes clear actions, milestones and accountability for delivery.

e) Corporate Delivery Plan April 2026 – March 2027 (Key Decision)

- All Portfolios

Cabinet approved the refreshed Corporate Delivery Plan for the 2026/27 financial year and sets out the detailed actions and performance measures that will support the achievement of the Council's Strategic Priorities.

f) General Fund, Housing Revenue Account (HRA) and Capital Budget Monitoring Quarter 3 2025/26 (Key Decision)

- Resources and Central Services – Councillor S. Hey

- Housing – Councillor C. Watkins

Cabinet approved the General Fund Budget monitoring report, early pressures have been mitigated through vacancy savings and additional income but the unexpected major cost for capital is resulting in a potential large overspend in year. This can be covered by general reserve as a prudent approach has been taken to ensure risk reserves are in place, but reserves can only be utilised once. The Council must give careful consideration of financial risks this is the key to remain financially sustainable, and a transformation strategy is in development to identify longer term savings.

Cabinet approved the budget monitoring report for the HRA taking note of the spend pressures arising from repair issues and their impact on day-to-day operation of the HRA, as reliance on vacancy savings and treasury decisions to offset overspends is not sustainable long-term. A review of the HRA Business Plan will lay out future plans for income generation and cost mitigation. Due to the pressure being faced during 2025/26, the profile of expenditure is likely to alter.

Cabinet approved the Capital Budget Monitoring report. The capital programme is fully funded in its present form. The biggest risks to the Council are inflation, price increases for building supplies plus any delays which could occur result in funding being withdrawn. Adjustments to the programme considering the difficulties around cost and delivery will be reported to Cabinet but projects are continually under review for viability. Interest rates on projects where prudential

borrowing is required will be carefully assessed for affordability prior to progressing.

g) Regeneration Projects Update

- Business and Regeneration – Councillor N. King

Cabinet received an update on the progress of the regeneration projects taking place within the Borough. Cabinet approved the increase to the financial value of the General Builder Contract this will enable relevant works related to Phase 2 of Grayson Place only, to be undertaken more quickly. Additional funding has been identified for the undertaking of works that would support a higher specification than grass seeding the public realm area. These funding streams are external and relate to the UK Shared Prosperity Fund, Pathfinder Fund and Impact fund.

Other Items Considered

- Home Environment Assessment & Response Team (HEART) Arrangements (EXEMPT)

West Midlands Combined Authority (WMCA)

There are no specific reports to highlight to Council. The WMCA minutes are available on the WMCA website.

5. Conclusion

This report is presented on behalf of Cabinet, and, as always, my colleagues and I are only too happy to take any questions in relation to this report.

Councillor S. Hey
Leader of the Council on behalf of Cabinet

2026

Annual Overview and Scrutiny Report 2025/26

Annual Overview and Scrutiny Report 2025/26

Contents

Page	Description	Description
2	Introduction	Purpose of Overview and Scrutiny
3	Overview and Scrutiny Remits	
6	Business, Regeneration and Planning OSP	
7	Housing and Communities OSP	
8	Environment and Leisure OSP	
10	Health and Corporate Resources OSP	

1.0 Introduction

Purpose of Overview and Scrutiny

The Overview and Scrutiny function at Nuneaton and Bedworth Borough Council (NBBC) helps to improve the quality of services provided to local residents and supports and challenges the work of the Council's Cabinet.

Overview and Scrutiny conducts a number of roles, including:

- (a) monitoring the decisions of the Cabinet
- (b) advising the Council on forthcoming decisions
- (c) contributing to the development and review of Council policy
- (d) reviewing decisions that have been taken by the Cabinet but not yet implemented that are "called in" for further consideration

Currently there are four panels, each OSP panel covers a specific remit of Council business and activities.

All Members except Members of the Cabinet may be Members of an OSP. However, no Member may be involved in scrutinising a decision in which they have been directly involved. Cabinet Members for the relevant OSP are invited to attend to answer any specific questions within their respective portfolio.

At the start of each municipal year the Members of each OSP will determine the annual work programme. This may include any items carried forward from the previous year, any new items that have been submitted and the standing items for that particular OSP.

Three more independent co-opted Members were recruited this year, meaning that each OSP now has a co-opted Member attending the meetings. The Co-opted Members are able to join in the discussions and ask questions, but do not have voting rights.

Overview & Scrutiny Panel Remits:

Business, Regeneration & Planning Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Transforming Nuneaton • Transforming Bedworth • Town Centre Regeneration • Town Centres and Marketing (including markets) • Tourism and Twinning • Economic Development • Sub Regional and Regional Partnerships • Car parks, bus shelters, bus station and CCTV • Public conveniences • Estates including land and property 	Business & Regeneration
<ul style="list-style-type: none"> • Development Control and Planning Policy • Borough Plan • Building Control • Street names • Highway Agency arrangements • Land drainage • Health and Safety (Internal to NBBC Operations) • Public Spaces Protection Orders • Environmental Health to include food safety, pest control, dog fouling and strays and health and safety enforcement (external to NBBC operations) • Licensing Policy • Abandoned vehicles 	Planning and Enforcement

Housing and Communities Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Housing Revenue Account operation • Strategic Housing and Homelessness • Private Sector Housing • HEART 	Housing
<ul style="list-style-type: none"> • Communities • Grants to Voluntary Sector • NABSCOP 	Leisure, Communities and Health

Environment and Leisure Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Grounds maintenance and parks • Allotments • Cemeteries and crematoria • Museum and art galleries • Leisure and Community Centres and strategies • Culture 	Leisure, Communities and Health
<ul style="list-style-type: none"> • Refuse Collection • Street Cleansing • Recycling • Litter control • Sub-Regional MRF 	Environment and Public Services

<ul style="list-style-type: none"> • Climate Change • Environmental Sustainability • Amenity lighting • Drainage, sanitation and accumulations of rubbish 	
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Health and Corporate Resources Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Health 	Leisure, Communities and Health
<ul style="list-style-type: none"> • Council Budget • Finance • Procurement • Revenues and Benefits • Audit and Performance • Legal • Elections • Equalities and Insurance • Democratic Services including Mayoralty • Emergency Planning • Communications • Customer Services • IT • Business Support & HR • Facilities Management and maintenance 	Resources and Customer Services

2.0 Business, Regeneration and Planning OSP

- 2.1 The committee held three formal meetings during 2025/26 and a couple of examples of the Committee's key work is outlined below and Appendix A shows the entirety of items that the panel considered and the outcomes from them.
- 2.2 Members of the BRP OSP included: Councillors P. Hickling (Chair), J. Clarke (Vice-Chair), E. Amaechi, M. Bird, D. Brown, A. Bull, C. Phillips, B. Saru, R. Smith and Mr J. Healy.
- 2.3 The panel scrutinised a number of issues during the year which included Public Space Protection Orders, the Borough Plan and Consideration of Data around Land Supply Targets, and Town Centre/Economy Updates. Members also discussed and scrutinised Regeneration Updates around the Borough, which included Grayson Place and the Hotel. A number of suggestions and recommendations on areas such as EV charging points, parking and increasing footfall in the towns and markets, along with increasing occupancy at the Hotel were made. The OSP will continue to receive updates and regular reports on regeneration within the Borough as they were keen that these areas should continue to be scrutinised and discussed.
- 2.4 One agenda item was referred to this OSP from Full Council which related to the Nuneaton Arts CIO/Abbey Theatre – and the OSP Members resolved that this item should be followed up at a future meeting. Members also made a recommendation to Cabinet about NBBC representation on the Nuneaton Arts CIO Board of Trustees.
- 2.5 In addition to the above proposal to Cabinet, Panel Members also made recommendations to Cabinet which included concerns about the state of roads/improving traffic issues, and a request that Cabinet start the process for celebrating 800 years of Market Charter status in 2026.

3.0 Housing and Communities OSP

- 3.1 The committee held three formal meetings during 2025/26 with an Extraordinary meeting being held due to a 'Call in' on the Consultation of Pool Bank Street Car park. A couple of examples of the Committee's key work is outlined below, and Appendix B shows the entirety of items that the panel considered and the outcomes from them.
- 3.2 Members of the Housing and Communities OSP included: Councillors C. Phillips (Chair), M, Etienne (Vice-Chair), E. Amaechi, M. Bird, T. Cooper, S. Dhillon, B. Pandher, B. Saru, C. Smith and Mr A. Morgan
- 3.3 A key part of the Housing and Communities OSP work this year was the forming of the Houses of Multiple Occupation (HMOs) Working Group. The Group has met five times with a focus on creating and updating the Frequently Asked Questions document for publication on the Council's Website, this has been completed and will ensure accurate information is being communicated from the Council. The group has also received information from officers on the feasibility and implications of pursuing an Article 4 Direction. A report is being completed by the Planning Department via consultants to explore the use of an Article 4 directive in this Borough and if it would be advisable. The outcome of the report is due to go back to the working group in May/June. Lastly the group have received a presentation on the Renters Rights Bill from NBBC Officers and the impact this will have on landlords and the Council moving forward which could further shape the approach to HMO's.
- 3.4 The OSP have also played an important role in the overview of the Housing Performance data produced every quarter. The panel have received detailed performance reports monitoring the progress made against Key Performance Indicators and providing a critical friend to the Housing Team to ensure standards are being met e.g. Fire Safety in flats and Damp and Mould. In addition to this they have also received the results of Tenant Satisfaction survey which was positive and provided evidence to the Social Housing Regulator.

4.0 Environment and Leisure OSP

- 4.1 The committee held three formal meetings during 2025/26 with an Extraordinary Meeting held to discuss the future provision of the Lawn Buriel in the Borough and an additional meeting being held in late March 2026 to cover the outstanding business on the Work Programme. A couple of examples of the Committee's key work is outlined below, and Appendix C shows the entirety of items that the panel considered and the outcomes from them.
- 4.2 Members of the Environment and Leisure OSP included: Councillors J. Sheppard (Chair), M. Walsh (Vice-Chair), J. Collett, J. Gutteridge, S. Markham, C. Phillips, R. Roze, C. Smith, B. Saru and Mr J. Healy
- 4.3 A key part of the OSP's work this year has been the formation of the Food Waste Procurement Working Group and the Grounds Maintenance Procurement working group
- 4.4 The Food Waste Procurement Working Group met four times, the focus was to monitor the progress of the project and provide input on various elements such as:
- Service – how the service to residents is going to be delivered, costs associated with the delivery of the service and what the Council's responsibilities are in connection with the waste collection and where it is disposed of.
- Vehicle – the number of vehicles that need to be procured to deliver the service, how the costs were to be covered and to consider the maintenance of the vehicles specifically the hygiene of the waste containers due to the type of waste collected.
- Participation – Exploring the ways the new service will be communicated to residents how the supply of liners would be distributed to increase the likelihood of participation.
- Containers – The working group examined and tested various containers/caddy's looking at affordability and longevity in the product.
- 4.5 The Grounds Maintenance Procurement Working Group formed via a recommendation from Cabinet as the Council looks to review its Ground Maintenance services. The working group reviewed the

frequencies and specifications of the existing Grounds Maintenance Contract and developed recommendations for Cabinet approval, a couple of examples are shown below:

- The Housing and General land is kept 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.
- Gritting is only delivered on housing sites within the current contract.
- Shrub Bed maintenance should be kept in the contract on the same existing frequencies and specification.
- Fly tipping is removed from the contract and managed via one central location within the Council, ideally the Waste Team who can oversee enforcement.

4.6 The Panel have also examined the Lawn Burial Provision in the Borough with a view to putting forward options to accommodate short, medium and long-term Burial Space as a recommendation to Cabinet. The Panel requested more information and invited a couple of representatives from local Funeral Directors and Nuneaton Muslim Society to be given a view into the options available. A further report was brought back to an additional meeting of the OSP and a recommendation has been put forward to Cabinet for consideration on 22nd April 2026.

5.0 Health and Corporate Resources OSP

- 5.1 In addition to the three scheduled meetings during the 2025/26 municipal year, this panel held an additional extraordinary meeting to discuss the Skilled Migrant Workers Policy and Procedure, after a decision made by Cabinet on 16th July 2025 had been 'called in'.
- 5.2 A couple of examples of the Committee's key work is outlined below, and Appendix D shows the entirety of items that the panel considered and the outcomes from them.
- 5.3 Members of the HCR OSP included Councillors S. Dhillon (Chair), J. Hartshorn (Vice-Chair), J. Bonner, T. Jenkins, M. Kondakor, S. Markham, W. Markham, B. Pandher, C. Smith and Mrs D. Ross.
- 5.4 This Panel scrutinised a range of issues, with agenda items including safeguarding, staff attendance and the Member Enquiry Form System – an item which was referred to this OSP from Full Council. Through this OSP Panel Members also discussed, reviewed and recommended a number of policies to Cabinet for approval, which included the People Strategy 2026-2029, Capital Strategy 2025/26, Fees and Charges Policy and the NBBC Equality Policy.
- 5.5 Alongside NBBC Officers, the OSP was attended by representatives from a number of external organisations and charities including the NHS, Healthwatch Warwickshire and Warwickshire County Council. Presentations were made to Members alongside reports, giving an opportunity for discussions to take place relating to the Health and Wellbeing Board, Healthwatch and Air Quality in the Borough. Members were able to ask questions as well as make suggestions, and opportunities for sharing information were appreciated by the Panel, including receiving updates throughout the year from Healthwatch.

Title: Overview & Scrutiny Annual Report 2025/26

Date	Item	Outcome	Recommendations to Cabinet/Council	Response
a) 12/06/2025 b) 02/10/2025 c) 29/01/2026	<p>Integrated Performance Report A report of the Risk Management and Performance Officer provided Panel Members with appropriate performance measures, budget information and risk data for service areas within the scope of the Panel. The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements), whilst still providing the Panel with sufficient information to monitor results to address issues arising.</p>	<p>a) The contents of the report be noted and IT BE RECOMMENDED TO CABINET that the relevant Cabinet Member be asked to liaise with the County Council and County Highways on a regular basis to try and improve the state of roads, improve traffic issues and improve planning of roadworks to reduce impact residents. b) The contents of the report be noted c) The contents of the report be noted</p>	<p>a) IT BE RECOMMENDED TO CABINET that the relevant Cabinet Member be asked to liaise with the County Council and County Highways on a regular basis to try and improve the state of roads, improve traffic issues and improve planning of roadworks to reduce impact residents</p>	<p>Cabinet Resolved: the recommendation be rejected on the basis that this correspondence currently happens on a weekly basis and with regular meetings</p>
12/06/2025	<p>Update on Regeneration Projects A report of the Strategic Director – Place and Economy, provided the Panel with an update on the progress of regeneration projects taking place within the Borough..</p>	<p>a) the contents of the report be considered and noted; and b) IT BE RECOMMENDAED TO CABINET that i) Cabinet be requested to give their support to retaining the name 'St Georges Hall'; and ii) Cabinet be asked to look into starting the process for celebrating 800 years of Market Charter status is 2026.</p>	<p>IT BE RECOMMENDED TO CABINET i) Cabinet be requested to give their support to retaining the name 'St Georges Hall'; and ii) Cabinet be asked to look into starting the process for celebrating 800 years of Market Charter status is 2026.</p>	<p>Cabinet Resolved: i) the retaining of the name 'St Georges Hall' be not supported; and ii) the process for celebrating 800 years of Market Charter status in 2026 be started.</p>
12/06/2025	<p>Corporate Plan and Delivery Plan The Corporate Plan and Delivery Plan showing the strategic aims and themes that the Council are working towards which were agreed at Full Council in April 2025 was presented to the panel for information. The main themes and strategic aims will be provided in every OSP agenda. The plan is in place for four years and Panel Members can monitor this to ensure the council is delivering on its strategic aims and themes relevant to this OSP.</p>	<p>That that Corporate Plan and Delivery Plan 2025 – 2029 be noted</p>		
12/06/2025	<p>Performance Report (Grayson Place Ltd) - Exempt Item A report of the Non-Executive Director of Grayson Place Limited Board provided the Panel with an update on the performance Of Grayson Place Limited which currently consists of the Hampton by Hilton Hotel which opened in September 2024.</p>	<p>That the contents of the report be considered and noted</p>		

02/10/2025	<p>Monitoring delivery of the Borough Plan and Consideration of the Data around the Land Supply Targets</p> <p>The Planning Policy Manager provided a report to Members which outlined the Council's approach to monitoring the delivery of the Borough Plan through the yearly Annual Monitoring Report (AMR) and Infrastructure Funding Statement (IFS) report, and to consider the effectiveness and monitoring arrangements currently in place.</p>	That the performance information contained in the report be scrutinised and noted.		
02/10/2025	<p>Public Space Protection Order (PSPO) Update</p> <p>A report of the Communities and Community Safety Manager provided Members with an overview of the current Public Space Protection Orders (PSPO) in place and future developments.</p>	That the report be noted		
02/10/2025	<p>Update on Items Referred to Cabinet at the June OSP Meeting</p> <p>Panel Members were given the opportunity to review the update and responses from Cabinet in relation to recommendations made at the Business, Regeneration and Planning Overview and Scrutiny Panel (OSP) held on 12th June 2025.</p>	That the contents of the report be considered and noted		
29/01/2026	<p>Motion from Council - 10th December 2025 (Nuneaton Arts CIO/Abbey Theatre</p> <p>A motion was put forward and agreed at Full Council held on 10th December 2025 that a question and answer from a member of the public in relation to Nuneaton Arts CIO/Abbey Theatre be referred to this OSP for further consideration.</p>	<p>a) the discussion and motion be noted;</p> <p>b) IT BE RECOMMENDED TO CABINET that the Portfolio Holder for Leisure and Health (or a substitute) take up the second available seat on the Board of Trustees for Nuneaton Arts CIO, alongside Councillor S. Markham; and</p> <p>c) An update be brought back to the next meeting of the Business, Regeneration and Planning OSP from the Cabinet Member for Business and Regeneration in relation to timescales and legal agreement.</p>	IT BE RECOMMENDED TO CABINET that the Portfolio Holder for Leisure and Health (or a substitute) take up the second available seat on the Board of Trustees for Nuneaton Arts CIO, alongside Councillor S. Markham;	Cabinet Resolved: This item be deferred to Annual Council in May 2026 where consideration will be given to this appointment during the allocation of representatives on the Outside Bodies list.
29/01/2026	<p>Town Centre and Economy Updates</p> <p>A report of the Assistant Director – Economy and Regeneration provided the Panel with an update on the performance of our town centres in 2025 and the development of NBBC Economic Development Strategy. Including Town Centre KPI performance, initiatives and regeneration projects.</p>	That the report be noted		

Report of: Environment and Leisure Overview & Scrutiny Panel

Title: Overview & Scrutiny Annual Report 2025-26

Date Made	Item	Outcome	Recommendations to Cabinet/Council	Response
a) 19/06/2025, b) 16/10/2025, c) 5/02/2026	Integrated Performance Report - The Governance, Risk Management and Performance Officer, submitted a report to provide the Panel with the appropriate performance measures, budget information and risk data for service areas within the scope of the Panel, for a)Third and Fourth Quarter (End of Year) 2024/25 b) First Quarter 2025/26, c) Second Quarter 2025/26.	a) The contents of the report be noted. b)The contents of the report be noted; c) the contents of the report be noted.		
19/06/2026	Museum Performance 2024 - 2025 - The Museum and Arts Manager presented the above report to panel for comments on performance.	The presentation be noted		
19/06/2026	Kerbside Recycling and Refuse Collection - A report and presentation of the Assistant Director – Environment and Enforcement gave the panel members an update on the status of the waste and recycling collections.	a)a working group be created to examine the food waste procurement including policies around containers and their delivery, in addition to look at communications to promote and inform residents of the new service; b)the members of the working group are Councillors J. Sheppard, S. Markham, M. Walsh, C. Smith and C. Phillips; and c)the report be noted.		
19/06/2025	Corporate Plan and Delivery Plan 2025 - 2029 The panel reviewed the Corporate and Delivery Plan within the remit of the OSP	The Corporate Plan and Delivery Plan 2025 -2029 be noted.		

16/10/2026	<p>Sea Cadets – Access to Open Water Following a request for the local Sea Cadets group to have access to Bermuda Lake for activities, this report had been drafted to provide background and the current position the Council takes with safeguarding the public and itself with regards to external waterbodies. The report also considered what the future impacts might be.</p>	<p>a) it be recommended to Cabinet to note that the Environment and Leisure OSP have reviewed the report on the sea cadets and have requested further information to be brought to the panel in February 2026; and</p> <p>b) that further information be brought back to the next Environment and Leisure OSP held in February 2026 on the implications of the lease in respect of the operation of the site.</p>	Yes (see outcome)	<p>CABINET RESOLVED that a) the good work that the Sea Cadets do in the borough for young people be noted, and will work collaboratively with them to explore the potential for open water usage within the Borough;</p> <p>b) the Environment and Leisure Overview and Scrutiny Panel have reviewed the report on the Sea Cadet request and have requested further information to be brought to the panel in February 2026 be noted;</p> <p>c) officers be directed to obtain external advice to assist with the review of the request from the Sea Cadets;</p> <p>d) delegate authority be given to the Strategic Director – Corporate Resources in consultation with the Portfolio Holder for Resources and Central Services to identify budget for external advice to be sought further to c) above; and</p> <p>e) request the Proper Officer call an Extraordinary Environment and Leisure Overview and Scrutiny Panel as soon as practicable following external advice in advance of February 2026.</p>
16/10/2026	<p>Monitoring of the Grounds Maintenance Contract - A report was submitted to the panel by the Parks and Green Space Manager asking the panel to consider the information relating to the management/monitoring of the Grounds Maintenance contract and the presentation given by the contractor – Glendale Grounds Management Ltd</p>	The report and presentation be noted		
16/10/2026	<p>Domestic Food Waste Service The Neighbourhood Services Manager submitted a report to the panel detailing the recommendations that had been put forward by the Food Waste Procurement Working Group.</p>	It be recommended to Cabinet to note the recommendations made in the report submitted to Environment and Leisure OSP	Yes (see Outcome)	Cabinet considered the recommendation put forward from the above OSP and it was RESOLVED that the recommendations made in the report submitted to Environment and Leisure OSP be noted.

04/12/2026	Lawn Burial Provision. The Strategic Director - Public Services presented the current position in relation to the number of Lawn Burial plots remaining within Nuneaton and Bedworth. The panel were asked to consider options to accommodate short, medium- and long-term Burial Space.	Information be provided on the following and brought back to the next meeting of Environment and Leisure OSP: -On the Bucks Hill 26-29 graves site (including financial information) to establish if it is a viable site, -Further breakdown of the £3M estimate for Marston Lane, -Officers with members to site visit cemeteries to identify spaces, -Urgent discussions to be had with Arbury estate, WCC and any other organisations in respect of other parcels of land we could acquire. -Include Mr Devall and Mr Ahmedabadi to receive their thoughts and observations on burial spaces -Income received on existing services and how much the services are costing the Council.		
05/02/2026	Tree Strategy -The Assistant Director – Recreation and Culture presented the report and strategy to the panel for consideration.	It be recommended to Cabinet to adopt the Tree Strategy with consideration given to the comments made	Yes (see outcome)	CABINET RESOLVED that the Tree Strategy be adopted.
05/02/2026	Sub-regional Recycling Contract - The Assistant Director – Environment and Enforcement gave a presentation to the panel on the recycling performance at Sherbourne Recycling facility.	The report be noted with consideration given the comments made by the panel		
05/02/2026	Everyone Active Annual Report - A presentation by an SLM representative was given to the panel on the last 12months, in respect of usage, membership/swimming lessons and fitness. In addition to community health and wellbeing and social added value.	The report be noted.		
26/03/2026	Lawn Burial Provision A report of the Assistant Director (AD) – Recreation & Culture. The Panel were presented with a report that provided further detail and clarification following actions agreed at the Overview and Scrutiny Panel on 4th December 2025.	It be recommended to Cabinet that a) the sites at both Haunchwood Recreation Ground and Attleborough Recreation Ground be evaluated for its suitability as future burial land; and b) to move forward with options identified at section 6 of the report.	Yes (see outcome)	Submitted to Cabinet due to be held on 22nd April 2026

26/03/2026	<p>Access to Open Water The Assistant Director – Recreation and Culture presented the report that provided further information from the report that was submitted to OSP on 16th October 2025. The report gave the current position the Council takes with managing public safety and its own responsibilities in relation to open water bodies.</p>	<p>It be recommend to Cabinet that:</p> <p>a) 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.</p> <p>b) 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</p>	Yes (see outcome)	Submitted to Cabinet due to be held on 22nd April 2026
26/03/2026	<p>Grounds Maintenance Procurement Contract The Assistant Director – Recreation and Culture presented the report to the panel on the recommendations brought forward by the working group for the Grounds Maintenance Procurement Contract.</p>	<p>a) it be recommended to Cabinet that the contents of the report (specifically those at point 4 of the report) be adopted; and b) the soft market testing as per 5.1 of the report be brought back to the working party for consideration.</p>	Yes (see outcome)	Submitted to Cabinet due to be held on 22nd April 2026

Report of: Housing and Communities Overview & Scrutiny Panel

Title: Overview & Scrutiny Annual Report 2025-26

Date Made	Item	Outcome	Recommendations to Cabinet/Council	Response
a) 05/06/2025, b) 25/09/2025, c) 22/01/2026	Integrated Performance Report - the Governance, Risk Management and Performance Officer, submitted a report to provide the Panel with the appropriate performance measures, budget information and risk data for service areas within the scope of the Panel, for a) Third and Fourth Quarter (End of Year) 2024/25 b) First Quarter 2025/26, c) Second Quarter 2025/26	a) the contents of the report with consideration given to the verbal presentation of the report be noted. b) the report be noted with any questions feedback to the Risk Management and Performance Officer if received; . c) The contents of the report be noted;		
05/06/2025	Housing Performance – Quarter Three and Four (2024/25) The Assistant Director – Social Housing and Community Safety submitted a report to provide the Panel with the performance figures for the first quarter 2024/25.	The report be noted.		
05/06/2025	Tenant Satisfaction Survey Measures 2024/25 The Assistant Director – Social Housing and Community Safety submitted a report to provide the Panel with the results of the Tenant Satisfaction Survey 2024/25 prior to being submitted to Cabinet and to the Regulator of Social Housing.	a)the report be noted; b)the Assistant Director – Social Housing and Community Safety be required to work with the Portfolio Holder for Housing and the Strategic Director for Housing and Communities to utilise the results of the TSM's to improve services and service delivery; and c)the Assistant Director be required to consult with the Housing & Communities Overview and Scrutiny Panel upon any such service and/or service delivery improvements identified.		
05/06/2025	Housing Annual Complaints and Service Improvement 2024/25 A report of the Assistant Director – Social Housing and Community Safety was submitted to the panel providing details of the Social Housing Complaint Handling Code self-assessment 2024/25 along with the Housing Complaints Annual Report for 2024/25	a)the report be noted; and b)the comments be made as per requirements of the Housing Ombudsman Service.		

<p>a) 05/06/2025, b) 25/09/2025 & c) 22/01/2026</p>	<p>Houses in Multiple Occupation (HMO) Working Group a) 5th June 2025 Due to the change in membership of Cabinet/Committees, the membership of the working group needed to be reviewed. b) 25th Sept 2025 To amend the working group membership c) 22nd Jan 2026 - A verbal update of the progress of the HMO Working Group was given to the panel by the Strategic Director – Housing and Communities and a vice chair was sought for the Working Group.</p>	<p>a) Councillors B. Hughes and Councillor T. Venson be removed from the working group membership due to their appointment as Cabinet Members; and Councillor C. Phillips and Councillor B. Saru be added to the working group membership. b) the membership of the working group be amended to include Councillor M. Kondakor and remove Councillor B. Saru. c) the update be noted; Councillor M. Bird be elected as the Vice-Chair of the Working Group; and Russ Dyable (Rent-a-Room) be invited to the next meeting of the Working Group to provide information on selective licensing conditions.</p>		
<p>05/06/2025</p>	<p>Corporate Plan and Delivery Plan 2025 - 2029 The Corporate Plan and Delivery Plan showing the strategic aims and themes that the Council are working towards was presented to the panel for information</p>	<p>a) that Corporate Plan and Delivery Plan 2025 – 2029 be noted</p>		
<p>26/08/2025</p>	<p>Call-in Conduct a Public Consultation on changes to the Pool Bank Car Park The Democratic Services Team Leader advised the panel that the decision of Cabinet on the 16th July 2025 regarding the above had been 'called in'. The request for call in was received on 28th July 2025</p> <p>The call in had been assessed against Article 12: Principles of Decision Making as detailed within the Council's Constitution. Following this assessment four of the five call in areas had been rejected as they fully complied with the Article 12 Principles.</p> <p>The area relating to "Options offered for consideration will be explained' were accepted for the OSP to review and consider.</p>	<p>a) the decision of Cabinet be endorsed allowing the decision to be carried out but under different timescales due to delay.</p>	<p>Yes (see outcome)</p>	<p>Cabinet RESOLVED that the outcome of the Housing and Communities OSP held on 26th August 2025 be noted.</p>

25/09/2025	Warwickshire Police and Crime Plan The Police and Crime Commissioner (PCC) – Mr Philip Seccombe was in attendance and presented the Plan to the panel for any questions	The presentation be noted and thanks expressed to the Police Crime Commissioner for his attendance.		
25/09/2025	NABSCOP – Strategic Assessment A report from the Communities and Communities Safety Manager was presented to the Panel.	a) the revised priorities in the assessment be noted; and b) the NABSCOP Partnership Plan objectives and targets to address the priorities outlined in the assessment for Nuneaton and Bedworth be noted		
25/09/2025	Pride in Camp Hill To provide an end-of-year update on the progress, achievements, and future priorities for the Pride in Camp Hill (PinCH) regeneration programme.	a) the successful completion of Phase 5 of the Saxon View development be noted; b) the Panel acknowledged the Board's regained financial independence and ongoing stewardship arrangements; and c) the Panel supported the strategic focus on community engagement and sustainability initiatives for 2025–2028.		
05/06/2025	Housing Performance – Quarter One (2025/26) The Assistant Director – Strategic Housing submitted a report to provide the Panel with the performance figures for the first quarter 2025/26.	The report be noted		

22/01/2026	<p><u>Motion from Extraordinary Council – 16th September 2025</u> A motion was put forward and agreed at full council held on 16th September 2025, this is as follows:</p> <p>‘The Chief Executive be requested to write to the Home Office, Serco, Warwickshire Police and Warwickshire County Council (Communities Team) to invite them to an extraordinary meeting of the Housing and Communities OSP to be called by the Chief Executive to scrutinise the placement, housing, monitoring and support of asylum seekers within Nuneaton and Bedworth Borough. The NBBC Communities Team is also to attend the extraordinary meeting. ‘</p>	<p>a) it be recommended to Cabinet to examine the possibility of giving access to the Passport to Leisure Scheme for asylum seekers; and</p> <p>b) the minutes of the Priory Street Residents Group be brought to the next meeting of the Housing and Communities OSP.</p>	Yes (see outcome)	Cabinet RESOLVED that engagement is being made by Cabinet with the appropriate bodies who implement the Passport to Leisure Scheme on the possibility of giving access to asylum seekers.
22/01/2026	<p><u>Voluntary Sector and Community Sector Performance</u></p> <p>The Community and Community Safety Manager presented the report to the panel.</p> <p>The panel expressed their thanks for collating the report and to the other voluntary groups for providing vital support to the residents of the Borough.</p>	The report be noted		

Title: Overview & Scrutiny Annual Report 2025/26

Date Made	Item	Outcome	Recommendations to Cabinet/Council	Response
a) 26/06/2025 b) 23/10/2025 c) 12/02/2026	<p>Integrated Performance Report A report of the Risk Management and Performance Officer provided Panel Members with appropriate performance measures, budget information and risk data for service areas within the scope of the Panel. The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements), whilst still providing the Panel with sufficient information to monitor results to address issues arising.</p>	a) The contents of the report be noted b) The contents of the report be noted c) The contents of the report be noted		
26/06/2025	<p>Health and Wellbeing Board A report of the Assistant Director - Recreation and Culture, Public Health Service Manager - Strategic Partnerships, and Senior Programme Manager - George Eliot Hospital NHS Trust gave a presentation which updated the Panel on the statutory duties, priorities progress and the next steps</p>	the presentation and report be considered and noted		
26/06/2025	<p>Fees and Charges Policy report of the Assistant Director - Finance provided the panel with an overview of the Fees and Charges Policy to be adopted from August 2025.</p>	A That the policy be reviewed and contents noted and b) IT BE RECOMMENDED TO CABINET that the Fees and Charges Policy be approved and adopted from August 2025	a) IT BE RECOMMENDED TO CABINET that the Fees and Charges Policy be approved and adopted from August 2025	The Fees and Charges Policy be approved and adopted from August 2025
26/06/2025	<p>Corporate Plan and Delivery Plan Corporate Plan and Delivery Plan showing the strategic aims and themes that the Council are working towards which were agreed at Full Council in April 2025 was presented to the panel for information. The main themes and strategic aims will be provided in every OSP agenda. The plan is in place for four years and Panel Members can monitor this to ensure the council is delivering on its strategic aims and themes relevant to this OSP.</p>	The That that Corporate Plan and Delivery Plan 2025 – 2029 be noted		
19/08/2025 Extraordinary Meeting	<p>Skilled Migrant Workers Policy and Procedure The Assistant Director - Democracy and Governance advised the Panel that the decision of Cabinet on 16th July 2025 regarding the Skilled Migrant Workers Policy and Procedure had been 'called in'.</p>	That the decision made by Cabinet be endorsed, allowing the decision to be carried out but under different timescales due to delay	The decision of Cabinet on 16th July 2025 had been 'called in'.	The decision by Cabinet be carried out under different timescales.
23/10/2025 Council	<p>Managing Attendance of the Council's Workforce A report of the Peoples Services Manager reported on the end of year performance for sickness absence, giving Members the opportunity to scrutinise the work activity and trends relating to the Attendance Management of the Council's Workforce. Members were able to consider the additional initiatives that have been used in an effort to improve attendance.</p>	That the report be considered and noted		72

23/10/2025	Agency Staff Review A report of the People Services Manager provided an overview of the use of Temporary Agency Workers for 2024/25. Members were given the opportunity to scrutinise this use, consider the challenges in recruitment and the initiatives used in an effort to address these challenges	That the contents of the report be considered and noted		
23/10/2026	Emergency Planning The People Services Manager reported on the Council's statutory responsibilities under the Civil Contingencies Act 2004 and its role in responding to declared emergencies. Members were given the opportunity to consider the contents of the report and the actions undertaken or underway to meet the Council's obligations under the Civil Contingencies Act.	That the contents of the report be considered and noted; b) all Members be offered training and guidance on emergency planning; and c) the list/rota of emergency contacts be shared with Members		
23/10/2026	Capital Strategy 2025/26 A report of the Assistant Director - Finance provided Members with an overview of the Capital Strategy 2025/26	That a) the contents of the report be reviewed and noted; and b) IT BE RECOMMENDED TO CABINET that the Capital Strategy 2025/26 be approved	IT BE RECOMMENDED TO CABINET that the Capital Strategy 2025/26 be approved	Cabinet resolved that the Capital Strategy 2025/26 be approved
12/02/2026	Air Quality A report of the Assistant Director – Recreation and Culture with a presentation of representatives from NBBC and WCC provided Members with an update on matters in relation to Air Quality within Nuneaton and Bedworth	That the contents of the report be considered and noted		
12/02/2026	Healthwatch Warwickshire A presentation of the Healthwatch Warwickshire Engagement and Intelligence Lead – Warwickshire North provided the Panel with information including a background, the objectives, feedback received, the impact and the priorities of Healthwatch.	That the contents of the report be considered and noted		
12/02/2026	People Strategy 2026-2029 The People Services Manager provided the panel with an overview of the People Strategy for 2026-2029	That the contents of the report be considered and noted; b) IT BE RECOMMENDED TO CABINET that the People Strategy 2026-2029 be approved and adopted	a) the b) IT BE RECOMMENDED TO CABINET that the People Strategy 2026-2029 be approved and adopted	Cabinet resolved that the People Strategy 2026 - 2029 be approved and adopted.
12/02/2026	NBBC Equality Policy A report of the Equality and Safeguarding Officer provided the panel with the draft Equality Policy for consideration with a view to recommending to Cabinet for adoption and approval.	That the contents of the report be considered and noted; b) IT BE RECOMMENDED TO CABINET that the revised Equality Policy be approved and adopted	a) the b) IT BE RECOMMENDED TO CABINET that the revised Equality Policy be approved and adopted	Cabinet resolved that the revised Equality Policy be approved and adopted
12/02/2026	An overview of the Safeguarding Activities in the Borough The Equality and Safeguarding Officer provided Members with an overview of the current safeguarding activities which are taking place in the Borough.	That the contents of the report be considered and noted		

AGENDA ITEM NO.11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Full Council

Date of Meeting: 29 April 2026

Subject: Preparations for the Local Elections 7 May 2026 – Progress report

Portfolio: Resources and Central Services

Responsible Officer: Chief Executive (Returning Officer)

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: **Value for Money** - Delivering services effectively and efficiently while ensuring value for money for our taxpayers.

Transparency Strive for transparency and accountability, in all that we do. Increase public scrutiny.

Ward Relevance: None

Public or Private: Public

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

Recommendation to Council: Yes

Forward Plan: Not applicable

Subject to Call-in: Not applicable

1. Purpose of report

- 1.1 To provide a progress report on the preparations that are currently ongoing for the Nuneaton Bedworth Borough election taking place on 7 May 2026, which demonstrates that the Council is fully prepared to deliver the election in May 2026, following the Government's initial consideration of postponing these elections.
- 1.2 To outline the personal liability taken on by the Chief Executive, in their capacity as Registration Officer and Returning Officer in relation to the local elections, for costs incurred in proceedings arising from the conduct of those posts and recommends appropriate action.

2. Recommendations

- 2.1. Full Council endorses the continuing preparations for the election that is taking place on 7 May 2026 as outlined in the report.
- 2.2. Full Council approves that, in the event of such insurance carrying an 'excess' clause by which an initial portion of risk is not insured, the Council, through its internal insurance fund or otherwise, will fully indemnify the Returning Officer and any appointed Deputy Returning Officer(s) appointed by the Returning Officer up to the value of such excess and/or where not covered by Insurance
- 2.3. For this purpose, full Council approves the Indemnity Resolution set out in **Appendix A** to this report.
- 2.4. That further to recommendation 2.3 above of this report, full Council approves an amendment to the Constitution at section 5F.6 – Indemnity and Insurance to include this Indemnity Resolution for ease of reference in future

3. Background

- 3.1. A report was presented to full Council at its meeting on 10 December 2025 This report therefore provides a progress report on the preparations. In January 2026, Government confirmed the elections for Nuneaton and Bedworth Borough Council will be going ahead.
- 3.2. In Accordance with the Council's Constitution the Chief Executive is appointed as Registration Officer and Returning Officer, posts in which they discharge official duties but not strictly as officer of the authority. they, and the appointed Deputy Returning Officer(s), are exposed to personal liability in respect both of their conduct of elections and of registration of electors; in particular, the legal costs of election petitions which can run to tens of thousands of pounds. The statutory immunity afforded to Council officers acting as such does not protect them in his

capacity as Registration Officer or Returning Officer or the Deputy Returning Officer(s).

4. Body of report and reason for recommendations

Candidates and Agents

- 4.1. The Notice of the Election was published at 5pm on Friday 20, March 2026.
- 4.2. The nomination period took place, weekdays, from 10am on 23 March 2026 until 4pm on Thursday, 9 April 2026. The Statement of Persons nominated was published at 5pm on Thursday 9 April 2026.

Pre-Election Period

- 4.3 The pre-election period (traditionally known as Purdah) commenced once the Notice of the election was published on 20 March 2026 up to and including the date of the announcement. As reported to Council at its meeting in December 2025, Section 5G of the Constitution provides comprehensive information and guidance to Officers and Members of the Council regarding publicity and communications during this period.

Polling Stations

- 4.4 All 75 Polling Stations around the borough were booked and recently visits were made to the Polling Stations not owned by the Council to check access and arrangements in time for 7 May 2026.

Accessibility at Polling Stations

- 4.5 The Elections Act 2022 states that equipment will be provided at Polling Stations that enables or makes it easier for disabled voters, such as at least one large sample copy of the ballot paper clearly displayed. It is recognised that as technology evolves, equipment provided will be reviewed and refined in accordance with local electors' needs.
- 4.6 The Elections Team has made contact with the Warwickshire Vision Support Group who has promoted Nuneaton and Bedworth's local election in its newsletters, inviting its members to contact the Team should an elector have specific requirements. Audio Ballot Papers are being produced for this year's election. Candidates are read out as they will appear on the ballot paper. The URL for Audio Ballot Paper for each of the 19 wards will be listed on the Council's website as well.
- 4.7 Accessibility tools such as the tactile device, magnifying glass, pencil grip will be clearly visible and available in each Polling Station.

Poll Cards

- 4.8 Poll cards were successfully delivered by hand this year and generated a saving compared to previous costs. Delivery commenced on Saturday 21 March 2026 until Sunday 5 April 2026.

Postal vote opening

- 4.9 As reported to the meeting of full Council in December 2025, postal vote opening will take place daily in the Town Hall, Nuneaton, from Wednesday 29 April 2026 until polling day. The final opening session, on polling day, will take place at the count venue.

Verification and Count

- 4.10 The verification and count will take place on Friday 8 May 2026. Following verification, processed postal votes together with polling station votes, will then be counted.

Equality of votes

- 4.11 As reported to the meeting of full Council on 10 December 2025, the voting system (poll) for Local Government elections is first past the post. Where there is an equality of votes for seat(s), the Returning Officer (RO) is to decide between the candidates by lot. There is no legally prescribed method of deciding by lot. It is for the RO to decide on the most appropriate, transparent method that will avoid the risk of challenge. Methods that are considered to be less appropriate are for example: drawing straws or tossing coins.
- 4.12 The Association of Electoral Administrators (AEA) advises using a method where the probability of being selected remains the same for all candidates or political parties, such as:
- Write the name of each candidate or political party who has tied on separate pieces of paper. The paper size, colour and stock should be identical.
 - Show the papers to the candidates, agents or agreed witnesses and as they watch, fold each piece of paper in exactly the same way and put them into a ballot box.
 - Mix or shuffle the papers in the box, then have a relevant officer's assistant raise the box to a height that prevents the RO from seeing inside it.
 - The RO then draws out one piece of paper and reads out the name of the candidate/political party on the paper. An additional vote is given to that candidate/political party.
 - The RO should then open the remaining paper/s to show all candidates the process has not been tampered with and show them the now empty box.

4.13 Alternatively, the AEA advise that the relevant officer could use previously counted ballot papers, each containing a vote for one of the tied candidates/political parties. These should be placed in an empty ballot box and the procedure outlined in paragraph 4.10 is followed. An announcement of the method used should be made and explaining the process. It is further recommended that the candidates or their representatives are present and the preparation and drawing of lots should then take place in full view of the candidates, agents, any Electoral Commission representatives or accredited observers present. A statement should be added to the Declaration of Result, such as:

“Following an equality of votes, lots were drawn and, as a consequence, an additional vote was allotted to [candidate(s) name or political party name]”

Returning Officer Indemnity

- 4.14 The Council has power to indemnify the Returning Officer; such indemnity would extend to actions taken in good faith but exclude covering liability for any deliberate or reckless wrongdoing; and to take out insurance cover to cover any liability arising from that indemnity.
- 4.15 It is commonplace for Local Authorities to exercise this power of indemnity and provide insurance cover. Part of the risk of claims arising out of the running of elections has been covered under the general arrangements made for insurance cover, however this only extends to the costs associated with the legal fees of the Returning Officer’s own legal team. It does not cover the costs of the party bringing the petition against the Returning Officer hence the need for an indemnity to cover that eventuality.
- 4.16 The form of indemnity at **Appendix A** to this report gives assurance to the Council’s Returning Officer (and the Deputy Returning Officer(s)) and Registration Officer that they will not suffer personal financial liability and loss where something goes wrong unintentionally at a local election. It is important that this assurance is given to the Returning Officer, and the Deputy Returning Officer(s), in this form because the potential for exposure ought to be removed as a matter of fairness and because the Council ought to support the officers who carries out this statutory function, given it attracts a personal liability

Reasons for the recommendations

- 4.17 This report provides information about the preparations underway for the forthcoming local election.
- 4.18 Officers of the Authority acting as such are usually immune from action. The Registration Officer and Returning Officer, however, have no such immunity. While the Chief Executive is appointed to his offices by virtue of his employment by the authority, he will incur personal liability for, for

example, the costs of defending any election petition in relation to proceedings in respect of an issue with the election. It is in relation to local elections only that this is of relevance.

4.19 An authority is able to indemnify an officer in relation to an action or omission to act which either (a) is authorised by the authority or (b) forms part of, or arises from, duties placed upon that officer as a consequence of any function being exercised by that officer (whether or not as an officer of the authority) (i) at the request (or with the approval of), or (ii) for the purposes of the authority.

4.20 The proposed indemnity, at **Appendix A**, is worded in such a way as to ensure the Officers are protected where they have undertaken their tasks properly and in accordance with their duties.

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

5.1 There is no requirement under the Constitution for external consultation on this item

6 Financial Implications

6.1 Nuneaton and Bedworth Borough Council will directly fund Elections Budget for the local Elections 2026. There will be no Elections Grant allowance provided by the Cabinet Office Elections Claim Unit to cover the expenses as provided for at the Parliamentary elections.

6.2 The current allocated budget for running the 2026 Local Elections is £273,300, of this amount, £77,000 fell into the 2025/26 financial year budget to cover printing and postage costs which normally take place before March 31, therefore falling into this financial year. The remaining £196,300 falls into the 2026/27 budget, which covers staffing, hire of polling stations and the count venue, equipment, and any other miscellaneous costs.

6.3 The Electoral Commission recommends ratios when allocating electors and staff to Polling Stations which dictates that each Polling Station requires a Presiding Officer and between 1 and 3 Poll Clerks for a district wide election, such as those taking place on May 2026. There are currently 75 Polling Stations across Nuneaton and Bedworth borough, each requiring a Presiding Officer and either one or two Poll Clerks.

6.4 The indemnity would provide cover for the Returning Officer, and Deputy Returning Officer(s), until the appropriate cover could be arranged. The risk of the indemnity being called in on a scale from 1 to 10 is less than one, therefore, the financial exposure is negligible. To pay a costs award in favour of a successful petitioner.

7 Legal Implications

- 7.1 The Representation of The People Act 1983 (RPA) s. 35(1) requires a district council to appoint a RO to conduct elections on its behalf. As per section 3E.1 of the Constitution the Chief Executive has been appointed as RO for Borough Council elections.
- 7.2 RPA s. 36(4) provides that the cost of local elections is met from a local authority's budget. The Council needs to agree the fees paid to the RO to conduct local elections by establishing a scale of fees. There is no specific delegation to set fees for elections. The RO has responsibility for elections, although setting their own fees is not recommended. In accordance with Section 3E.1 I) of the Constitution, the Chief Executive has authority to increase the scale of fees for elections and electoral registration in line with the average salary awards for Joint National Council scales and taking into account any nationally agreed fees.
- 7.3 The canvass, along with other statutory functions including maintaining the Register of Electors is the responsibility of the Electoral Registration Officer and is contained within RPA sections 52– 54.
- 7.4 The election will be run in accordance with all relevant Legislation, including the Elections Act 2022.

Statutory Immunity

- 7.5 Officers of the Council acting as such are usually immune from action.
- 7.6 The Registration Officer and Returning Officer, and Deputy Returning Officer(s), however, have no such immunity. While the Chief Executive is appointed to his offices by virtue of his employment by the Council s/he will incur personal liability for, for example, the costs of defence of any election petition in relation to proceedings in respect of an issue with the election. It is in relation to Local elections only that this is of relevance.

8 Equalities implications

- 8.1 Planning for the local elections 2026 complies with the public sector equality duty and new accessible arrangements as set out in the Elections Act 2022. Reasonable adjustments to vote are made available for electors with disabilities in the polling stations, and staff working on election duties will receive training.

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 The Council needs to ensure it complies with statutory requirement, such as to ensure that it has sufficient staff required to operate an election. Staffing of polling station roles can be one of the biggest challenges in the running of elections. If the Council does not pay a competitive rate, it can become increasingly difficult to staff elections because of fees. Fees were approved by full Council at its meeting on 10 December 2025. The Scale of Fees must be balanced against setting a rate that is fair, to ensure that suitable staff are able to be recruited and does not risk any rate falling below the National Living Wage.
- 12.2. The impact of the Elections Act has also increased the complexity in the administration for polling station staff (Presiding Officers, Poll Clerks and Polling station Inspectors), who are now expected to, amongst other reforms, verify the identity of every voter before a ballot paper is issued.
- 12.3. Furthermore, the Electoral Registration Officer has a statutory duty to maintain the Electoral Register, which includes conducting an annual canvass. The recruitment of efficient Canvassers can sometimes be difficult and if they are not paid a competitive rate, it will become increasingly difficult to conduct an annual canvass.
- 13 Human resources implications
- 13.1 In relation to the recruitment of staff working at specific election events, these appointments are made directly by the formally appointed Returning Officer and election staff are not employed by Nuneaton and Bedworth Borough Council.
- 13.2 Recruiting staff can be highly resource intensive and is organised solely by the Electoral Services Team who contact individuals for their availability to work informing them of the fees the role will incur. The Government rates comply with the national living wage.
- 14 Biodiversity Implications
- 14.1 No direct biodiversity implications have been identified.

15 Local Government Reorganisation (LGR) Implications

15.1 No direct LGR implications have been identified.

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	Do nothing is not an option as the election is taking place on 7 May 2026.
B	Not to approve the indemnity.	This goes against common practice and is deemed unfair against the Returning Officer and their Deputy/ies given the personal liability they carry. It is noted that the indemnity does not cover the Returning Officer and/or their Deputy/ies where negligence or their own wrongdoing is to blame.

17 Conclusion

17.1 This report provides a progress update on the preparations underway for the local election on 7 May 2026.

17.2 The report asks Council to consider and approve, that in the event of such insurance carrying an 'excess' clause by which an initial portion of risk is not insured and/or in the event of genuine error that is not as a direct result of the Returning Officer (or their Deputy/ies) wrongdoing or negligence, the Council, will indemnify the Returning Officer and any appointed Deputy Returning Officer(s).

18 Appendices

18.1 Please note the following Appendix:

- i) **Appendix A** - Indemnity

19 Background papers

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

20 Report Writer Details:

Officer Job Title: Solicitor to the Council

Elections and Democratic Services Manager

Officer Name: Amy Pittam and Tracy Tiff

Indemnity

1. The authority will indemnify its officer acting in his/her capacity as Registration Officer and Returning Officer, and any appointed Deputy Returning Officer(s), in relation to local, or such other elections as falls within his/her function; the reasonable costs which he/she may incur in securing appropriate legal advice and representation in respect of any civil or criminal proceedings to which he/she is subject and; any costs awarded against him/her by any court following the presentation of an election petition.
2. This indemnity shall extend only so far as the officer's liability arises as a result either of the authority or any other body not holding insurance indemnifying the officer in his capacity as Registration officer or Returning Officer in relation to the particular events or elections in question, or of any such policy being subject to a deductible or excess.
3. For the purpose of these indemnities, costs shall be deemed to have arisen to the officer "in his/her capacity as Electoral Registration Officer and Returning Officer" and any appointed Deputy Returning Officer(s), where the act or failure to act was outside the powers of the authority, or outside the powers of the officer, but the officer reasonably believed that the act or failure to act was within the powers of the authority and within the powers of the officer at the time that he/she acted or failed to act, as the case may be.

Recovery of Sums from Members and Officers

4. The authority undertakes not to seek to recover from any officer any loss which it has suffered as a consequence of any act or omission of that officer in his/her capacity as Electoral Registration Officer and Returning Officer, and any appointed Deputy Returning Officer(s), subject to the following exceptions:
 - 4.1 Where the loss has resulted from a criminal offence, fraud or other deliberate wrongdoing or recklessness on the part of the officer; or
 - 4.2 Any action or omission by the member or officer otherwise than in his/her capacity as Electoral Registration Officer and Returning Officer, and any appointed Deputy Monitoring Officer(s), in relation to the elections identified at Clause 1 of this Resolution.

General

5. These indemnities and undertaking will not apply if a member or officer, without the express permission of the authority or of the appropriate officer

of the authority, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution.

6. These indemnities and undertaking are without prejudice to the rights of the authority to take disciplinary action against an officer in respect of any action or omission.
7. These indemnities and undertaking shall apply retrospectively to any act or failure to act which may have occurred before this date and shall continue to apply after the member or officer has ceased to be a member or officer of the authority or to act as Electoral Registration Officer and Returning Officer, and any appointed Deputy Returning Officer(s), as well as during his/her membership of or employment by the authority.

AGENDA ITEM NO.12a

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet
Date of Meeting: 4th March 2026
Subject: Bedworth Physical Activity Hub Update
Portfolio: Leisure and Health
Responsible Officer: Strategic Director – Public Services

Corporate Plan – Theme: Housing, Health, and Communities

Corporate Plan – Aim: Deliver the construction and opening of the Bedworth Physical Activity Hub (BPAH) 2026

Ward Relevance: All Wards
Public or Private: Public
Forward Plan: Yes
Subject to Call-in: Yes

1. Purpose of report

1.1 This report provides Cabinet with a Leisure Development update in relation to Bedworth Physical Activity Hub (BPAH).

2. Recommendations

2.1 That progress on the BPAH be noted and a future report upon completion of the project be brought back to Cabinet to update.

2.2 That Cabinet recommend to Council:

- 2.2.1 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;
- 2.2.2 An additional contingency fund of £100k from the BPAH S.106, to be used if required, to support demolition of the existing Bedworth Leisure Centre site and amend the budget accordingly; and
- 2.2.2 The BPAH budget be amended to £31.2m, using the funds collected from the S.106 agreements further to 2.2.1 and 2.2.2 above and any unspent budget be used to support the original financial strategy in repaying the prudential borrowing element.

3. Background

3.1 As part of the contract signing the construction delivery programme Revision 13 was agreed with the following key milestones being delivered:

- Construction Start on site – 2 September 2024
- Section 1 project completion – 6 March 2026 (new facility), amended to 10 March.
- Section 2 project completion – 9 October 2026 (all external works)

4. Body of report

4.1 Project delivery:

4.1.1 Construction of the Bedworth Physical Activity Hub commenced in September 2024 and remains firmly on track, with overall completion expected in October 2026.

4.1.2 Excellent progress has been achieved to date. The building's external envelope is completed and final elements internally now being progressed in readiness for handover of the site to NBBC week commencing 10th March. This has changed slightly by three days from Friday 6th March, so that keys are not provided late on a Friday afternoon and to give a further weekend to support training / induction of the new site in readiness for opening to the public.

4.1.3 Attention will turn in early spring to delivering the external landscaping scheme, which will provide high-quality surroundings for the new hub. This phase will follow handover of the facility and is due for completion by October 2026. The external works will be completing the Lean-to Ride, Skate Park and All-weather pitch for public use. The external grassed / planting areas will require a good period to allow for seeding / growth / tree planting etc to establish.

- 4.1.4 During the Value Engineering exercise that was undertaken to get to an agreed project sum and into contract, several areas of works were removed from the main contract. These have been revisited as part of “extra and over’s” and costing sought from the BAM to undertake. Liaison with the Portfolio Holder is ongoing on this matter. The costs provided are in the main not an effective use of NBBC limited funds. Outside of several areas that are required to be delivered by BAM (to not affect warranties) all other areas will be reviewed and undertaken by NBBC direct with its framework contractors after hand over of the new build.
- 4.1.5 Appendix A provides a breakdown of the addition’s officers have identified and reviewed to complete the site, address H&S and any foreseen issues upon opening and moving forward externally. By using NBBC Framework contractors this not only looks to support “Think Local” but also removes the profit margins required by the main contractor to support delivery, where NBBC team can manage this in house and provide efficiency.
- 4.1.6 Not included in appendix A is reviewing the formal entrances into the new BPAH and Miners’ Welfare Park from the Black Bank entrance. Both these areas will need a review / refresh following the construction. Officers are looking at options for these two formal entrances and will bring back a further Cabinet report for members consideration.
- 4.1.7 As part of the contractor’s delivery NBBC placed social value targets to be achieved within the contract by BAM. These have been continually measured / monitored through our Framework. Appendix B provides a summary of the outcomes achieved to date through our Procure Partnership dashboard update.
- 4.1.8 The Council are working closely with the Leisure Operator / Everyone Active and have had the internal wayfinding strategy now approved by Sport England. Temporary signage during the transfer from the old to the new facility and temporary car parking is ordered to support users seeking clear messaging to the site. NBBC will look to complete external wayfinding when the site is handed over in October and provide a strategy to best support users of the Miners’ Welfare Park.
- 4.1.9 CCTV is part of the overall project delivery, with details now being confirmed by the Assistant Director - Economy & Regeneration as to the final communications links required for the phase 2 delivery of the outside area and car park.
- 4.1.10 Cabinet members have continued to be updated on project progress with the monthly dashboard being circulated and all members and site visits, the latest one being Thursday 26th February.
- 4.1.11 The external project team, and Council Officers have been sharing best practice, lessons learned and showcasing the project achieved to date with other local authorities via a recent webinar session and case study

document drafted for Sport England. The project since last updated to cabinet has also won two awards the Midland Project of the Year Award and Considerate Constructors Awards, following a score of 45 out of 45 achieved from a recent site visit.

4.2 Leisure Operator Contract:

4.2.1 At Cabinet on 19th June 2025 Officers updated Cabinet on the successful award of the Leisure Operator Contract to Sport & Leisure Management (SLM) trading as Everyone Active (EA) for NBBC and authority was granted to the Strategic Director for Public Services and Assistant Director for Recreation and Culture to enter the new contract.

4.2.2 Following the award of the new leisure operators' contract, weekly meetings have been held with Everyone Active senior management team to plan and prepare for the opening and fitting out of the new BPAH and decommissioning of the existing Bedworth site.

4.2.3 The programme being developed, subject to all the portable equipment ordered by Everyone Active, fitting this out within the scheduled timescales and BAM completing the hand over the new facility will mean less than a week at this time is expected to be without any Bedworth facility. This will be reviewed as we move closer to the handover and ongoing communications will be provided for public to be kept updated.

5. Financial Implications

5.1 A contract is in place for the delivery of the BPAH construction company BAM, within the agreed budget expenditure. The project was contained in the Capital Monitoring Quarter 1 Cabinet Report considered by Cabinet 10th September 2025 and the Capital Outturn 2024/2025 Cabinet report considered 16th July 2025.

5.2 Officers and the Portfolio Holder have identified vital 'extra and overs' that are required to ensure that the external site works effectively, supports ease of access to residents within the area and restricts access / security from unauthorised encampments. Many of these areas were taken out when value engineering was undertaken.

5.3 The project remains on time and within approved budget (excluding the extras and overs detailed in appendix A at the time of drafting this report). Following the adoption of the first Leisure Strategy in 2017 and subsequent refresh in 2020/21, this allowed NBBC to request S.106 funds from Developers to support increasing specific leisure facilities to meet demand from housing growth.

5.4 The S.106 contributions are paid directly to NBBC over a period of time, following development sites being completed. The legally signed

agreements have staged payments triggers built into the formal agreements for Developers to pay against.

- 5.5 To date NBBC has received £600k towards specifically the BPAH. These funds can be used to support the additions “extra and overs” in appendix A to complete the external works as identified. Any unspent S.106 funds will be used to reducing the capital borrowing that NBBC has undertaken to deliver the overall project. This was always the financial strategy in delivering this project.
- 5.6 The demolition of the existing Bedworth Leisure Centre, has been factored into the overall project budget for the BPAH. However, until the site is closed and a full intrusive survey is carried out, there is known unknowns within the site, given the age of the building such as asbestos.
- 5.7 It would be prudent to set aside a further contingency element of £100k supported from the S.106 funds, until this element of the project is completed. Any funds not used within this contingency, if approved would then go back to support the original financial strategy in repaying the prudential borrowing element.

6. Legal Implications

- 6.1 Both the Leisure operator procurement and construction contract have been procured in accordance with the relevant public procurement legislation (Concession Contract Regulations 2016 and Public Contract Regulations 2015) and thus in accordance with the Council’s Contract procedures Rules (CPR’s).
- 6.3 As part of the construction contract with BAM, Social Value KPI’s were included to be achieved during the project delivery. Attached as appendix B is the report from our Framework supplier Procure Partnership who have managed this on NBBC behalf.
- 6.2 Freeth’s, external legal consultants, have been appointed and are supporting the Council on the leisure procurement and contract Legal matters.
- 6.3 If Cabinet approve the extra and over works detailed in appendix A and section 5.6 of this report, these will be in accordance with the Council’s Contract procedures Rules (CPR’s).

7. Equalities implications

- 7.1 The development of new facilities takes into consideration the requirements of all user groups.

8. Health implications

- 8.1 The adopted Leisure Facilities Needs Assessment Strategy supports the Council's Corporate Plan in improving health and wellbeing by providing opportunities and facilities for residents to access and take part in physical activity at all levels across the Borough.
- 8.2 A key element of the leisure management specification is the requirement on the appointed operator to focus on programmes and activities which will increase participation, particularly by those who are inactive.
- 8.3 Key links with health partners including WCC Public Health, George Eliot Hospital and GP surgeries will be followed up as to how the new facility (and existing facilities Pingles & Jubilee) can be used to support community health delivery. A future agenda item is being planned as part of the Warwickshire North Health and Wellbeing Partnership to look at future outcomes.

9. Climate and environmental implications

- 9.1 The new build facilities will conform to the latest building regulations and consequently will provide a greener footprint and a more environmentally friendly impact on utilities going forward. The project will provide a rating of "Very Good" against industry standards based upon the criteria of BREEAM but will not be BREEAM registered as part of value engineering undertaken in the de-scoped work.

10. Section 17 Crime and Disorder Implications

- 10.1 The increase or provision of new facilities or different leisure pursuits will give opportunities for more residents to take part in physical activities.

11. Risk management implications

- 11.1 The project is being managed by professional external consultants, supported by Sport England consultants with NBBC Officers.
- 11.2 Significant work has been undertaken to review and reduce the overall schemes costs and has meant a reduction from the original scheme but still meeting the required KPI's for the funders.

12. Human resources implications

- 12.1 There are no HR implications at this time.

13. Options considered and reason for their rejection

13.1 In formulating this report and recommendations the following options have been rejected:

- 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.
- The additional over and extras detailed in Appendix A 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.

14. Appendices

Appendix A – Additional extra & overs external works

Appendix B – Social Value targets achieved to date

Appendix C – Project Progress images as of 12th February 2026.

15. Background papers

NBBC Capital Programme report

Cabinet 21st February 2024

Leisure Development – Bedworth Physical Activity Hub (BPAH)

Cabinet 10 November 2021 – Agenda Item 8 – Minute Number CB57

Bedworth Physical Activity Hub – project delayed.

Cabinet 11 January 2023 - Agenda Item 9 - Minute number CB93

Bedworth Physical Activity Hub Update.

Cabinet 26 July 2023 – Agenda Item 20 – Minute number CB35

Bedworth Physical Activity Hub Update.

Cabinet 6th September 2023 – Agenda Item 10 – Minute number CB43

Bedworth Physical Activity Hub Update.

Cabinet 6th March 2024 – Agenda Item 7 – Minute number CB115

Bedworth Physical Activity Hub Update.

Cabinet 8th October 2025 – Agenda Item 9 – Minute number CB43

16. Report Writer Details:

Officer Job Title: Strategic Director – Public Services

Officer Name: Kevin Hollis

Appendix A – BPAH Extra-Over works - estimates

	Item to cost	Amount	Estimated cost	Notes/risks
	Services / Utilities			
1	Power installation to the oval for events supply. Unknown definite start point - assumed for this purpose to run on from changing unit utility supply point which would be accessible outside building. Might be able to be shorter subject to other locations a connection can be made. Allow for Feeder pillar and flush / under manhole / pop up connection fitting - Events team to be consulted on exact preferences for voltages and number of connection plugs	105	£30,000.00	Provisional sum - more information required on existing services provision from BAM
2	Water supply point to oval for events supply. Might be able to be shorter subject to other locations a connection can be made. Allow for flush / pop up / under manhole connection fitting(s)	105	£30,000.00	Provisional sum - more information required on existing services provision from BAM
3	Column lighting on path from new centre to path junction near zip wire (- possibly using Oban lantern by suppliers Candela Light - black finish in older part of park north of MTB trail head and around BPAH in a silver finish) (Not definite where connection can be made so this is just run distance from main entrance to path junction) Allow for feeder pillar and likely separate metering.	155	£35,000.00	MSL quote
4a	Skatepark floodlighting (seek lighting supplier advice on necessary recognised lux levels and resulting number of columns / lantern units etc)		£75,000.00	Provisional sum - based on distance from main building and services + 4 x columns
4b	Some form of adjacent hanging around and spectator seating as there is no seating at all at the moment by the skatepark - desirably perhaps something a little unusual in form complementing the skatepark design and dual facing also north as may end up delivering a tarmac pumptrack to the north from 106 funds (Could use e.g. polished concrete 'pebbles'. More angular concrete blocks would likely be seen as skateable objects causing conflict with those wanting to use as seating. Metal seating unless with handrests would likely be seen as grind rail for bmx bkes)	3	£7,712.00	Artform quote for 'Splash' seats
	Landscaping			
5	Additional low formal hedge parallel to 9x9 to prevent cutting across slope from centre entrance - requirement will be linked to final choices on whether extra paths are provided as extra-overs by BAM dependent on pricing (double row box or similar 3 or 5 plants per meter as per supplier advice)	50	£1,250	Glendale quote
5b	Additional tarmac footpath from centre entrance direct to 9x9. May or may not be required for us to deliver dependent on pricing by BAM for this)	21	£21,000.00	Provisional sum - quote requested
5c	Additional path 9x9 entrance to oval May or may not be required for us to deliver dependent on pricing by BAM for this)	23	£23,000.00	Provisional sum - quote requested
5d	Tarmac footpath to skatepark from north to address inevitable desire line			Not required
6	Shrub planting adjacent and west of disabled bays to mitigate desire line not following path. Planting to match rest proposed for car park	25	£4,450.00	Glendale quote
7	Hedge screening to bin store (Ligustrum Ovalifolium - Privet - presumably planted as double row 5 plants per metre?)	38	£2,150.00	Glendale quote
8	Upgrade three seeded parking end bays to shrub planting. Planting to match rest proposed for car park	135	£1,500.00	Glendale quote
9a	Low hedge run omitted from BAM works parallel to coach bays to allow car park knee rail installation by NBBC - match Colour specification.	52	£3,650.00	GMP quote
9b	5x heavy standard trees omitted from BAM works parallel to coach bays to allow car park knee rail installation by NBBC - match colour species / spec.	5	£7,500.00	Provisional sum - TBC - quote requested
10	Add formal hedge boundary to Learn to Ride area	115	£6,150.00	Glendale quote
11	Provide bike stands immediately adjacent to Learn to Ride track (2 adult 4 junior 'Sheffield' type stands)	6	£1,278.00	Broxap (hoop type) @£63 ea + fitting (GMP) @ £150 ea X 6
	Fencing			
13b	Parks standard timber boundary knee rail to car park to prevent unauthorised vehicle access to park from car park and access road	212	14,840.00	GMP quote for metal knee rail fencing
14a	Formal hedge planting to prevent access to 3x SUDS basins	379	£2,300.00	Glendale quote
14e	Metal estate fencing to prevent access to 3x SUDS	384	£38,400.00	GMP quote for estate fencing
		Total	£305,180.00	



SOCIAL VALUE DELIVERY AUDIT

Procure Partnerships Framework
Quarterly Audit of **£60 - Bedworth Physical
Activity Hub** on behalf of **Nuneaton and
Bedworth Borough Council**



FEBRUARY 2026

Executive Summary

Contractor Name: BAM Construction
Date of Audit: 01.09.26
Social Value Contact: Phil Eves
Project Value: £27.32m
Social Value Target: £6.63m
Social Value Achieved: £9.25m

Key Performance Indicators - Overview

Employability	
Target:	£469.3k
Achieved:	£1.81m

Responsible Business	
Target:	£6.16m
Achieved:	£7.44m

Wellbeing	
Target:	£5.4k
Achieved:	£4.2k

Environmental	
Target:	£0
Achieved:	£0

Improvement	
Target:	£0
Achieved:	£0

Advisor Feedback	
BAM have vastly exceeded their social value targets with clear evidence and high levels of accountability.	



Activity Summary

Metric	Observations	Steps to Rectify
Local full-time employees including supply chain, hired or retained for the contract duration from a targeted group	Including direct BAM employees and subcontracted staff, BAM have provided 60.03 FTEs worth of employment.	No action required.
Overall % of supply chain classed as local including both full time direct employees and subcontractors	53% of the supply chain has been sourced from within a 30 mile radius.	No action required.
Individuals employed full time on the contract who were previously long-term unemployed (for a year or longer)	4 previously unemployed candidates have been hired on this site, for a total of 4 weeks.	No action required.
Number of weeks of apprenticeships or T-Levels provided on the contract	7 apprentices and 5 T level students have been provided with 121 weeks of experience on this contract.	No action required.
Number of weeks of accredited training completed on the contract or during the year-supported by your organisation	36.4 weeks of training for BAM QS trainee.	No action required.
Number of staff hours spent on local school and college engagement visits including preparation time	65 hours spent on school and college engagement visits, with the most recent being a 9 hour 4D workshop with Birmingham City University.	No action required.
Number of hours of career mentoring provided to unemployed people	117 weeks of mentoring for unemployed people, such as through the King's Trust 12 week programme.	No action required.
Paid internships of 6 weeks or more	45 weeks of paid internships provided for 2 previously unemployed HCA Bootcamp participants.	No action required.
Number of weeks spent on student placements (unpaid)	4 placements, totalling 8.4 weeks, provided unpaid for beneficiaries from St Thomas More/HCA Bootcamps/Perryfields.	No action required.
Amount spent with VCSE's within the supply chain	£19.67k spent with VCSEs to date.	No action required.
The CCS score for the project	BAM have excelled with a perfect Considerate Contractors Scheme of 45/45.	No action required.



Activity Summary

Metric	Observations	Steps to Rectify
Amount spent locally or targeted within the supply chain	£9.03m spent with local suppliers to date, more than £1.5m above target.	No action required.
Number of hours of expert business advice given to VCSE's and MSME's	33 staff hours spent at Meet The Buyer event in Nuneaton.	No action required.
Number of volunteering hours for local community projects	72 hours of volunteering in the local community. Most recently, 44 hours dedicated to People In Action Community Support organisation.	No action required.
Donations and/or in-kind contributions to local community projects	£3000 donation to Artichoke Sanctuary project on Miner's Park in Bedworth to upskill local people.	No action required.

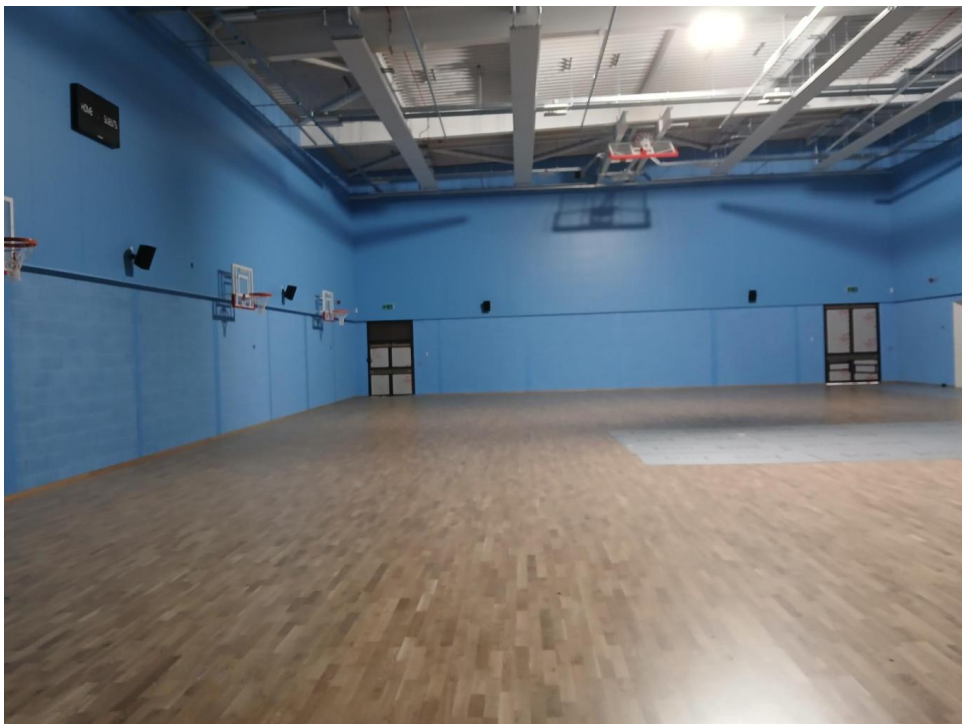
Bedworth Physical Activity Hub – Update Cabinet March 2026

Appendix C

Main Swimming Pool



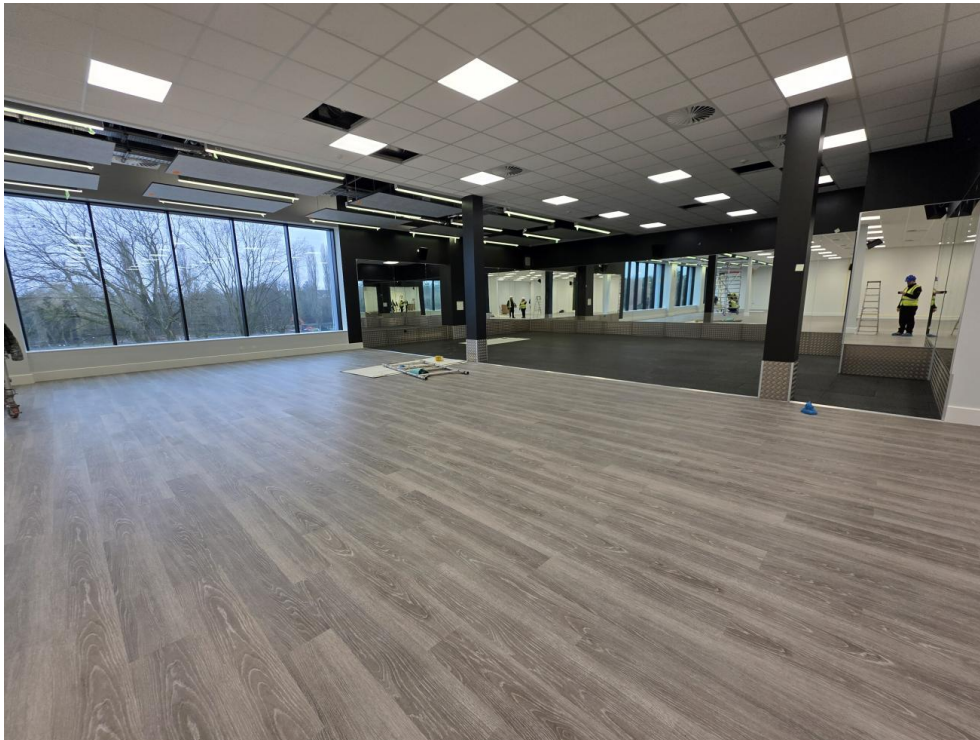
Sports Hall



Studio



Gym / Health & Fitness space



NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet
Date of Meeting: 4th March 2026
Subject: Capital Monitoring Quarter 3
Portfolio: Resources & Central Services
Responsible Officer: Assistant Director - Finance

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Deliver continued forward financial planning to safeguard the finances of the Council

Ward Relevance: All
Forward Plan: Yes
Subject to Call-in: Yes

1. Purpose of report

- 1.1. To update on the Council's Q3 forecasted outturn position on capital expenditure for both the General Fund and Housing Revenue Account (HRA).

2. Recommendations

- 2.1. To consider the Q3 forecasted capital outturn position for 2025/26 for the General Fund and HRA.
- 2.2. To recommend to Council an update to the budget for S106 projects and Disabled Facilities Grants - HEART as detailed in section 5.

3. Background

- 3.1. Nuneaton and Bedworth Borough Council has a large capital programme to provide community value and improve facilities. The Q3 outturn position for 2025/26 updates on how the programme is progressing.

4. Body of report

- 4.1. The Council's capital programme covers many projects for both the General Fund and Housing Revenue Account.
- 4.2. General Fund projects are developed in line with strategies reported to Cabinet/Council and are funded through Section 106 developer contributions, grant funding (from the Government and other external providers), internal and external borrowing plus capital receipts generated through asset sales.
- 4.3. HRA projects are mainly for refurbishment of council houses, disabled adaptations to council housing plus new build. They are funded from HRA reserves, capital receipts from Right to Buy plus grant income.
- 4.4. The capital budget for 2025/26 of £56,918,282 was approved in February 2025 with further updates being approved July 2025, October 2025 and December 2025 resulting in the current budget £72,030,538.
- 4.5. A summary of the General Fund and HRA forecasted expenditure versus budget is below alongside financing of the programme with further detail included in Appendix 1.

	Approved Budget £	Forecast Actual £	Variance £
Business and Regeneration	19,195,173	15,651,608	(3,543,565)
Resources and Central Services	358,245	358,245	0
Leisure, Communities and Health	25,357,574	22,076,129	(3,281,445)
Environment and Public Services	0	0	0
Housing	8,999,027	8,781,027	(218,000)
Planning and Enforcement	0	0	0
Capital General	50,000	50,000	0
General Fund	53,960,019	46,917,009	(7,043,010)
HRA	18,070,519	16,609,498	(1,461,021)
Total	72,030,538	63,526,507	(8,504,031)

General Fund

- 4.6. The Parks Revival project will slip into 2026/27 as a further tender exercise is required. Some costs have been incurred and a small spend has been forecast for the year.
- 4.7. Underspends are expected in year for the Bridge to Living project as contractors have taken possession of the site and

completed soft strip-out works and asbestos removal. The demolition is anticipated to be completed in quarter one of 2026/27.

- 4.8. The Pride in Place £750k will be slipped into 2026/27 with proposals on how to spend the funding being finalised. A report will follow in 2026/27 to outline the specific projects.
- 4.9. Vehicle Replacements and Food Waste materials are the main variations on Leisure, Communities and Health. These costs will still be incurred but are more likely to be in 2026/27 due to timeframes to order.
- 4.10. In addition, on Leisure, Communities and Health, £434k for footpaths, cycleways and community parks will be starting in the spring and therefore will be carried forward into 2026/27.
- 4.11. There is an expected underspend on the budget for the Pingles Steel Column works with the loss on income claims impacting revenue. The contribution from general reserves will be used to offset this in revenue instead of being contributed to capital.
- 4.12. The underspend on Housing is due to an estimated budget of £2.3m included in 2025/26 for Warm Homes Grants. The allocation has been phased over three years at a total of £3.2m with £1m due to the Council in 2025/26. This variance has been offset by additional allocation for Disabled Facilities Grant (DFG) expenditure due to additional allocations for HEART partners.

HRA

- 4.13. The capital budget for the HRA was approved as £15,869,662 in February 2025 with further updates being approved in July 2025. There has been another minor update of £30,000 to add a UKSPF project in for CCTV which results in the current budget £18,070,519.
- 4.14. Management of the HRA capital programme is based on scheduled works and progression of new build and acquisition targets. The budget as a whole is utilised by need of the customer and the most efficient use of resources to ensure value for money and will therefore fluctuate against the initial forecasted expenditure by line in any one year.
- 4.15. The variance against the budget is in relation to fire remedial works needing to be completed due to 2 fire instances.
- 4.16. Due to the level of void properties needing works to bring them back to a standard to house tenants other works have either been paused or reduced in-year to facilitate the additional spend necessary on the void properties.

Capital Reserves

4.17. Reserves are held by the Council for capital purposes either generated through sales of assets, setting aside sums from underspends or receipts of grants for capital purposes.

4.18. The Council's capital reserve position at the end of March 2025 is as follows.

	2024/25 £
Capital Receipts	622,010
Capital Grants	15,112,166
Earmarked Reserves	3,338,937
GF Total	19,073,113
Capital Receipts	1,532,667
1-4-1 Receipts	3,670,289
Earmarked Capital	3,773,387
Major Repairs Reserve	1,830,421
HRA Total	10,806,764
Total Capital Resources	29,879,828

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

5. Budget Updates

5.1. The parks and green space and allotment strategy was approved by Cabinet on the 16th of July 2025 which included the s106 contributions the Council received in relation to allotments. For the allotment associations to deliver the projects it is proposed to include a budget for £91k to allow the money to be spent in-line with the s106 agreements. This is fully funded by s106 contributions from developers.

5.2. The HEART partnership has received additional funding during 2025/26 and therefore the forecasted expenditure is over the budget. Therefore, it is proposed to increase the budget in-line with the forecast to allow the grant allocation to be spent.

6. Financial Implications

6.1. Contained throughout the report.

7. Legal Implications

7.1. No specific legal implications have been identified.

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 specific climate and 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. The financial risk register is updated on an annual basis as part of the budget setting reports. The current financial risks were included within the General Fund Revenue Budget 2026/27 Budget Report under Appendix D presented to Cabinet and Council on the 25th February 2026.

13. Human resources implications

13.1. No direct human resource implications have been identified.

14. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Not applicable as the report is to note the forecast position.

15. Conclusion

15.1. The capital programme is fully funded in its present form. The biggest risks to the Council are inflation, price increases for building supplies plus any delays which could occur result in funding being withdrawn.

15.2. Adjustments to the programme in light of the difficulties around cost and delivery will be reported to Cabinet but projects are continually under review for viability. Interest rates on projects where prudential borrowing is required will be carefully assessed for affordability prior to progressing.

16. Appendices

16.1. Appendix 1 – Quarter 2 Forecast General Fund Capital Outturn 2025/26

16.2. Appendix 2 – Quarter 2 Forecast Housing Revenue Account Capital Outturn 2025/26

17. Background papers

17.1. Capital Budget 2025/26 reported February 2025

17.2. Leisure Operator Procurement Award Reported June 2025

17.3. Pingles Carbonisation Update reported June 2025

17.4. Capital Outturn 2024/25 reported July 2025

17.5. Parks and Green Space and Allotment Strategy reported Cabinet July 2025

17.6. General Fund Revenue Budget 2026/27 – Appendix D – Cabinet / Council February 2026

18. Report Writer Details:

Officer Job Title: Assistant Director - Finance

Officer Name: Liam Brown

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

APPENDIX 1

GENERAL FUND CAPITAL MONITORING
AS AT December 2025

Project	Approved Budget (£)	Current Forecast (£)	Forecast Variance (£)	Comments
Grayson Place	13,846,205	13,846,205	0	
Bridge to Living	1,159,602	600,000	(559,602)	Carry forward to 2026/27
Wheat Street Junction	140,000	0	(140,000)	£250k budget moved to Bridge to Living
E-mobility Hub	250,000	0	(250,000)	Carry forward to 2026/27
Corporation Street	140,000	0	(140,000)	£250k budget moved to Bridge to Living
George Eliot Visitor Centre	222,500	0	(222,500)	Carry forward to 2026/27
Parks Revival	1,605,307	300,000	(1,305,307)	Carry forward to 2026/27
The Saints	12,812	12,812	0	
Bedworth Market	669,664	669,664	0	
Town Hall - Office Reconfiguration	60,450	0	(60,450)	Carry forward to 2026/27
Pride in Place Impact Fund	750,000	0	(750,000)	Carry forward to 2026/27
Car Park Ticket Machines	155,706	40,000	(115,706)	
22 Queens Road - Educational Facility	182,927	182,927	0	UKSPF
Business and Regeneration	19,195,173	15,651,608	(3,543,565)	
ICT Strategy Programme	100,000	100,000	0	
Camp Hill	200,000	200,000	0	
Planning & Land Charges Software (IDOX)	47,826	47,826	0	
Digitalisation of Cemetery Records	10,419	10,419	0	
Resources and Central Services	358,245	358,245	0	
Bedworth Physical Activity Hub (BPAH)	17,380,376	17,380,376	0	
Pingles LC Decarbonisation	2,450,791	2,455,791	5,000	
Pingles External Steel Columns	276,756	120,000	(156,756)	The loss of income has been accounted for in Revenue.
Pingles Substation and AHF	0	0	0	
Sandon/Weddington Cycleway	238,494	50,000	(188,494)	Carry forward to 2026/27
Coronation Walk Footpath/Cycleway	242,413	50,000	(192,413)	Carry forward to 2026/27

Clovelly Way Footpath	31,675	0	(31,675)	Carry forward to 2026/27
Lilleburne Play Area	26,448	30,991	4,543	
Bermuda Balancing Lake	19,835	20,134	299	
Leisure Strategy	106,008	33,000	(73,008)	
Marleborough Road Community Park	23,460	7,460	(16,000)	To fund Attleborough Rec
Sorrell Road Community Park	63,630	58,737	(4,893)	Underspend on project
Attleborough Rec	0	8,940	8,940	Installation of lighting columns to be funded by underspend on Marleborough Rd
Pauls Land Pavillion	10,500	0	(10,500)	Carry forward to 2026/27
Pingles & Jubilee Investment Programme	1,510,000	1,500,000	(10,000)	
Town Hall - Public Realm Improvements	15,000	15,000	0	
Grants - Allotment Provision	10,000	10,000	0	
Improvements to Paul's Land sports fields	15,000	15,000	0	
Sandon Park/Jack Whetstone Pavillion	26,859	0	(26,859)	Carry forward to 2026/27
Cemetery Works	24,611	15,000	(9,611)	Carry forward to 2026/27
Community Centre Grants	73,017	0	(73,017)	Carry forward to 2026/27
Buttermere Recreation Ground Redevelopment	22,100	22,100	0	
Environment Bill Food Waste Grant	981,000	0	(981,000)	Carry forward to 2026/27
Major Repairs	462,460	250,000	(212,460)	
Vehicle & Plant Replacement	1,313,541	0	(1,313,541)	Carry forward to 2026/27
Leisure, Communities and Health	25,323,974	22,042,529	(3,281,445)	
Empty Homes Works in Default	40,000	40,000	0	
Disabled Facilities Grants - HEART	6,359,027	7,581,027	1,222,000	Additional grant allocations will offset this overspend in 2025/26.
Empty Property Loans	100,000	10,000	(90,000)	Underspend in-year on empty property loans.
Boundary Paddock - Utility Block	200,000	150,000	(50,000)	
Warm Homes Local Grant	2,300,000	1,000,000	(1,300,000)	Adj. to budget - only £1m for 2025/26
Housing	8,999,027	8,781,027	(218,000)	
Capital: General	50,000	50,000	0	
TOTAL GENERAL FUND	53,926,419	46,883,409	(7,043,010)	

APPENDIX 2

Project	Approved Budget (£)	Current Forecast (£)	Forecast Variance (£)	Comments
Decent Homes	1,199,000	1,199,000	0	
Roof Coverings/Modifications	1,500,000	1,500,000	0	
Windows & Doors	764,451	764,451	0	
Door Entry Scheme	12,375	0	(12,375)	Programme paused for 2025/26 to fund voids overspend.
Shops Improvements	50,000	0	(50,000)	Programme paused for 2025/26 to fund voids overspend.
New Properties (Construction)	5,562,347	3,675,780	(1,886,567)	Underspend in-year to be slipped into 2026/27.
Byford Court - Rebuild	44,803	44,803	0	
Fire Safety Works	2,288,833	2,288,833	0	
Cleaver Gardens	120,000	120,000	0	
Electric Storage Heating	80,000	80,000	0	
External Areas for Improvements	130,093	0	(130,093)	Programme paused for 2025/26 to fund voids overspend.
Road Surfacing	25,000	0	(25,000)	Programme paused for 2025/26 to fund voids overspend.
Drainage Renewals	12,940	0	(12,940)	Programme paused for 2025/26 to fund voids overspend.
Balconies and Balustrades	18,352	0	(18,352)	Programme paused for 2025/26 to fund voids overspend.
External Fabric	304,843	204,843	(100,000)	Programme reduced for 2025/26 to fund voids overspend.
EPC Programme	70,000	70,000	0	
Concrete/Structural Repairs	402,188	306,188	(96,000)	Programme reduced for 2025/26 to fund voids overspend.
Level Access Showers	530,888	530,888	0	
Aids & Adaptations	950,000	950,000	0	
Central Heating	950,000	900,000	(50,000)	Programme reduced for 2025/26 to fund voids overspend.
Garages	25,000	18,000	(7,000)	Programme reduced for 2025/26 to fund voids overspend.
Slabs to Tarmac	130,356	130,356	0	
Lift Renewal Works	100,000	0	(100,000)	Programme paused for 2025/26 to fund voids overspend.
District Heating Upgrade Works	50,000	50,000	0	
PIR Electrical Works (Sheltered Housing & Communal)	450,000	400,000	(50,000)	Programme reduced for 2025/26 to fund voids overspend.
Voids	1,113,750	2,086,440	972,690	Additional works due to the level of void properties.

EWI	755,300	755,300	0	
Housing Management System	200,000	0	(200,000)	The tender process is still on-going with no spend expected in-year.
Contingency	200,000	300,000	100,000	
Fire Damage Properties	0	204,616	204,616	
CCTV in Priority Locations	30,000	30,000	0	UKSPF
Total HRA	18,070,519	16,609,498	(1,461,021)	

AGENDA ITEM NO. 12c

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Audit and Standards Committee
Date of Meeting:	17 th March 2026
Subject:	Constitution Update – Report from Constitution Review Working Party
Portfolio:	Not Applicable
Responsible Officer:	Monitoring Officer
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	Strive for transparency and accountability, in all that we do. Increase public scrutiny.
Ward Relevance:	Not Applicable
Public or Private:	Public
Forward Plan:	Not Applicable (not a Cabinet Decision)
Subject to Call-in:	Not Applicable (not a Cabinet Decision)

1. Purpose of report

- 1.1. To consider and approve the recommendations from the Constitution Review Working Party (CRWP) and recommend changes to the Constitution to Full Council related to Section 5D.7 of the Constitution and Part 3E.7(b) of the Scheme of Delegation for the Assistant Director for Planning.

2. Recommendations

- 2.1. it be recommended to Full Council that the Constitution be updated to;
- 2.1.1. Amend the Scheme of Delegation for the Assistant Director – Planning be updated to align with Section 5D.7 (as per 4.2.7 of the report); and

- 2.1.2. make amendments to Section 5D.7 of the Constitution (as per 4.3.3 of the report) be endorsed and approved.

3. Background

- 3.1. On the 20th January 2026 the Constitution Review Working Party (CRWP) met and considered items. Those agreed by CRWP have been contained in this report for consideration by the Audit and Standards Committee.

4. Body of report and reason for recommendations

- 4.1. The items which CRWP endorsed and are subject to this report include those outlined below and subject to debate and discussion. The Committee may agree with the recommendations set out in 2.1 of the report or, seek to make amendments and/or reject one of more recommendations under 2.1.

4.2. Amendments to the Scheme of Delegation for the Assistant Director – Planning

- 4.2.1. Section 5D.7 of Nuneaton and Bedworth Borough Council's Constitution relates to Development Proposals Submitted by Members and Officers and Development by the Council. Section 5D.7(a) outlines:

“all proposals by Members or Officers will be determined by the Planning Applications Committee, regardless of any Scheme of Delegation in force at the time.”

- 4.2.2. In contrast, Part 3E.7(b) of the Scheme of Delegation for the Assistant Director for Planning states an application will be determined by Planning Applications Committee where:

“the applicant is a member or an employee of the Development Control or Building Control Section.”

- 4.2.3. 5D.7 of the Constitution therefore takes precedence over the Scheme of Delegation at Part 3E.7 (b) of the Constitution, however the current risk lies with viewing the Scheme of Delegation at Part 3E.7 (b) of the Constitution in isolation, resulting in non-compliance with Part 5D.7 of the Constitution.
- 4.2.4. For the avoidance of doubt, advice was sought from the Planning Advisory Service and the key points of the advice are outlined below:

- 4.2.4.1. The PAS in its earlier document (Probity in Planning) sets out how officer/employee and member own planning applications are to be dealt with.
- 4.2.4.2. Development proposals submitted by councillors and officers, and council development Proposals submitted by serving and former councillors, officers and their close associates and relatives can easily give rise to suspicions of impropriety.
- 4.2.4.3. Proposals could be planning applications or local plan proposals. Such proposals must be handled in a way that gives no grounds for accusations of favouritism.
- 4.2.4.4. Any local planning protocol or code of good practice should address the following points in relation to proposals submitted by councillors and planning officers:
 - I. if they submit their own proposal to their authority they should play no part in its consideration.
 - II. a system should be devised to identify and manage such proposals.
 - III. the council's monitoring officer should be informed of such proposals.
 - IV. such proposals should be reported to the planning committee and not dealt with by officers under delegated powers.
- 4.2.4.5. There is likely to be a national standards for Planning applications from Officers and/or Elected Members. The Council currently awaits this guidance and will update elected members accordingly.
- 4.2.5. As for the Data Protection Act (DPA) 2018 and Planning and General Data Protection Regulations (GDPR), advice was sought and:
 - 4.2.5.1. The Openness of Local Government Bodies Regulations 2014 are designed to promote the transparency and accountability of local authorities. Keeping personal details for reasons not clearly understood would not be good practice and may warrant a complaint to the Information Commissioners Office.
 - 4.2.5.2. There could be legal difficulties if there was a material difference in how the Council processes the personal data of "internal applicants" to those of other applicants. This would also likely disregard general thrust of legislation (Town and Country Planning Act, GDPR, DPA, Openness of Local Government Bodies Regulations, Environmental Information Regulations, Freedom of Information legislation) for local government to be more transparent, which ties in with accountability.

- 4.2.5.3. There should be consistency in how the Council deals with privacy and personal details of the applicant whether the applicant is a Member/Officer or a private individual.
- 4.2.5.4. A privacy notice must be available on the website for applicants to understand at the outset how their personal data will be used by the Council. A privacy notice therefore explains what information will be published and where it will be published. The Council's privacy notice for Planning is available on the website: [Planning and building control | Privacy notice | Nuneaton and Bedworth Borough Council](#).
- 4.2.6. It is worth noting there is no reference to keeping details of the applicant confidential. That said, provisions will be put in place (or currently are in place) to:
 - 4.2.6.1. Make note in the Committee report to be considered that delegated powers may not be used based on the wording of 5D.7 of the Constitution and the Scheme of Delegation at Part 3E.7 (b) of the Constitution. The report itself should not disclose the reason why, other than stating it's not permissible for delegated authority as it meets one or more criteria to be considered at Planning Applications Committee;
 - 4.2.6.2. Give consideration to Officers of the Council having access to the Lone Worker app for personal safety;
 - 4.2.6.3. Allow the address of an elected member to be removed from Council website page or altered to the Town Hall address, on grounds of personal safety further to the correspondence to withhold details of councillors' sensitive interests and home addresses: letter to local authorities issued to Monitoring Officers ([Withholding details of councillors' sensitive interests and home addresses: letter to local authorities - GOV.UK](#)); and
 - 4.2.6.4. Explain to applicants from the outset how their personal data will be used by the Council by issuing a privacy notice. The Council's privacy notice for Planning is available on the website: [Planning and building control | Privacy notice | Nuneaton and Bedworth Borough Council](#).
- 4.2.7. It is therefore proposed to amend the Scheme of Delegation to align with Section 5D.7 of the Constitution for consistency and to reduce potential for error and underlying risk. Therefore, the proposed change to the Scheme of Delegation would read as follows:

3E.7 Assistant Director – Planning

b. To process and make decisions on all planning applications as defined in

Schedule 1 below except in any one of the following cases:

ix. The applicant is a Member or an *employee Officer* of the *Development Control or Building Control Section Council*.

4.3. Amendments to Section 5D.7 of the Constitution due to inconsistent terminology in relation to Development Proposal, Applications and Proposals

4.3.1. When review the matter addressed at 4.2 of the report, it highlighted that the use of the following terminology is not helpful and is widely used:

- I. Development Proposals;
- II. Applications; and
- III. Proposals,

Therefore, it would be beneficial to consolidate terminology to ensure clarity and consistency in section 5D.7.

4.3.2. It is proposed to consolidate terminology in 5D.7 as some matters do not require a planning judgment and therefore reporting to the Planning Applications Committee would not be best use of Officer and Member time. The Constitution in its current wording could be interpreted that matters submitted by a Member and/or an Officer such as a Certificate of Lawfulness of Existing Use or Development, Certificate of Lawfulness of Proposed Use or Development and/or a prior approval of a Large Home Extension would be required for Planning Applications Committee, yet this wouldn't be the expectation for members of the public. It is therefore proposed to amend the wording via Audit and Standards Committee for consideration before being recommended to Full Council for approval.

4.3.3. It is therefore proposed to amend Section 5D.7 of the Constitution to read as follows:

**5D.7 ~~DEVELOPMENT PROPOSALS PLANNING APPLICATIONS~~
SUBMITTED BY MEMBERS AND OFFICERS AND DEVELOPMENT BY
THE COUNCIL**

- a) All *proposals planning applications* by Members and Officers and all major *development proposals planning applications* (as defined in statistical returns to the Government) by the Council itself will be determined by Planning Applications Committee, regardless of any Scheme of Delegation in force at the time. A Member or an Officer who has submitted a planning application will take no part in the determination of that application or the decision-making process leading to the determination of that application.

- b) *Members and Officers who submit a planning application or who have an application submitted on their behalf shall notify the **Head of Development & Building Control Assistant Director – Planning or the Planning Manager (Development Control)** in their absence in writing of that submission.*
- c) *All personal **planning** applications by Members or Officers will be designated as such on the face of the agenda, including Officer's job titles.*
- d) *Members who act as agents for people pursuing a planning matter with the Council shall take no part in the processing or determination of that application.*
- e) *All applications submitted on behalf of the Council shall have both the officer name and their job title on the face of the agenda.*

4.3.4. For the avoidance of doubt, Officer as defined in the Constitution (1.6 of Part 1 – Summary and Explanation), refers to Council employees who give advice, implement decisions, and manage the day-to-day delivery of its services. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely.

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

- 5.1. Consultation with the public has not been undertaken.
- 5.2. Consultation has taken place with Constitution Review Working Party on 20th January 2026. As part of that report, consultation had also taken place with the Planning Department, the Planning Advisory Service and the Legal Department.

6. Financial Implications

- 6.1. No direct financial implications have been identified.

7. Legal Implications

- 7.1. No direct legal implications have been identified. Please note the legal points raised in 4.2 and 4.3 of the report where applicable.

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.

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. However, failing to agree recommendation 2.1.1. causes ambiguity given the difference in wording that currently exists in the Constitution between the Scheme of Delegation for the Assistant Director – Planning and Section 5D.7 of the Constitution. As such, it creates a risk that a matter could be missed or not issued to Committee for lawful decision in accordance with the Constitution when it should or vice versa.

13. Human resources implications

13.1. No direct human resource implications have been identified other than for personal safety matters. For Officers, planning applications are rare and it is proposed the officer would be given access to the Council's Lone Worker tool to allow a form of safety provision.

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	Not possible as Constitution Review Working Party have considered and recommended the recommendations set out at 2.1 of the report be considered by the Audit and Standards Committee. Furthermore, the risk remains as per 12.1 of the report.

15. Conclusion

15.1. The report includes the proposed amendments to the Constitution following a meeting of the Constitution Review Working Party held 20th January 2026. Subject to debate and discussion, the Committee may agree with the recommendations set out in 2.1 of the report or, seek to make amendments and/or reject one of more recommendations under 2.1.

16. Appendices

16.1. Please note there are no appendices to this report.

17. Background papers

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

18. Report Writer Details:

Officer Job Title: Assistant Director – Democracy and Governance (Monitoring Officer)

Officer Name: Matthew Wallbank

AGENDA ITEM NO.12d

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Date of Meeting: 17th March 2026

Subject: Anti Money Laundering Framework & Anti-Fraud, Corruption and Bribery Strategy

Portfolio: Not Applicable

Responsible Officer: Assistant Director – Democracy and Governance & Assistant Director – Finance

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Strive for transparency and accountability, in all that we do. Increase public scrutiny.
and
Set ambitious and challenging budgets, to ensure taxpayers money is respected, and high-quality services are delivered.

Ward Relevance: All

Public or Private: Public

Forward Plan: No

Subject to Call-in: No

1. Purpose of report

- 1.1. To provide the Audit and Standards Committee with the reviewed Anti Money Laundering Framework and Anti-Fraud, Corruption and Bribery Strategy for consideration, approval and referral to Full Council for adoption.

2. Recommendations

- 2.1. That the revised Anti Money Laundering Framework be endorsed;
- 2.2. That the revised Anti-Fraud, Corruption and Bribery Strategy be endorsed; and
- 2.3. It be recommended to Full Council:

- 2.3.1. to approve and adopt the revised Anti Money Laundering Framework and the Constitution be updated accordingly; and
- 2.3.2. to approve and adopt the revised Anti-Fraud, Corruption and Bribery Strategy and the Constitution be updated accordingly.

3. Background

- 3.1. The current Anti Money Laundering Framework and Anti-Fraud, Corruption and Bribery Strategy both reside in the Constitution at parts 4J and 4I. Both haven't been reviewed since 2017. Both are on the work programme for the Audit and Standards Committee for the 2025/2026 Municipal Year.

4. Body of report and reason for recommendations

4.1. Anti Money Laundering Framework

- 4.1.1. Money laundering is any activity used to conceal or disguise the nature, source, location, ownership or control of currency or assets. It is most often an attempt to hide the proceeds of dishonest or criminal activity and to try to give the impression that the income is from a legitimate source so that it can be used.
- 4.1.2. The purpose of the Framework is to maintain the high standards of conduct, which currently exist within the Council by preventing criminal activity through money laundering.
- 4.1.3. The Framework includes the following sections:
 - 4.1.3.1. Policy Statement
 - 4.1.3.2. Introduction – legislative background
 - 4.1.3.3. Scope
 - 4.1.3.4. Nominated Officer or Money Laundering Reporting Officer
 - 4.1.3.5. Disclosure Procedure
 - 4.1.3.6. Cash receipts
 - 4.1.3.7. Due Diligence checks
- 4.1.4. The changes are minor, relating to staff personnel and job titles. Appendix A shows the tracked change version for consideration.

4.2. Anti-Fraud, Corruption and Bribery Strategy

- 4.2.1. The Council is committed to the prevention, deterrence, detection and investigation of all forms of fraud and corruption, whether these are attempted from within or outside the organisation. The Council operates a zero tolerance on fraud and corruption, all instances will be investigated and the perpetrator(s) will be dealt with in accordance with established

policies. Where necessary, the Council will seek to recover the proceeds of any fraudulent activity from identified offenders.

4.2.2. The purpose of the Strategy is to maintain the high standards of conduct and to summarise the responsibilities of Members, managers, employees, and others and outlines the procedures to be followed where suspicion of an irregularity is raised with evidence.

4.2.3. The Strategy includes the following sections:

4.2.3.1. Introduction

4.2.3.2. Policy Statement

4.2.3.3. Definitions

4.2.3.4. Culture

4.2.3.5. Prevention

4.2.3.6. Deterrence

4.2.3.7. Detection and Investigation

4.2.3.8. Training

4.2.3.9. Conclusion

4.2.4. The changes include staff personnel and job titles, inclusion of Cyber Crime, updates to the definitions section, reference to the Confidential Reporting Code in the Constitution (ref 5I), acknowledgement of internal audit being undertaken by the Central Midlands Audit Partnership (CMAP) and removal of the Benefit Fraud Prosecution Policy as that falls separately and has its own procedure. Appendix C shows the tracked change version for consideration.

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

5.1. A Consultation process was undertaken by the Assistant Director – Democracy and Governance internally towards the end of the 2025 calendar year. This was directed to Senior Leadership Team. All feedback received was incorporated into the revised documents which was then approved internally by Senior Leadership Team 20th January 2026.

6. Financial Implications

6.1. No direct financial implications related to the adoption of either revised document.

7. Legal Implications

7.1. The Council must have a sound system of internal control which facilitates the effective exercise of its functions, including risk

management. This is both a legal requirement and a requirement of the Financial Regulations set out in the Council's Constitution.

- 7.2. No direct legal implication related to the adoption of either revised document. Both documents do include context related to associated legislation and thus, having the revised documents in place supports the Council in ensuring instances of Money Laundering and or corruption and bribery are dealt with effectively.

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 direct health implications are associated to this report.

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. Whilst the two policy documents have no direct disorder implications, they support our duty as a Local Authority under Section 17 and support in terms of tackling crime.

12. Risk management implications

- 12.1. No direct risk management implications have been identified, but the two policy documents support mitigate of risk and set out the responsibilities and procedure to follow should conduct result in either policy being applicable in a given case/scenario. It also supports the existing mitigation included in the Council Strategic Risk Register dated 9th January 2026 as report to the Audit and Standards Committee 3rd February 2026 agenda item 11 (R34 – Corporate Fraud), specifically item 15. Council policies and procedures (Employee Code of Conduct, Gifts & Hospitality Policy, Anti-Fraud, Corruption and Bribery Strategy, Anti-Money Laundering Policy, Whistleblowing Procedures).

13. Human resources implications

- 13.1. No direct human resource implications have been identified other than matters included in both policy documents under consideration.

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	Due to changes in job titles, organisation structure and arrangements. Therefore, failing to update, causes confusion and ambiguity as the documents wouldn't be up to date and/or refreshed.

15. Conclusion

15.1. In summary, the revised Anti Money Laundering Framework and Anti-Fraud, Corruption and Bribery Strategy reflects the current organisation structure and refreshes responsibilities. The Audit and Standards Committee is therefore invited to consider and endorse both draft policy documents and recommend that Full Council approve and adopt the revised Anti Money Laundering Framework and Anti-Fraud, Corruption and Bribery Strategy. In doing so, it ensures that the Council's governance arrangements remain fit for purpose and aligned with the principles of good governance that underpin public trust and organisational safeguards.

16. Appendices

16.1. Please note the following appendices:

- i. Appendix A - Anti Money Laundering Framework 2026 - Tracked Changes
- ii. Appendix B - Anti Money Laundering Framework 2026 - Clean Version
- iii. Appendix C - NBBC Anti Fraud Strategy 2026 - Tracked Changes
- iv. Appendix D - NBBC Anti Fraud Strategy 2026 - Clean Version

17. Background papers

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

18. Report Writer Details:

Officer Job Title: Matthew Wallbank

Officer Name: Assistant Director – Democracy and Governance

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

POLICY STATEMENT

Nuneaton and Bedworth Borough Council will do all it can to: -

- prevent, wherever possible, the organisation, its employees and Members being exposed to money laundering;
- identify the potential areas where money laundering may occur and take appropriate action to minimise the risk; and
- comply with all legal and regulatory requirements, especially with regard to the reporting of actual or suspected cases.

Every employee and Member also has a personal responsibility to be vigilant.

1. Introduction

a) The requirements of the UK anti-money laundering regime are set out below:

- The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- The Proceeds of Crime Act 2002 (as amended by the Crime and Courts Act 2013 and the Serious Crime Act 2015)
- The Money Laundering Regulations 2007
- The Terrorism Act 2000 (as amended by the Anti-Terrorism, Crime and Security Act 2001, the Terrorism Act 2006 and the Terrorism Act 2000 and Proceeds of Crime Act 2002 (Amendment) (Regulations 2007)

b) Local authorities and their staff are subject to the full provisions of the Terrorism Act and may commit most of the principal offences under the Proceeds of Crime Act 2002 (the POCA). Public authorities are not, however, legally obliged to apply the provisions of the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017 and the Money Laundering Regulations 2007. Nevertheless, as responsible public bodies, they have a responsibility for the proper conduct of public business so should embrace and adopt the underlying principles of the money laundering legislation and regulations.

2. Scope of The Framework

a) This policy applies to all Members and employees of the Council and aims to maintain the high standards of conduct, which currently exist within the Council by preventing criminal activity through money laundering.

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

3. What is Money Laundering?

- a) Money laundering is any activity used to conceal or disguise the nature, source, location, ownership or control of currency or assets. It is most often an attempt to hide the proceeds of dishonest or criminal activity and to try to give the impression that the income is from a legitimate source so that it can be used.
- b) It is often associated with large scale crime such as drug trafficking, terrorist funding and financial crimes involving fraud but the UK legislation also applies to any level of activity used to conceal the source of income to the benefit of the individual. This can be anything from the proceeds of petty theft or from hiding income to commit benefit fraud up to larger corporate crimes which can involve complex and well planned linked transactions.
- c) The Council is at risk of being used in money laundering activity as many of our activities could appear attractive to someone looking to launder money. For example we collect many sources of income including rents (housing and commercial) business rates and council tax. These could be deliberately overpaid, possibly in cash and then a refund requested which would generate a cheque or BACS payment from the Council and provide a legitimate source for the income. Other areas at risk include property deals, either right to buy transactions or larger regeneration/development schemes, partnerships with private sector firms and treasury management activities.
- d) The primary money laundering offences and thus prohibited activities under the POCA are:
 - i. **concealing, disguising, converting, transferring criminal property or removing it from the UK (section 327 of POCA)** This covers hiding an item or its source, removing serial numbers, or changing an item for something else. For example, an unexplained large cash payment claimed to be from the death of a relative or a lottery win, a person using illegally earned money to buy a house or piece of land; or
 - ii. **entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person (section 328 of POCA)** This is the actual involvement in helping to cover up an act – e.g. a Housing Officer becoming suspicious that a tenant on benefits is buying valuable items when they are on limited income and failing to report this; or

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- iii. **acquiring, using or possessing criminal property (section 329 of POCA) [accepting stolen items knowingly or knowingly taking advantage of them or accepting items paid for by the proceeds of crime.** This could be paying significantly less than the value of an item with the suspicion or knowledge that it may be stolen; or
 - iv. **becoming concerned in an arrangement facilitating concealment, removal from the jurisdiction, transfer to nominees or any other retention or control of terrorism property (section 18 of the Terrorist Act 2000).** This is about hiding income or other items which are being used to fund or carry out terrorist activities
- e) Criminal Property is defined in Section 340 (3) of the POCA as “property”¹ that is or represents the person’s benefit from illegal actions in whole or part and the person knows or suspects that it is the proceeds of a criminal act.
- f) Potentially any employee could be caught by the money laundering provisions if he/she knows or suspects money laundering and either becomes involved with it in some way and/or does nothing about it. This procedure sets out how any concerns should be raised.

4. Nominated Officer or Money Laundering Reporting Officer (MLRO)

- a) The Council is not obliged to appoint a MLRO, however, it is considered to be best practice to nominate one or more officers to become responsible for their organisations anti money laundering activities. The officers appointed for Nuneaton and Bedworth Borough Council ~~are~~ is the Assistant Director – Finance (the Deputy Section 151 Officer). ~~Executive Director – Resources (the MLRO) and the Head of Audit and Governance (the Deputy MLRO).~~
- b) Section 332 of the POCA concerns the offence of failing to disclose by nominated officers outside of the regulated sector. However, as the above officers have not been formally appointed as MLRO’s under the provisions of sections 337 or 338 of the POCA, they cannot commit this offence.
- c) The role of the MLRO is to be aware of any suspicious activity that might be linked to money laundering, and report it. They’re responsible for:
- Receiving reports of suspicious activity from any employee;
 - Considering all reports and evaluating whether there is, or seems to be, any evidence of money laundering;

¹Defined by Section 340 (9) of POCA - “Property is all property wherever situated and includes-

(a) money;
(b) all forms of property, real or personal, heritable or moveable;
(c) things in action and other intangible or incorporeal property.”

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- Report any suspicious activity or transaction to the National Crime Agency (NCA) by completing a Suspicious Activity Report (SAR);
- Asking the NCA for a defence to a money laundering offence in relation to the transactions they've reported, and making sure that no transactions are continued illegally;
- Putting in place and operating anti money laundering controls and procedures, particularly in areas of high risk;
- Training staff in preventing money laundering and keeping a written record of those employees who have attended the course.

5. Disclosure Procedure

Reporting to the MLRO

- a) Where you know or suspect that money laundering activity is taking/has taken place, or you become concerned that your involvement in a matter which may amount to a prohibited activity under POCA, as defined in paragraph 3 (d) above, you must disclose this as soon as possible to the MLRO or Deputy MLRO.
- b) Your disclosure should be made verbally initially and then followed up by e-mail and the report must include as much detail as possible. As a basic guide try to answer the following six basic questions to make the SAR as useful as possible:
 - Who?
 - What?
 - Where?
 - When?
 - Why?
 - How?

Avoid the use of acronyms or jargon as they may not be understood and may be open to misinterpretation.

- c) Examples of the information that should be provided to the MLRO include:
 - i. Full details of the people involved (including yourself, if relevant), i.e. name, date of birth, nationality, address(es), including postcode;
 - ii. Status of the address i.e. current, previous, home, business and other known property;
 - iii. Subject details, such as National Insurance Numbers, vehicle registration, driving licence, passport, phone numbers (clearly marked home, business, mobile etc.), website addresses;
 - iv. Full details of bank accounts or other financial details (including account numbers etc);

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- v. Type of transaction e.g. cash, debit/credit card, cheque, on-line payment etc.;
- vi. Occupation and name and address of employer;
- vii. Company details, including full legal name and designation (e.g. Limited or plc), VAT number or tax reference number if available, registered number, business/trading address, phone number, email address, website address;
- viii. Trust details including full name, address, nature and type of trust;
- ix. The type(s) of money laundering activity involved; the dates of such activities, including whether the transactions have happened, are ongoing or are imminent;
- x. Where they took place or will take place;
- xi. How they will take place or has taken place; and
- xii. The (likely) amount of money/assets involved.

C1) All available information needs to be given to the MLRO to enable him/her to complete a Suspicious Activity Report (SAR) and report it to the NCA. Once a SAR has been submitted, all employees must remember our obligations not to make any disclosures which might constitute an offence of 'tipping off'. This comes under s333A of POCA and s21D of the Terrorism Act.

C2) Full details of the nature of your involvement and if you are concerned that this would amount to a prohibited act under the POCA (see section 3.4 above for details), then you will need consent from the National Crime Agency (NCA), via the MLRO, to take any further part in the transaction. You should therefore make it clear as to whether there are any deadlines for giving such consent e.g. a completion date or court deadline;

- d) Once you have reported the matter to the MLRO you must follow any directions he/she may give you. You must not make any further enquiries into the matter yourself or raise your concerns with the suspect, even if the NCA has given consent to any particular transaction proceeding. Any necessary investigation will be undertaken by the NCA and all employees will be required to co-operate with them during any subsequent money laundering investigation.
- e) Do not make any reference on a client file to a report having been made to the MLRO – should the client exercise their right to see the file, under Data Protection or Freedom of Information Act, then such a note will obviously tip them off to the report having been made.

Disclosing to the NCA

- a) The MLRO will consider the report and any other available internal information e.g.:
 - other transaction patterns and volumes;
 - the length of any business relationship involved;

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- the number of any one-off transactions and linked transactions; and
- any identification evidence held.

and will then make any other reasonable enquiries as appropriate in order to ensure that all available information is taken into account in deciding whether a report to the NCA is required.

- b) Once the MLRO has evaluated all of the information available, he/she must make a timely determination as to whether:
- there is actual or suspected money laundering taking place; or
 - there are reasonable grounds to know or suspect that is the case; and
 - whether he/she needs to seek consent from the NCA for a particular transaction to proceed.
- c) Where the MLRO concludes a referral is needed then he/she must disclose the matter as soon as practicable to the UKFIU electronically via SAR Online, unless he/she has a reasonable excuse for non-disclosure, for example, if you are a lawyer and you wish to claim legal professional privilege for not disclosing the information. After disclosure has been made no further action should be taken without guidance from the NCA.
- d) Where the MLRO suspects money laundering but has a reasonable excuse for non-disclosure, then he/she must note the report accordingly; he/she can then give their consent in writing for any ongoing or imminent transactions to proceed. In cases where legal professional privilege may apply, the MLRO must liaise with the [Strategic Director – Corporate Resources and the Assistant Director - Democracy and Governance](#) ~~Director – Governance and Recreation~~ [to](#) decide whether there is a reasonable excuse for not reporting the matter to the NCA.
- e) Where consent is required from the NCA for a transaction to proceed, then the transaction(s) in question must not be undertaken or completed until the NCA has specifically given consent, or there is deemed consent through the expiration of the relevant time limits without objection from the NCA.
- f) All information referred to the MLRO and reports made to the NCA must be retained by the MLRO for a minimum of five years.

6. Cash Receipts

- a) Cash sums in excess of £1,000 for any one transaction shall not normally be accepted. Only in exceptional circumstances shall payments in excess of £1,000 be accepted, for example, to secure the tenancy of a property. Cash is defined as including notes, coins or travellers cheques in any currency.

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

7. Customer Due Diligence Checks

- a) Where funds flow through to the Council from a source which it is unfamiliar with or a new business relationship is being formed or a one-off significant transaction is being considered, satisfactory evidence of the identity of the prospective client must be obtained. This applies to existing clients as well as new ones and regular monitoring throughout the life of any ongoing arrangement is also needed to ensure that the identification information remains up-to-date and the section's knowledge of the customer remains current.
- b) Where necessary, the following evidence should be obtained:
 - i. **Individuals** – The proof of identity for an individual should be the best available in the circumstances to identify that they are who they claim to be. They should identify their name, permanent address as well as date and place of birth. E.g. passports, driving licence, utility bills etc
 - ii. **Businesses** – check the identity of companies, partnerships and sole trader businesses by establishing the identity of the entity itself and then the people who are behind it – owners, directors, partners etc. the identity of these individuals' should be established as outlined above. The Assistant Director - Democracy and Governance ~~The Assistant Director – Democracy and Governance~~ can provide details of known directors and group structures for limited companies by requesting a financial report)
 - iii. **Agents** – where a person purports to act on behalf of the customer, confirmation that they are authorised to act on behalf of the customer and verification of their identity must be obtained from a reliable source which is independent of both the customer and the agent.
- c) The evidence should be retained for at least five years from the end of the business relationship or transaction(s).
- d) If satisfactory evidence of identity is not obtained at the outset of the matter then the business relationship or one off transaction(s) cannot proceed any further.
- e) This client identification procedure does not apply to transactions with credit or financial institutions or any other bodies who are subject to the requirements of the money laundering directives or where the customer is a public authority in the United Kingdom.

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

POLICY STATEMENT

Nuneaton and Bedworth Borough Council will do all it can to: -

- prevent, wherever possible, the organisation, its employees and Members being exposed to money laundering;
- identify the potential areas where money laundering may occur and take appropriate action to minimise the risk; and
- comply with all legal and regulatory requirements, especially with regard to the reporting of actual or suspected cases.

Every employee and Member also has a personal responsibility to be vigilant.

1. Introduction

a) The requirements of the UK anti-money laundering regime are set out below:

- The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017
- The Proceeds of Crime Act 2002 (as amended by the Crime and Courts Act 2013 and the Serious Crime Act 2015)
- The Money Laundering Regulations 2007
- The Terrorism Act 2000 (as amended by the Anti-Terrorism, Crime and Security Act 2001, the Terrorism Act 2006 and the Terrorism Act 2000 and Proceeds of Crime Act 2002 (Amendment(Regulations 2007)

b) Local authorities and their staff are subject to the full provisions of the Terrorism Act and may commit most of the principal offences under the Proceeds of Crime Act 2002 (the POCA). Public authorities are not, however, legally obliged to apply the provisions of the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017 and the Money Laundering Regulations 2007. Nevertheless, as responsible public bodies, they have a responsibility for the proper conduct of public business so should embrace and adopt the underlying principles of the money laundering legislation and regulations.

2. Scope of The Framework

a) This policy applies to all Members and employees of the Council and aims to maintain the high standards of conduct, which currently exist within the Council by preventing criminal activity through money laundering.

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

3. What is Money Laundering?

- a) Money laundering is any activity used to conceal or disguise the nature, source, location, ownership or control of currency or assets. It is most often an attempt to hide the proceeds of dishonest or criminal activity and to try to give the impression that the income is from a legitimate source so that it can be used.
- b) It is often associated with large scale crime such as drug trafficking, terrorist funding and financial crimes involving fraud but the UK legislation also applies to any level of activity used to conceal the source of income to the benefit of the individual. This can be anything from the proceeds of petty theft or from hiding income to commit benefit fraud up to larger corporate crimes which can involve complex and well planned linked transactions.
- c) The Council is at risk of being used in money laundering activity as many of our activities could appear attractive to someone looking to launder money. For example we collect many sources of income including rents (housing and commercial) business rates and council tax. These could be deliberately overpaid, possibly in cash and then a refund requested which would generate a cheque or BACS payment from the Council and provide a legitimate source for the income. Other areas at risk include property deals, either right to buy transactions or larger regeneration/development schemes, partnerships with private sector firms and treasury management activities.
- d) The primary money laundering offences and thus prohibited activities under the POCA are:
 - i. **concealing, disguising, converting, transferring criminal property or removing it from the UK (section 327 of POCA)** This covers hiding an item or its source, removing serial numbers, or changing an item for something else. For example, an unexplained large cash payment claimed to be from the death of a relative or a lottery win, a person using illegally earned money to buy a house or piece of land; or
 - ii. **entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person (section 328 of POCA)** This is the actual involvement in helping to cover up an act – e.g. a Housing Officer becoming suspicious that a tenant on benefits is buying valuable items when they are on limited income and failing to report this; or

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- iii. **acquiring, using or possessing criminal property (section 329 of POCA) [accepting stolen items knowingly or knowingly taking advantage of them or accepting items paid for by the proceeds of crime.** This could be paying significantly less than the value of an item with the suspicion or knowledge that it may be stolen; or
 - iv. **becoming concerned in an arrangement facilitating concealment, removal from the jurisdiction, transfer to nominees or any other retention or control of terrorism property (section 18 of the Terrorist Act 2000).** This is about hiding income or other items which are being used to fund or carry out terrorist activities
- e) Criminal Property is defined in Section 340 (3) of the POCA as “property”¹ that is or represents the person’s benefit from illegal actions in whole or part and the person knows or suspects that it is the proceeds of a criminal act.
- f) Potentially any employee could be caught by the money laundering provisions if he/she knows or suspects money laundering and either becomes involved with it in some way and/or does nothing about it. This procedure sets out how any concerns should be raised.

4. Nominated Officer or Money Laundering Reporting Officer (MLRO)

- a) The Council is not obliged to appoint a MLRO, however, it is considered to be best practice to nominate one or more officers to become responsible for their organisations anti money laundering activities. The officer appointed for Nuneaton and Bedworth Borough Council is the Assistant Director – Finance (the Deputy Section 151 Officer).
- b) Section 332 of the POCA concerns the offence of failing to disclose by nominated officers outside of the regulated sector. However, as the above officers have not been formally appointed as MLRO’s under the provisions of sections 337 or 338 of the POCA, they cannot commit this offence.
- c) The role of the MLRO is to be aware of any suspicious activity that might be linked to money laundering, and report it. They’re responsible for:
 - Receiving reports of suspicious activity from any employee;
 - Considering all reports and evaluating whether there is, or seems to be, any evidence of money laundering;
 - Report any suspicious activity or transaction to the National Crime Agency (NCA) by completing a Suspicious Activity Report (SAR);

¹Defined by Section 340 (9) of POCA - “Property is all property wherever situated and includes-

(a) money;

(b) all forms of property, real or personal, heritable or moveable;

(c) things in action and other intangible or incorporeal property.”

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- Asking the NCA for a defence to a money laundering offence in relation to the transactions they've reported, and making sure that no transactions are continued illegally;
- Putting in place and operating anti money laundering controls and procedures, particularly in areas of high risk;
- Training staff in preventing money laundering and keeping a written record of those employees who have attended the course.

5. Disclosure Procedure

Reporting to the MLRO

- a) Where you know or suspect that money laundering activity is taking/has taken place, or you become concerned that your involvement in a matter which may amount to a prohibited activity under POCA, as defined in paragraph 3 (d) above, you must disclose this as soon as possible to the MLRO or Deputy MLRO.
- b) Your disclosure should be made verbally initially and then followed up by e-mail and the report must include as much detail as possible. As a basic guide try to answer the following six basic questions to make the SAR as useful as possible:
 - Who?
 - What?
 - Where?
 - When?
 - Why?
 - How?

Avoid the use of acronyms or jargon as they may not be understood and may be open to misinterpretation.

- c) Examples of the information that should be provided to the MLRO include:
 - i. Full details of the people involved (including yourself, if relevant), i.e. name, date of birth, nationality, address(es), including postcode;
 - ii. Status of the address i.e. current, previous, home, business and other known property;
 - iii. Subject details, such as National Insurance Numbers, vehicle registration, driving licence, passport, phone numbers (clearly marked home, business, mobile etc.), website addresses;
 - iv. Full details of bank accounts or other financial details (including account numbers etc);
 - v. Type of transaction e.g. cash, debit/credit card, cheque, on-line payment etc.;

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- vi. Occupation and name and address of employer;
- vii. Company details, including full legal name and designation (e.g. Limited or plc), VAT number or tax reference number if available, registered number, business/trading address, phone number, email address, website address;
- viii. Trust details including full name, address, nature and type of trust;
- ix. The type(s) of money laundering activity involved; the dates of such activities, including whether the transactions have happened, are ongoing or are imminent;
- x. Where they took place or will take place;
- xi. How they will take place or has taken place; and
- xii. The (likely) amount of money/assets involved.

C1) All available information needs to be given to the MLRO to enable him/her to complete a Suspicious Activity Report (SAR) and report it to the NCA. Once a SAR has been submitted, all employees must remember our obligations not to make any disclosures which might constitute an offence of 'tipping off'. This comes under s333A of POCA and s21D of the Terrorism Act.

C2) Full details of the nature of your involvement and if you are concerned that this would amount to a prohibited act under the POCA (see section 3.4 above for details), then you will need consent from the National Crime Agency (NCA), via the MLRO, to take any further part in the transaction. You should therefore make it clear as to whether there are any deadlines for giving such consent e.g. a completion date or court deadline;

d) Once you have reported the matter to the MLRO you must follow any directions he/she may give you. You must not make any further enquiries into the matter yourself or raise your concerns with the suspect, even if the NCA has given consent to any particular transaction proceeding. Any necessary investigation will be undertaken by the NCA and all employees will be required to co-operate with them during any subsequent money laundering investigation.

e) Do not make any reference on a client file to a report having been made to the MLRO – should the client exercise their right to see the file, under Data Protection or Freedom of Information Act, then such a note will obviously tip them off to the report having been made.

Disclosing to the NCA

- a) The MLRO will consider the report and any other available internal information e.g.:
 - other transaction patterns and volumes;
 - the length of any business relationship involved;
 - the number of any one-off transactions and linked transactions; and
 - any identification evidence held.

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

and will then make any other reasonable enquiries as appropriate in order to ensure that all available information is taken into account in deciding whether a report to the NCA is required.

- b) Once the MLRO has evaluated all of the information available, he/she must make a timely determination as to whether:
- there is actual or suspected money laundering taking place; or
 - there are reasonable grounds to know or suspect that is the case; and
 - whether he/she needs to seek consent from the NCA for a particular transaction to proceed.
- c) Where the MLRO concludes a referral is needed then he/she must disclose the matter as soon as practicable to the UKFIU electronically via SAR Online, unless he/she has a reasonable excuse for non-disclosure, for example, if you are a lawyer and you wish to claim legal professional privilege for not disclosing the information. After disclosure has been made no further action should be taken without guidance from the NCA.
- d) Where the MLRO suspects money laundering but has a reasonable excuse for non-disclosure, then he/she must note the report accordingly; he/she can then give their consent in writing for any ongoing or imminent transactions to proceed. In cases where legal professional privilege may apply, the MLRO must liaise with the Strategic Director – Corporate Resources and the Assistant Director - Democracy and Governance to decide whether there is a reasonable excuse for not reporting the matter to the NCA.
- e) Where consent is required from the NCA for a transaction to proceed, then the transaction(s) in question must not be undertaken or completed until the NCA has specifically given consent, or there is deemed consent through the expiration of the relevant time limits without objection from the NCA.
- f) All information referred to the MLRO and reports made to the NCA must be retained by the MLRO for a minimum of five years.

6. Cash Receipts

- a) Cash sums in excess of £1,000 for any one transaction shall not normally be accepted. Only in exceptional circumstances shall payments in excess of £1,000 be accepted, for example, to secure the tenancy of a property. Cash is defined as including notes, coins or travellers cheques in any currency.

7. Customer Due Diligence Checks

Nuneaton and Bedworth Borough Council's Anti Money Laundering Framework

- a) Where funds flow through to the Council from a source which it is unfamiliar with or a new business relationship is being formed or a one-off significant transaction is being considered, satisfactory evidence of the identity of the prospective client must be obtained. This applies to existing clients as well as new ones and regular monitoring throughout the life of any ongoing arrangement is also needed to ensure that the identification information remains up-to-date and the section's knowledge of the customer remains current.
- b) Where necessary, the following evidence should be obtained:
 - i. **Individuals** – The proof of identity for an individual should be the best available in the circumstances to identify that they are who they claim to be. They should identify their name, permanent address as well as date and place of birth. E.g. passports, driving licence, utility bills etc
 - ii. **Businesses** – check the identity of companies, partnerships and sole trader businesses by establishing the identity of the entity itself and then the people who are behind it – owners, directors, partners etc. the identity of these individuals' should be established as outlined above. The Assistant Director - Democracy and Governance can provide details of known directors and group structures for limited companies by requesting a financial report)
 - iii. **Agents** – where a person purports to act on behalf of the customer, confirmation that they are authorised to act on behalf of the customer and verification of their identity must be obtained from a reliable source which is independent of both the customer and the agent.
- c) The evidence should be retained for at least five years from the end of the business relationship or transaction(s).
- d) If satisfactory evidence of identity is not obtained at the outset of the matter then the business relationship or one off transaction(s) cannot proceed any further.
- e) This client identification procedure does not apply to transactions with credit or financial institutions or any other bodies who are subject to the requirements of the money laundering directives or where the customer is a public authority in the United Kingdom.

Nuneaton and Bedworth Borough Council

Anti-Fraud, Corruption and Bribery Strategy

1. Introduction

- 1.1 This document sets out the Nuneaton and Bedworth Borough Council's ("the Council") commitment to the prevention, deterrence, detection and investigation of fraud, corruption and bribery. It summarises the responsibilities of members, managers, employees, and others that we deal with and outlines the procedures to be followed where suspicion of an irregularity is raised.

2. Policy Statement

- 2.1. The Council is committed to the prevention, deterrence, detection and investigation of all forms of fraud and corruption, whether these are attempted from within or outside the organisation. The Council operates a zero tolerance on fraud and corruption, all instances will be investigated and the perpetrator(s) will be dealt with in accordance with established policies. Where necessary, the Council will seek to recover the proceeds of any fraudulent activity from identified offenders.
- 2.2. Whilst the general principles outlined in this Strategy apply to all areas of the Council's operations, it should be noted that a [there are](#) specific policy documents ~~is~~ in place in respect of the prevention and detection of benefit fraud ~~and housing tenancy fraud~~.

3. Definitions

Fraud

- 3.1 Fraud is defined ~~by CIPFA~~ as:-
"Dishonestly obtaining a benefit or causing a loss by deception, false representation or abuse of position. ~~When~~ trickery is used to gain a dishonest advantage, which is often financial, over another person, ~~the intentional and dishonest distortion of financial statements or other records by persons internal or external to the Council which is carried out to conceal the misappropriation of assets or otherwise for gain"~~

The Fraud Act 2006, ~~which came into effect on 15th January 2007~~, creates a ~~new~~ general offence of fraud with three ways of committing it:-

- Fraud by false and dishonest representation to make a gain for themselves or another or to cause or expose the risk of loss to another;
- Fraud by failing to disclose information where there is a legal duty to disclose; and intends by failing to disclose make a gain for themselves or another; or to cause or expose the risk of loss to another and
- Fraud by abuse of position with the intention of making a gain for themselves or another or to cause or expose the risk of loss to another.

It also created new offences:-

- Obtaining services dishonestly;
- Possessing, making and supplying articles for use in frauds; and
- Fraudulent trading applicable to non-corporate traders (extends Companies Acts to sole traders etc.).

~~3.2 Typical high risk areas are cash, cheques, credit cards, contracts, income, payments, expense claims, housing benefits, loans, investments, payroll, grants and stores.~~

Theft

3.2 Under the 1968 Theft Act a person shall be guilty of theft if:-
“they dishonestly appropriate property belonging to another with the intention of permanently depriving another of it”.

Possible offences include False Accounting (section 17 Theft Act 1968) and Making off Without Payment (section 3 Theft Act 1978).

3.3 Typical high risk areas for fraud and theft are cash, credit cards, contracts, income, payments, expense claims, housing benefits, loans, investments, payroll and grants.

Corruption

3.4 Corruption is defined ~~by the Audit Commission~~ as:-
“Illegal, bad or dishonest behaviour, especially bribery by people in position of power, for example the offering, giving, soliciting or acceptance of an inducement or reward which may influence a person the to act against the interests of the organization”

- 3.5 Areas of the Council where corrupt practices might be found include the tendering and award of contracts, settlement of contractors' accounts, prejudicial interests of Members, canvassing for appointments, hospitality, award of licenses and disposal of assets.

Bribery

- 3.6 Bribery is defined as:-
“the offering, giving or soliciting of an inducement or reward which may influence a person to perform a function or activity improperly”.
- 3.7 The Bribery Act 2010, ~~which came into force on July 1st 2011,~~ introduced a new anti bribery code and repeals all previous legislation. It created four new offences:
- **Paying bribes** – it is an offence to offer or give financial or other advantage with the intention of inducing a person to perform improperly a relevant function or activity, or to reward a person for the improper performance of such activity or function (section 1);
 - **Receiving bribes** – where a person receives or accepts a financial or other advantage to perform a function or activity improperly. It does not matter whether the recipient of the bribe receives it directly or through a third party, or whether it is for the recipients ultimate benefit (section 2);
 - **Bribery of a foreign official** – this is where a person, directly or through a third party, offers, promises or gives any financial or other advantage to a foreign public official in an attempt to influence them as a public servant and to obtain or retain business, or any other related advantage in the conduct of business (section 6);
 - **A corporate offence of failure to prevent bribery** – a commercial organization could be guilty of bribery where a person associated with the ~~organization~~organisation, such as an employee, agent or even a sub-contractor, bribes another person intending to obtain or retain business for the ~~organization~~organisation or to obtain or retain an advantage in the conduct of business for the ~~organization~~organisation (section 7)
- 3.8 Local authorities are explicitly covered by the offences in sections 1, 2 and 6 but not 7. However, it is the view that as long as the ~~organization~~organisation is incorporated it doesn't matter whether it only pursues charitable, educational or purely public functions and the Act also applies to any incorporated body in which the Council has a significant interest, such as an arms length trading company.

Money Laundering

- 3.9. Money Laundering is defined as:-

“the process by which criminals attempt to conceal the true origin and ownership of the proceeds of criminal activities. If successful, the money can lose its criminal identity and appear legitimate.

- 3.10 The Council has a [separate Anti Money Laundering Framework Policy for dealing with money laundering which is contained in part 4J of the Constitution.](#)

Cyber-Crime

- 3.11 Cyber-crime is any criminal act dealing with computers and networks (called hacking). Additionally, cyber-crime also includes traditional crimes conducted through the Internet

4. Culture

- 4.1 The Council is committed to create an environment that is based on the prevention and detection of fraud, corruption and bribery. This is achieved by promoting a culture of openness and honesty in all Council activities.
- 4.2 The Council’s members, employees and partners play an important role in creating and maintaining this culture and they are expected to be aware of the standards of conduct and the procedures in place to reduce the risk of fraud, corruption and bribery occurring.
- 4.3 The Confidential Reporting Code positively encourages them to raise concerns regarding fraud, corruption and bribery, immaterial of seniority, rank or status, in the knowledge that such concerns will be investigated and wherever possible will be treated in confidence. Suppliers and contractors to the Council and the public also have a part to play in this process and should inform the Council if they feel that fraud, corruption or bribery may have occurred.
- 4.4 The Council will ensure that all reported allegations will be taken seriously and investigated in an appropriate manner.

[4.44.5 The Confidential Reporting Code is contained in Part 5I of the Constitution.](#)

5. Prevention

- 5.1 The role of [Elected Members](#)

- 5.1.1 As elected representatives, all [Elected Members](#) have a duty to the Citizens of the Borough to protect the Council and public money from acts of fraud, corruption and bribery. This is reflected through the adoption of this Anti-Fraud, Corruption and Bribery Strategy and compliance with the Council's Code of Conduct for Members, the Council's Procedure Rules and [Standing Financial Procedure Rules](#) and relevant legislation.
- 5.1.2 Elected [Members](#) undertake to observe the Code of Conduct when they take office to ensure that they undertake their duties in a transparent manner, with consistency and free from allegation of impropriety.
- 5.1.3 [Elected](#) Members are required by law to disclose interests and keep that information up to date. In addition, members are required to disclose their interests at all committee meetings and where the interest is prejudicial, (i.e. it would affect the member's judgment of the public interest) the [Elected Member](#) is required to withdraw from the room while the matter is discussed.
- [5.1.4.](#) Any gifts or hospitality received, with an estimated value of at least £25, which is in any way related to the [Elected Members](#) duties in relation to the Council must be recorded in the gifts and hospitality register. The register is disclosed on the Council's website.

5.2 The role of [Managers](#)

- 5.2.1 Managers are responsible for the communication and implementation of this Strategy within ~~there~~ their work area. They are also responsible for ensuring that adequate systems of internal control exist within their areas of responsibility and that these controls continue to operate effectively so as to prevent and detect fraud, corruption and bribery. When a fraud has taken place managers, in consultation with the [Audit and Governance Manager](#) [Central Midlands Audit Partnership \(CMAP\)](#), will be expected to implement new controls to reduce the risk of a similar fraud occurring again.
- 5.2.2 Managers are responsible for ensuring that employees are aware of the Employee Code of Conduct, Human Resources policies and procedures, Contract Procedure Rules, Financial Procedure Rules and [Standing Orders](#) [Anti Money Laundering Framework](#) and the Fraud Response Plan and that the requirements of each are being met in their everyday business activities.
- 5.2.3 Managers are expected to create an environment in which their employees, contractors and other partners feel able to approach them with any concerns they may have about suspected irregularities. They should refer

to the procedures in the Council's Confidential Reporting Code (whistle blowing policy).

5.2.4 Special arrangements may apply where employees are responsible for cash handling or in charge of systems that generate payments and managers should ensure that written procedures are made available, that relevant training is provided and that a training record is maintained.

5.2.5 The Council ~~recognizes~~ recognises that a key preventative measure in dealing with fraud and corruption is for managers to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts and agency employees. The Council's recruitment procedures contain appropriate safeguards in the form of identity checks, written references, verification of qualifications and employment history.

~~5.2.6~~ As in other public bodies, ~~Criminal Records Bureau (CRB)~~ Disclosure and Barring Service (DBS) checks are undertaken for employees carrying out a regulated activity. The Council's Disclosure and Barring Policy provides managers with advice and guidance on when and how to do this. ~~(currently being drafted in consultation with HR)~~

5.3 Responsibilities of employees

5.3.1 Employees are responsible for ensuring that they follow the instructions given to them by managers particularly in relation to the safekeeping of the Council's assets.

5.3.2 We have an Employee Code of Conduct, which sets out minimum standards of conduct. The code gives clear guidance for all employees regarding:

- accountability;
- political neutrality;
- relationships;
- stewardship;
- personal interests;
- whistleblowing;
- treatment of information;
- appointment of staff
- monitoring officer investigations; and
- contractors and partnership agreements.

The code is available in the Council's Constitution ~~on the intranet~~ on its website.

5.3.3 Employees who have access to Housing and Council Tax Benefit information are required to sign a "Benefits Register of Interest". The purpose of this is to act as a safeguard against benefit fraud and to protect the integrity of employees from malicious accusations.

5.3.4 Employees who hold professional, trade or other appropriate qualification are expected to comply with the codes of conduct issued by the ~~organization~~organisation of which they are members. All Council staff must declare any offers of gifts or hospitality in accordance with the Policy and any relevant pecuniary interests, which if known publicly could be perceived to interfere with their independent judgment, ~~must be notified to the Council's Monitoring Officer~~. The register is disclosed on the Council's website.

5.4 Role of internal audit (Central Midlands Audit Partnership)

5.4.1 Internal Audit plays a vital preventative role in ensuring that satisfactory control arrangements exist and are working as management intended. The Finance Procedure Rules state that Internal Audit has authority to:-

- ~~• Enter at all reasonable times on any Council premises or land;~~
- ~~• Have access to all records, documents and correspondence relating to any financial and other transactions of the Council, including those held by a third party, such as contractors;~~
- ~~• Require and receive such explanations as are necessary, concerning any matter under examination;~~
- ~~• Require any employee of the Council to produce cash, stores or any other Council property under their control;~~
- Have Directly access to the Head of Paid Service, the Monitoring Officer, and Elected Members, the Chair of Audit and Standards Committee, Strategic Directors, Assistant Directors and Service ~~enior~~ Managers.
- Have full, free and unrestricted access to all services and functions, premises, assets, employees, elected ~~M~~members, suppliers and contractors, records and other documentation that the ~~Audit~~Chief Auditor & Governance Manager considers necessary to enable the Internal Audit service to fulfil its responsibilities.
- Have authority to access all relevant computer data as part of their work, including that registered under the Data Protection Act.
- Obtain the information and explanations they consider necessary from any employees, partners or agents of the Council to fulfil their objectives and responsibilities.
- Managers must ensure that Internal Audit access is considered when preparing partnership agreements or contracts for the purchase or supply of goods and services.

5.4.2 The National Fraud Initiative (NFI) is led by the ~~Audit Commission~~Cabinet Office as part of the external audit process. NFI seeks to identify fraud and error by comparing data sets across a large number of public bodies. The ~~Audit and Governance Manager~~Assistant Director – Democracy and Governance and Corporate Fraud Officer co-ordinates the Council's NFI data matching requirements and ensures compliance with the ~~Data Protection Act~~legislation. Secure systems are in place to transfer the data and to receive matches back for review. Matches are reviewed using a risk-based approach within the defined timescales.

5.5 Role of external audit

5.5.1 Independent external audit is an essential safeguard to the stewardship of public money. ~~The Council's external auditors will carry out their duties in accordance with the Code of Audit Practice. The Local Audit and Accountability Act 2014 makes the Comptroller and Auditor General responsible for the preparation, publication and maintenance of the Code of Audit Practice. The Code sets out what local auditors are required to do to fulfil their statutory responsibilities under the Act.~~

~~5.5.2 The Code emphasises management's role in preventing and detecting fraud and corruption. It is the external auditor's role to review the Council's arrangements for meeting this responsibility.~~

~~5.6 The Role of the Benefit Fraud Investigation Unit (BFIU)~~

~~5.6.1 We have a dedicated team of fraud investigators who are responsible for investigating potentially fraudulent claims for benefit and for promoting a culture of fraud awareness throughout the council. Where appropriate the BFIU will work with other departments and agencies in order to exchange information that will assist in the prevention and detection of benefit fraud.~~

~~5.7.6~~ **Role of Contractors, Suppliers, Voluntary Bodies, Agencies and the Public**

~~5.7.16.1~~ The Council is committed to the highest possible standards of openness, probity and accountability and encourages those that we deal with who have any concerns about any aspect of the Council's work to come forward and voice those concerns. The process for raising concerns is set out in the Council's Confidential Reporting Code (whistleblowing policy).

~~5.7.2 A benefit fraud hotline (0800 389 3537) has been set up to help raise public awareness of benefit fraud, the hotline is advertised in all Council buildings and community centres throughout the borough.~~

6 Deterrence

~~6.1 Benefit Fraud Prosecution Policy~~

~~6.1.1 To assist in the prevention and deterrence of fraud the Council has adopted a prosecution policy in respect of Housing and Council Tax Benefit fraud.~~

~~6.1.2 The policy statement adopted by the Council is as follows:~~

~~'The Council is committed to the prevention and deterrence of benefit fraud. Where a person has been accused of committing Housing and/or Council Tax Benefit fraud and there is sufficient evidence to sustain a prosecution, the Council will in the first instance consider:~~

- ~~• whether it is in the public interest to prosecute the offender; and~~
- ~~• whether any of the alternatives to prosecution would be more appropriate."~~

~~The alternatives to prosecution available are:~~

- ~~• to issue a Local Authority Caution~~
- ~~• to offer an Administrative Penalty'.~~

6.26.1 Disciplinary Procedures

6.1.1 Theft, fraud, corruption and bribery are serious offences and employees will face disciplinary action if there is evidence that they have been involved in these activities, ~~this includes benefit fraud~~. The Council has a Dismissal and Disciplinary Policy, which is available on the Intranet. In relation to employees, disciplinary action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case.

6.1.2 Members could face appropriate action ~~under this policy~~ if they are found to have been involved in fraud, ~~and~~ corruption ~~or bribery against the Authority~~. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case. If the matter is a potential breach of the Code of Conduct for Members then the matter shall be referred to the Monitoring Officer.

6.32 Gifts and Hospitality Policy

~~6.3.12.1~~ The Council has adopted a Gifts and Hospitality Policy, which applies to Members and Officers. This makes it clear that gifts and hospitality must not be accepted unless the person concerned is sure that the nature and value will not attract public criticism. All offers of gifts and hospitality must be recorded in the register held by the Monitoring Officer, which is available on the Council's website.

7. Detection and Investigation

- 7.1.1 There are numerous systems and management controls in place to deter fraud, corruption and bribery, but it is often the vigilance of employees, members, partners, suppliers, contractors and the public that aids detection. Frauds are often discovered by chance or “tip-off” and arrangements are in place to enable such information to be properly dealt with.
- 7.1.2 Depending upon the nature of the allegation, the ~~Audit and Governance Manager~~[Central Midlands Audit Partnership in conjunction with the Statutory Officers](#) will work with ~~Directors and Service~~ ~~Managers~~ to decide on the most appropriate course of action. Any decision to bring in the Police because of the nature of an allegation will be taken by the [Head of Paid Service, Section 151 Officer, Monitoring Officer and Managing Director or the relevant Strategic Director](#), in consultation with the ~~Audit and Governance Manager~~[Chief Auditor](#). If the Police are involved any disciplinary investigation will be suspended and will only continue with the permission of the Police.
- 7.1.3 Any control weaknesses identified during the course of an investigation must be reported to the relevant manager and, in consultation with the ~~Audit and Governance Manager~~[Statutory Officer Group](#), improvements will be made to ensure that there is no opportunity for further fraud, corruption or bribery.
- 7.1.4 The Fraud Response Plan reinforces the Council’s robust approach by setting out the ways in which concerns about suspected fraud, corruption or bribery should be reported and how they will be dealt with. ~~The Plan does not cover advice in respect of instances of suspected cases of Housing and Council Tax Benefit fraud. These will be investigated by the Benefits Investigation Unit and all such instances should be reported directly to Senior Investigations Officer or the Benefit fraud hotline 0800 389 3537.~~
- 7.1.5 The Confidential Reporting Code encourages employees who have serious concerns about any aspect of the Councils work to come forward and voice those concerns. It is recognised and accepted that these will be investigated in a confidential manner
- ~~7.1.6 All instances of suspected Housing and/or Council Tax Benefit fraud will be investigated by the Benefit Fraud Investigation Unit (BFIU). The BFIU has a reactive and proactive approach to the investigation of benefit fraud, and will use the full range of legislative powers available to them.~~

- 7.1.7 The Council will always seek to recover any losses incurred as a result of fraud, corruption or bribery, wherever this is practical, including the use of [civic-civil](#) law if appropriate.

8 Training

- 8.1 A lack of procedural guidance and training for managers and auditors in prevention, detection and investigation of fraud can lead to inefficient handling of fraud issues. Fraud awareness training for managers and employees involved in internal control systems is an effective measure in establishing an anti-fraud culture. This can be linked with training and awareness of other key documents such as the Confidential Reporting Code and Anti-Money Laundering Procedures.
- 8.2 The Council recognises that the success of this strategy and its general credibility will depend largely on the effectiveness of communication, programmed training and responsiveness of employees throughout the Authority, combined with a commitment from the Council.

9 Conclusion

- 9.1 The Council has in place a clear network of systems and procedures to assist in dealing with fraud and corruption. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent or corrupt activity that may affect its operation. ~~The Audit and Governance Manager will maintain a continuous overview of the arrangements in place.~~
- 9.2 If members, managers or employees are unsure of the appropriate action to take in relation to the information contained within this Strategy should contact the [Audit and Governance Manager](#)[Monitoring Officer](#) and the [Chief Auditor](#) for guidance.

Nuneaton and Bedworth Borough Council

Anti-Fraud, Corruption and Bribery Strategy

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- 2.2. Whilst the general principles outlined in this Strategy apply to all areas of the Council's operations, it should be noted that there are specific policy documents in place in respect of the prevention and detection of benefit and housing tenancy fraud.

3. Definitions

Fraud

- 3.1 Fraud is defined as:-
"Dishonestly obtaining a benefit or causing a loss by deception, false representation or abuse of position. When trickery is used to gain a dishonest advantage, which is often financial, over another person.

The Fraud Act 2006 creates a general offence of fraud with three ways of committing it:-

- Fraud by false and dishonest representation to make a gain for themselves or another or to cause or expose the risk of loss to another;
- Fraud by failing to disclose information where there is a legal duty to disclose; and intends by failing to disclose make a gain for themselves or another; or to cause or expose the risk of loss to another and
- Fraud by abuse of position with the intention of making a gain for themselves or another or to cause or expose the risk of loss to another.

It also created new offences:-

- Obtaining services dishonestly;
- Possessing, making and supplying articles for use in frauds; and
- Fraudulent trading applicable to non-corporate traders (extends Companies Acts to sole traders etc.).

Theft

- 3.2 Under the 1968 Theft Act a person shall be guilty of theft if:-
“they dishonestly appropriate property belonging to another with the intention of permanently depriving another of it”.

Possible offences include False Accounting (section 17 Theft Act 1968) and Making off Without Payment (section 3 Theft Act 1978),

- 3.3 Typical high risk areas for fraud and theft are cash, credit cards, contracts, income, payments, expense claims, housing benefits, loans, investments, payroll and grants.

Corruption

- 3.4 Corruption is defined as:-
“Illegal, bad or dishonest behaviour, especially bribery by people in position of power, for example the offering, giving, soliciting or acceptance of an inducement or reward which may influence a person to act against the interests of the organization”

- 3.5 Areas of the Council where corrupt practices might be found include the tendering and award of contracts, settlement of contractors’ accounts, prejudicial interests of Members, canvassing for appointments, hospitality, award of licenses and disposal of assets.

Bribery

- 3.6 Bribery is defined as:-
“the offering, giving or soliciting of an inducement or reward which may influence a person to perform a function or activity improperly”.
- 3.7 The Bribery Act 2010 introduced a new anti bribery code and repeals all previous legislation. It created four new offences:
- **Paying bribes** – it is an offence to offer or give financial or other advantage with the intention of inducing a person to perform improperly a relevant function or activity, or to reward a person for the improper performance of such activity or function (section 1);
 - **Receiving bribes** – where a person receives or accepts a financial or other advantage to perform a function or activity improperly. It does not matter whether the recipient of the bribe receives it directly or through a third party, or whether it is for the recipients ultimate benefit (section 2);
 - **Bribery of a foreign official** – this is where a person, directly or through a third party, offers, promises or gives any financial or other advantage to a foreign public official in an attempt to influence them as a public servant and to obtain or retain business, or any other related advantage in the conduct of business (section 6);
 - **A corporate offence of failure to prevent bribery** – a commercial organization could be guilty of bribery where a person associated with the organisation, such as an employee, agent or even a sub-contractor, bribes another person intending to obtain or retain business for the organisation or to obtain or retain an advantage in the conduct of business for the organisation (section 7)
- 3.8 Local authorities are explicitly covered by the offences in sections 1, 2 and 6 but not 7. However, it is the view that as long as the organisation is incorporated it doesn't matter whether it only pursues charitable, educational or purely public functions and the Act also applies to any incorporated body in which the Council has a significant interest, such as an arms length trading company.

Money Laundering

- 3.9. Money Laundering is defined as:-
“the process by which criminals attempt to conceal the true origin and ownership of the proceeds of criminal activities. If successful, the money can lose its criminal identity and appear legitimate.
- 3.10. The Council has a Anti Money Laundering Framework which is contained in part 4J of the Constitution.

Cyber-Crime

- 3.11 Cyber-crime is any criminal act dealing with computers and networks (called hacking). Additionally, cyber-crime also includes traditional crimes conducted through the Internet

4. Culture

- 4.1 The Council is committed to create an environment that is based on the prevention and detection of fraud, corruption and bribery. This is achieved by promoting a culture of openness and honesty in all Council activities.
- 4.2 The Council's Members, employees and partners play an important role in creating and maintaining this culture and they are expected to be aware of the standards of conduct and the procedures in place to reduce the risk of fraud, corruption and bribery occurring.
- 4.3 The Confidential Reporting Code positively encourages them to raise concerns regarding fraud, corruption and bribery, immaterial of seniority, rank or status, in the knowledge that such concerns will be investigated and wherever possible will be treated in confidence. Suppliers and contractors to the Council and the public also have a part to play in this process and should inform the Council if they feel that fraud, corruption or bribery may have occurred.
- 4.4 The Council will ensure that all reported allegations will be taken seriously and investigated in an appropriate manner.
- 4.5 The Confidential Reporting Code is contained in Part 5I of the Constitution.

5. Prevention

5.1 The role of Members

- 5.1.1 As elected representatives, all Members have a duty to the Citizens of the Borough to protect the Council and public money from acts of fraud, corruption and bribery. This is reflected through the adoption of this Anti-Fraud, Corruption and Bribery Strategy and compliance with the Council's Code of Conduct for Members, the Council's Procedure Rules and Financial Procedure Rules and relevant legislation.
- 5.1.2 Members undertake to observe the Code of Conduct when they take office to ensure that they undertake their duties in a transparent manner, with consistency and free from allegation of impropriety.

- 5.1.3 Members are required by law to disclose interests and keep that information up to date. In addition, Members are required to disclose their interests at all committee meetings and where the interest is prejudicial, (i.e. it would affect the Member's judgment of the public interest) the Member is required to withdraw from the room while the matter is discussed.
- 5.1.4. Any gifts or hospitality received, with an estimated value of at least £25, which is in any way related to the Members duties in relation to the Council must be recorded in the gifts and hospitality register. The register is disclosed on the Council's website.

5.2 The role of Managers

- 5.2.1 Managers are responsible for the communication and implementation of this Strategy within their work area. They are also responsible for ensuring that adequate systems of internal control exist within their areas of responsibility and that these controls continue to operate effectively so as to prevent and detect fraud, corruption and bribery. When a fraud has taken place managers, in consultation with the Central Midlands Audit Partnership (CMAP), will be expected to implement new controls to reduce the risk of a similar fraud occurring again.
- 5.2.2 Managers are responsible for ensuring that employees are aware of the Employee Code of Conduct, Human Resources policies and procedures, Contract Procedure Rules, Financial Procedure Rules and Anti Money Laundering Framework and the Fraud Response Plan and that the requirements of each are being met in their everyday business activities.
- 5.2.3 Managers are expected to create an environment in which their employees, contractors and other partners feel able to approach them with any concerns they may have about suspected irregularities. They should refer to the procedures in the Council's Confidential Reporting Code (whistleblowing policy).
- 5.2.4 Special arrangements may apply where employees are responsible for cash handling or in charge of systems that generate payments and managers should ensure that written procedures are made available, that relevant training is provided and that a training record is maintained.
- 5.2.5 The Council recognises that a key preventative measure in dealing with fraud and corruption is for managers to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts and agency employees. The Council's recruitment procedures contain

appropriate safeguards in the form of identity checks, written references, verification of qualifications and employment history.

- 5.2.6 As in other public bodies, Disclosure and Barring Service (DBS) checks are undertaken for employees carrying out a regulated activity. The Council's Disclosure and Barring Policy provides managers with advice and guidance on when and how to do this.

5.3 Responsibilities of employees

- 5.3.1 Employees are responsible for ensuring that they follow the instructions given to them by managers particularly in relation to the safekeeping of the Council's assets.

- 5.3.2 We have an Employee Code of Conduct, which sets out minimum standards of conduct. The code gives clear guidance for all employees regarding:

- accountability;
- political neutrality;
- relationships;
- stewardship;
- personal interests;
- whistleblowing;
- treatment of information;
- appointment of staff
- monitoring officer investigations; and
- contractors and partnership agreements.

The code is available in the Council's Constitution on its website.

- 5.3.3 Employees who have access to Housing and Council Tax Benefit information are required to sign a "Benefits Register of Interest". The purpose of this is to act as a safeguard against benefit fraud and to protect the integrity of employees from malicious accusations.

- 5.3.4 Employees who hold professional, trade or other appropriate qualification are expected to comply with the codes of conduct issued by the organisation of which they are Members. All Council staff must declare any offers of gifts or hospitality in accordance with the Policy and any relevant pecuniary interests, which if known publicly could be perceived to interfere with their independent judgment. The register is disclosed on the Council's website.

5.4 Role of internal audit (Central Midlands Audit Partnership)

5.4.1 Internal Audit plays a vital preventative role in ensuring that satisfactory control arrangements exist and are working as management intended. The Finance Procedure Rules state that Internal Audit has authority to:-

- Have direct access to the Head of Paid Service, the Monitoring Officer, Members, the Chair of Audit and Standards Committee, Strategic Directors, Assistant Directors and Service Managers.
- Have full, free and unrestricted access to all services and functions, premises, assets, employees, Members, suppliers and contractors, records and other documentation that the Chief Auditor considers necessary to enable the Internal Audit service to fulfil its responsibilities.
- Have authority to access all relevant computer data as part of their work, including that registered under the Data Protection Act.
- Obtain the information and explanations they consider necessary from any employees, partners or agents of the Council to fulfil their objectives and responsibilities.
- Managers must ensure that Internal Audit access is considered when preparing partnership agreements or contracts for the purchase or supply of goods and services.

5.4.2 The National Fraud Initiative (NFI) is led by the Cabinet Office. NFI seeks to identify fraud and error by comparing data sets across a large number of public bodies. The Assistant Director – Democracy and Governance and Corporate Fraud Officer co-ordinates the Council's NFI data matching requirements and ensures compliance with the data protection legislation. Secure systems are in place to transfer the data and to receive matches back for review. Matches are reviewed using a risk-based approach within the defined timescales.

5.5 Role of external audit

5.5.1 Independent external audit is an essential safeguard to the stewardship of public money. . The Local Audit and Accountability Act 2014 makes the Comptroller and Auditor General responsible for the preparation, publication and maintenance of the Code of Audit Practice. The Code sets out what local auditors are required to do to fulfil their statutory responsibilities under the Act.

5.6 Role of Contractors, Suppliers, Voluntary Bodies, Agencies and the Public

5.6.1 The Council is committed to the highest possible standards of openness, probity and accountability and encourages those that we deal with who

have any concerns about any aspect of the Council's work to come forward and voice those concerns. The process for raising concerns is set out in the Council's Confidential Reporting Code (whistleblowing policy).

6 Deterrence

6.1 Disciplinary Procedures

6.1.1 Theft, fraud, corruption and bribery are serious offences and employees will face disciplinary action if there is evidence that they have been involved in these activities. The Council has a Dismissal and Disciplinary Policy, which is available on the Intranet. In relation to employees, disciplinary action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case.

6.1.2 Members could face appropriate action if they are found to have been involved in fraud, corruption or bribery. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case. If the matter is a potential breach of the Code of Conduct for Members then the matter shall be referred to the Monitoring Officer.

6.2 Gifts and Hospitality Policy

6.2.1 The Council has adopted a Gifts and Hospitality Policy, which applies to Members and Officers. This makes it clear that gifts and hospitality must not be accepted unless the person concerned is sure that the nature and value will not attract public criticism. All offers of gifts and hospitality must be recorded in the register held by the Monitoring Officer, which is available on the Council's website.

7. Detection and Investigation

7.1.1 There are numerous systems and management controls in place to deter fraud, corruption and bribery, but it is often the vigilance of employees, Members, partners, suppliers, contractors and the public that aids detection. Frauds are often discovered by chance or "tip-off" and arrangements are in place to enable such information to be properly dealt with.

7.1.2 Depending upon the nature of the allegation, the Central Midlands Audit Partnership in conjunction with the Statutory Officers will work with Directors and Service Managers to decide on the most appropriate course of action. Any decision to bring in the Police because of the nature of an allegation will be taken by the Head of Paid Service, Section 151 Officer, Monitoring Officer and Strategic Director, in consultation with the Chief

Auditor. If the Police are involved any disciplinary investigation will be suspended and will only continue with the permission of the Police.

- 7.1.3 Any control weaknesses identified during the course of an investigation must be reported to the relevant manager and, in consultation with the Statutory Officer Group, improvements will be made to ensure that there is no opportunity for further fraud, corruption or bribery.
- 7.1.4 The Fraud Response Plan reinforces the Council's robust approach by setting out the ways in which concerns about suspected fraud, corruption or bribery should be reported and how they will be dealt with.
- 7.1.5 The Confidential Reporting Code encourages employees who have serious concerns about any aspect of the Councils work to come forward and voice those concerns. It is recognised and accepted that these will be investigated in a confidential manner
- 7.1.7 The Council will always seek to recover any losses incurred as a result of fraud, corruption or bribery, wherever this is practical, including the use of civil law if appropriate.

8 Training

- 8.1 A lack of procedural guidance and training for managers and auditors in prevention, detection and investigation of fraud can lead to inefficient handling of fraud issues. Fraud awareness training for managers and employees involved in internal control systems is an effective measure in establishing an anti-fraud culture. This can be linked with training and awareness of other key documents such as the Confidential Reporting Code and Anti-Money Laundering Procedures.
- 8.2 The Council recognises that the success of this strategy and its general credibility will depend largely on the effectiveness of communication, programmed training and responsiveness of employees throughout the Authority, combined with a commitment from the Council.

9 Conclusion

- 9.1 The Council has in place a clear network of systems and procedures to assist in dealing with fraud and corruption. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent or corrupt activity that may affect its operation.

- 9.2 If Members, managers or employees are unsure of the appropriate action to take in relation to the information contained within this Strategy should contact the Monitoring Officer and the Chief Auditor for guidance.

AGENDA ITEM NO.12e

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Audit and Standards Committee
Date of Meeting:	17 th March 2026
Subject:	Local Code of Corporate Governance
Portfolio:	Not Applicable
Responsible Officer:	Assistant Director – Democracy and Governance
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	Strive for transparency and accountability, in all that we do. Increase public scrutiny and Set ambitious and challenging budgets, to ensure taxpayers money is respected, and high-quality services are delivered.
Ward Relevance:	All
Public or Private:	Public
Forward Plan:	No
Subject to Call-in:	No

1. Purpose of report

- 1.1. To provide the Audit and Standards Committee with the reviewed Local Code of Corporate Governance for consideration, approval and referral to Full Council for adoption.

2. Recommendations

- 2.1. That the revised Local Code of Corporate Governance be endorsed; and
2.2. It be recommended to Full Council to approve and adopt the revised Local Code of Corporate Governance.

3. Background

3.1. The Local Code of Corporate Governance hasn't been formally revised for some time (believed to be up to seven years or so). The Code was revamped shortly after the requirements of the Delivering Good Governance in Local Government Framework (2016) was released, which whilst remains current, the Council hasn't reviewed its Code formally since. Therefore, the Assistant Director – Democracy and Governance proposed as part of the Audit and Standards Work Programme for the 2025/2026 Municipal Year, a review and refresh of the Code to ensure it reflects the current position of the Council. It would also bring it in line with the revised corporate document suite.

4. Body of report and reason for recommendations

4.1. This Local Code of Corporate Governance sets out how Nuneaton and Bedworth Borough Council (The Council) ensures that it conducts its business in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The proposed version of the Local Code of Corporate Governance (The Code) has been updated in line with the CIPFA/SOLACE Framework (2016) and the [Council's Corporate Plan 2025–2029](#).

4.2. The revised Code has been revised to incorporate elements of the Council's governance arrangements that have been strengthened or updated to ensure ongoing effectiveness.

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

5.1. A Consultation process was undertaken by the Assistant Director – Democracy and Governance internally from 2nd January 2026 until 5th February 2026, including the Senior Leadership Team and other key officers and parties instrument in key corporate governance related activities (such as data, performance, fraud, and Audit (CMAP)). All feedback received was incorporated into the revised Code which was then approved internally by Senior Leadership Team 17th February 2026.

6. Financial Implications

6.1. No direct financial implications related to the adoption of a revised Local Code of Corporate Governance.

7. Legal Implications

7.1. The governance review process ensures that the Council discharges its statutory duties under the Local Government Act 1999 and the Accounts and Audit Regulations 2015 as set out at

paragraphs 5 to 8 of the report. The Accounts and Audit (England) Regulations 2015 oblige the Council to produce an Annual Governance Statement for each accounting year evidencing how the Council has performed. The Local Code of Governance proposed to be adopted assists the Council in meeting the requirement of producing that Annual Governance Statement and allows the Statement to assess performance as against the Code. There is no specific statutory requirement for a Local Authority to produce or adopt a Local Code of Corporate Governance. However, the CIPFA Framework 'Delivering Good Governance in Local Government' clearly sets out that it is best practice to do so. The Code of Corporate Governance enables the Council to demonstrate how it complies with the Delivering Good Governance in Local Government Framework 2016.

8. Equalities implications

- 8.1. None directly arising from this report following an Equality Impact Screening Form, however it should be noted from the Code, that the Council has adopted a new Equality and Diversity policy recently approved by Cabinet (February 2026).

9. Health implications

- 9.1. No direct health implications are associated to this report.

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, but the assessment of corporate risk is a key component of the Council's governance arrangements and ensuring the Code is updated, mitigates risk associated to old practices, structures and governance which has likely been superseded since the Codes initial adoption in 2016.

13. Human resources implications

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

14. Options considered and reason for their rejection

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

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	Do nothing	Not to approve the Local Code of Governance. As highlighted however, the requirement to have a Code is best practice as indicated by CIPFA/SOLACE guidance and supports the Annual Governance Statement required by statute by setting out clearly the Council's approach to governance across the organisation.

15. Conclusion

15.1. In summary, the revised Local Code of Corporate Governance reflects current best practice and strengthens the Council's commitment to transparency, accountability and effective decision-making. The Audit and Standards Committee is therefore invited to consider and endorse the draft and recommend that Full Council approve and adopt the updated Code. In doing so, it ensures that our governance arrangements remain fit for purpose and aligned with the principles of good governance that underpin public trust and organisational resilience.

16. Appendices

16.1. Please note the following appendices:

- i. Appendix A - Local Code of Corporate Governance - 2026 - For Approval.
- ii. Appendix B - NBBC Current Local Code of Corporate Governance.

17. Background papers

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

18. Report Writer Details:

Officer Job Title: Assistant Director – Democracy and Governance

Officer Name: Matthew Wallbank

2026

Local Code of Corporate Governance

Author and Version information

Author: Assistant Director – Democracy and Governance

Approved by: Audit and Standards Committee [Month] 2026

Version no: 2

Date: 06/02/2026

Contents

Page Description

1	Contents Page
2	Introduction
2	Our Commitment
3	What is Governance and what does 'Good Governance' look like?
3	The Principles of Good Governance
5	Implementation and Monitoring
5	Review and Approval
6	Appendix A – How the Council applies the 7 principles

1.0 Introduction

- 1.1. This Local Code of Corporate Governance sets out how Nuneaton and Bedworth Borough Council (The Council) ensures that it conducts its business in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. This version of the Local Code of Corporate Governance (The Code) has been updated in line with the CIPFA/SOLACE Framework (2016) and the [Council’s Corporate Plan 2025-2029](#).
- 1.2. This document sets out and describes the Council’s commitment to corporate governance, and to ensure its effective implementation and application in all areas of the Council’s work.
- 1.3. This Code applies to the Council’s Members, officers and partnership arrangements. This Code will be accessible on the Council’s website.

2.0 Our Commitment

- 2.1. The Council **is committed** to the principles of good governance and aims to demonstrate its ongoing commitment through the ongoing review and adoption of a Local Code of Corporate Governance in line with the CIPFA/Solace 2016 Framework.
- 2.2. Good governance underpins the [Council’s Corporate Plan 2025-2029](#) and Council values. The Council Values are outlined in the Code of Conduct for Employees found in Part 5B of the [Constitution](#), these are:

- 1. Service** for our customers
- 2. Integrity** in our actions
- 3. Accountability** for our performance
- 4. Co-operation** with councillors, colleagues and partners
- 5. Objectivity** in our decisions
- 6. Efficiency** to keep overall costs down
- 7. Confidence** to try things out

3.0 What is Governance and what does 'Good Governance' look like?

- 3.1. The International Framework: Good Governance in the Public Sector (Chartered Institute of Public Finance and Accountancy / International Federation of Accountants, 2014), the 'International Framework', defines governance as follows:

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

- 3.2. Good governance is about how the Council ensures that it is doing the right things, in the right way, for the communities it serves, in a timely, inclusive, open, honest and accountable manner. In practice, good governance is made up of all the systems, processes, culture and behaviours which direct and control the way in which we work and through which we account to, engage with and lead our communities.

- 3.3. The International Framework also states that:

To deliver good governance in the public sector, both governing bodies and individuals working for public sector entities must try to achieve their entity's objectives while acting in the public interest at all times. Acting in the public interest implies primary consideration of the benefits for society, which should result in positive outcomes for service users and other stakeholders.

4.0 The Principles of Good Governance

- 4.1. The diagram below, taken from the International Framework, illustrates the principles of good governance in the public sector and how they relate to each other. The Council positively recognises and accepts these underlying principles of good governance.

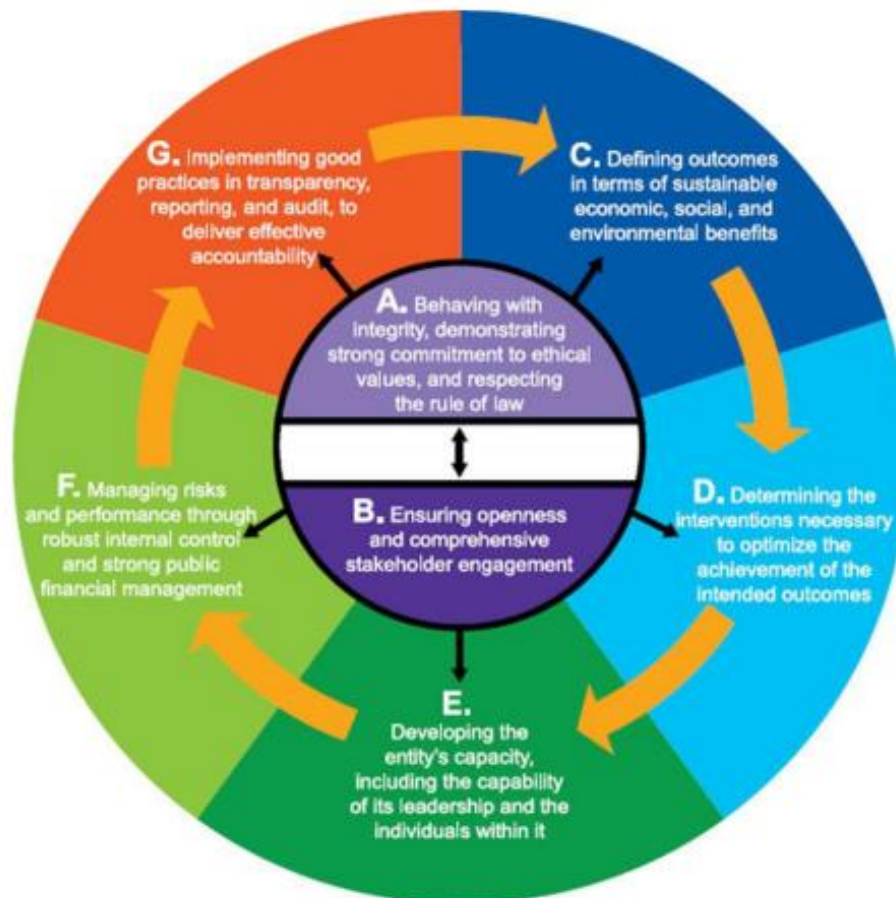
- 4.2. The seven core principles of good governance as set out in the CIPFA/SOLACE Framework (2016) are:

- a) Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- b) Ensuring openness and comprehensive stakeholder engagement.
- c) Defining outcomes in terms of sustainable economic, social and environmental benefits.

- d) Determining the interventions necessary to optimise the achievement of the intended outcomes.
- e) Developing the capacity, capability and leadership of Members and officers.
- f) Managing risks and performance through robust internal control and strong public financial management.
- g) Implementing good practices in transparency, reporting and audit to deliver effective accountability.

4.3. Principles A and B in the centre of Diagram 1, permeate implementation of principles C to G. Diagram 1 also illustrates that good governance is dynamic, and that an entity as a whole should be committed to improving governance on a continuing basis through a process of evaluation and review.

Diagram 1 – Seven principles of good governance



- 4.4. [Appendix A](#) sets out the Council's controls and documents which refer to the systems, processes, culture and behaviours in place at the Council in accordance with The Code.

5.0 Implementation and Monitoring

- 5.1. The Council maintains a framework of systems, processes, cultures and values by which the organisation is directed and controlled. This includes the [Constitution](#), Codes of Conduct, Financial and Contract Procedure Rules, Risk Management Strategy, and the Annual Governance Statement (AGS) to name a few.
- 5.2. Each year the Council will carry out a review of its governance arrangements to ensure compliance with The Code. The purpose of the review will be to provide assurance that governance arrangements are adequate and operating effectively, or to identify action that is planned to ensure effective governance in the future. The outcome of the review will take the form of an Annual Governance Statement prepared on behalf of the Leader and Chief Executive. It is submitted to the Audit and Standards Committee for consideration and review. The Annual Governance Statement will accompany the Council's Statutory Statement of Accounts, as required by the Accounts and Audit Regulations. The Annual Governance Statement can be found on the website - [Annual Governance Statement | Transparency code | Nuneaton and Bedworth Borough Council](#).
- 5.3. The Council's Audit & Standards Committee provides independent assurance of the adequacy of the governance framework, and reviews the Annual Governance Statement each year.

6.0 Review and Approval

- 6.1. This Code will be reviewed at least every three years, or sooner if required by legislative or structural changes. Approval will be given by the Audit and Standards Committee.

Appendix A – How the Council applies the 7 principles

Principle A – Behaving with Integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

Supporting Principles:

1. Behaving with integrity
2. Demonstrating strong commitment to ethical values
3. Respecting the rule of law

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Ensuring Members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.</p> <p>1.2. Ensuring Members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles).</p>	<ul style="list-style-type: none"> • Codes of Conduct for employees and Members, as well as the Member and Officer Protocol (all three contained in the Constitution). • Induction for new Members and staff on the standard of behaviour expected. • Human Resource Policies. • Annual Development Reviews for employees. • Council Values (2.2 of the Code). • Corporate Plan. • Declarations of interests made at all meetings which are documented in the minutes and online.

	<p>1.3. Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.</p> <p>1.4. Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.</p>	<ul style="list-style-type: none"> • Audit and Standards Committee (Article 9 of the Constitution). • Rules of Procedure in the Council’s Constitution. • Register gifts and hospitality for Members and employees, which is published on the Council’s website. • Anti-fraud and Corruption Policy (Constitution part 4I) and a Fraud Response Plan. • Whistleblowing Policy to protect individuals who express concerns (Constitution part 5I). • Whistleblowing officer appointed to be a first point of contact (Monitoring Officer). • Member Officer Protocol (Constitution Part 5C).
2	<p>2.1. Seeking to establish, monitor and maintain the organisation’s ethical standards and performance.</p> <p>2.2. Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation’s culture and operation.</p>	<ul style="list-style-type: none"> • Constitution. • Annual Governance Statement. • Scrutiny of decision making process and call-in procedure. • Audit and Standards Committee review gifts and hospitality register and declarations of interest annually.

		<ul style="list-style-type: none"> • Robust recruitment and selection process. • Codes of Conduct for employees and Members, as well as the Member and Officer Protocol (all three contained in the Constitution). • Council Values (2.2 of the Code). • Annual Development Reviews for employees. • Internal and External Audit provision.
3	<p>3.1. Ensuring Members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.</p> <p>3.2. Creating the conditions to ensure that the statutory officers, other key post holders, and Members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.</p> <p>3.3. Striving to optimise the use of the full powers available for the benefit of citizens,</p>	<ul style="list-style-type: none"> • Job descriptions and specifications. • Constitution. • Monitoring Officer Protocol (Constitution part 5F). • Codes of Conduct for employees (contained in the Constitution). • Delegated decisions taken by officers are recorded and published on the Council's website. • Audit and Standards Committee (Article 9 of the Constitution). • Anti-fraud and Corruption Policy (Constitution part 4I) and a Fraud Response Plan.

	<p>communities and other stakeholders.</p> <p>3.4. Dealing with breaches of legal and regulatory provisions effectively.</p> <p>3.5. Ensuring corruption and misuse of power are dealt with effectively.</p>	<ul style="list-style-type: none"> • Whistleblowing Policy to protect individuals who express concerns (Constitution part 5I). • Fraud Response Plan. • Human Resource Policies. • Codes of Conduct for employees and Members, as well as the Member and Officer Protocol (all three contained in the Constitution). • Member Code of Conduct Complaint Process (Constitution part 5A). • Legal Team structure with 7FTE.
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Principle B - Ensuring openness and comprehensive stakeholder engagement

Supporting Principles:

1. Openness
2. Engaging comprehensively with Institutional stakeholders
3. Engaging stakeholders effectively, including citizens and service users

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness.</p> <p>1.2. Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided.</p> <p>1.3. Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact</p>	<ul style="list-style-type: none"> • Data Transparency website page. • Publication Scheme. • Freedom of Information Act. • Public access period after the financial accounts have been completed. • Record of decision making and minutes of Public meetings on website. • Forward Plan. • Corporate Plan. • Committee report templates • Decision making protocol and call-in procedure - Rules of Procedure in the Council's Constitution.

	<p>and consequences of those decisions are clear.</p> <p>1.4. Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.</p>	<ul style="list-style-type: none"> • Committee timetable giving dates for submitting, publishing and distributing timely committee reports is adhered to. • Consultation webpage. • Audit and Standards Committee (Article 9 of the Constitution). • Local Government Association – Peer Challenge Review.
2	<p>2.1. Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes are achieved successfully and sustainably.</p> <p>2.2. Developing formal and informal partnerships to allow for resources to be used efficiently and outcomes achieved more effectively.</p> <p>2.3. Ensuring that partnerships are based on:</p> <p>➤ Trust</p>	<ul style="list-style-type: none"> • Consultation webpage. • Customer feedback process. • Nuneaton and Bedworth Community Safety Partnership (NABSCOP) Safer communities • Partnership Framework and Scorecard. • Memorandum of Understanding, Shared Service Agreements, Service Level Agreements.

	<p>➤ A shared commitment to change</p> <p>➤ A culture that promotes and accepts challenge among partners</p> <p>And that the added value of partnership working is explicit.</p>	
3.	<p>3.1. Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.</p> <p>3.2. Ensuring that communication methods are effective and that Members and officers are clear about their roles with regard to community engagement.</p> <p>3.3. Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different</p>	<ul style="list-style-type: none"> • Community Forums. • Residents Partnerships. • Consultation webpage. • Customer feedback process. • Member Enquiries. • Petition Scheme (Constitution Part 5K). • Use of Social Media and 'Forms' via website. • Tenant Engagement Strategy.

	<p>backgrounds including reference to future needs</p> <p>3.4. Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.</p> <p>3.5. Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.</p> <p>3.6. Taking account of the impact of decisions on future generations of tax payers and service users.</p>	
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Principle C - Defining outcomes in terms of sustainable economic, social, and environmental benefits

Supporting Principles:

1. Defining Outcomes
2. Sustainable economic, social and environmental benefits

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Having a clear vision, which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the organisation's overall strategy, planning and other decisions.</p> <p>1.2. Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.</p> <p>1.3. Delivering defined outcomes on a sustainable basis within the resources that will be available.</p> <p>1.4. Identifying and managing risks to achievement of outcomes.</p>	<ul style="list-style-type: none"> • Corporate Plan and annual Delivery Plan. • Service and Business Plans. • Use of PowerBI for performance metrics. • OSP Performance Reports. • Risk Management Policy and Strategy (Constitution part 5P). • Performance Management Framework (Constitution part 5Q). • Borough Plan. • Business Case development and monitoring via Corporate Programme Review Board (CPRB).

	1.5. Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available.	
2	<p>2.1. Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision.</p> <p>2.2. Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints.</p> <p>2.3. Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.</p> <p>2.4. Ensuring fair access to services.</p>	<ul style="list-style-type: none"> • Forward Plan. • Committee, Cabinet and Council reports on the website. • Decision making protocol and call-in procedure - Rules of Procedure in the Council's Constitution. • Equality and diversity including policy.

Principle D - Determining the interventions necessary to optimise the achievement of the intended outcomes

Supporting Principles:

1. Determining Interventions
2. Planning Interventions
3. Optimising achievement of intended outcomes

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.</p> <p>1.2. Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts.</p>	<ul style="list-style-type: none"> • Audit and Standards Committee (Article 9 of the Constitution) and ICO report issued to the Committee. • Rules of Procedure in the Council's Constitution. • Record of decision making and minutes of Public meetings on website. • Consultation webpage. • Customer feedback process.
2	<p>2.1. Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.</p>	<ul style="list-style-type: none"> • Strategic Risk Register • Operational Risk Register's • Corporate Governance Group

<p>2.2. Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.</p> <p>2.3. Considering and monitoring risks facing each partner when working collaboratively, including shared risks.</p> <p>2.4. Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.</p> <p>2.5. Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.</p> <p>2.6. Ensuring capacity exists to generate the information required to review service quality regularly.</p> <p>2.7. Preparing budgets in accordance with objectives, strategies and the medium term financial plan.</p> <p>2.8. Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.</p>	<ul style="list-style-type: none"> • Annual Governance Statement. • Corporate Executive Team and Senior Leadership Team. • Consultation webpage. • Customer feedback process. • Risk Management Policy and Strategy (Constitution part 5P). • Performance Management Framework (Constitution part 5Q). • Emergency Planning and Business Continuity Plan. • Medium Term Financial Plan. • HRA Business Plan.
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3	<p>3.1. Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.</p> <p>3.2. Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.</p> <p>3.3. Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.</p> <p>3.4. Ensuring the achievement of 'social value' through service planning and commissioning.</p>	<ul style="list-style-type: none"> • Budget Book. • Medium Term Financial Plan. • HRA Business Plan. • Corporate Plan and annual Delivery Plan. • Quarterly Budget Monitoring Reports issued to Cabinet, including outturn reports following a financial year. • Contract Procedure Rules (Constitution part 4G) include Social Value Act requirements as well as the Procurement and Accounts Payable Strategy. • Financial Procedure Rules (Constitution part 4F).
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Principle E - Developing the Council's capacity, including the capability of its leadership and the individuals within it

Supporting Principles:

1. Developing the Council's capacity
2. Developing the capability of the entity's leadership and other individuals

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.</p> <p>1.2. Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.</p> <p>1.3. Recognising the benefits of partnerships and collaborative working where added value can be achieved.</p> <p>1.4. Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.</p>	<ul style="list-style-type: none"> • Corporate Plan and annual Delivery Plan. • OSP Performance Reports. • Partnership Framework and Scorecard. • People Strategy (in development).
2	<p>2.1. Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early</p>	<ul style="list-style-type: none"> • Scheme of Delegation in the Constitution.

<p>on in the relationship and that a shared understanding of roles and objectives is maintained.</p> <p>2.2. Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.</p> <p>2.3. Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by Members and each provides a check and a balance for each other's authority.</p> <p>2.4. Developing the capabilities of Members and senior management to achieve effective leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:-</p> <ul style="list-style-type: none"> - Ensuring Members and staff have access to appropriate induction tailored to their role and that on-going training and development matching individual and organisational requirements is available and encouraged. 	<ul style="list-style-type: none"> • Constitution. • Induction for new Members and staff on the standard of behaviour expected. • Annual Development Reviews for employees. • Council Values (2.2 of the Code). • Corporate Executive Team and Senior Leadership Team. • Community Forums. • Residents Partnerships. • Consultation webpage. • Customer feedback process. • Petition Scheme (Constitution Part 5K). • Audit and Standards Committee (Article 9 of the Constitution). • Human Resource Policies.
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	<ul style="list-style-type: none"> - Ensuring Members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis - Ensuring personal, organisational and system-wide development through shared learning, including lessons learned from governance weaknesses both internal and external. <p>2.5. Ensuring that there are structures in place to encourage public participation.</p> <p>2.6. Taking steps to consider the leadership’s own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.</p> <p>2.7. Holding staff to account through regular performance reviews which take account of training or development needs.</p> <p>2.8. Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.</p>	<ul style="list-style-type: none"> • Member Officer Protocol (Constitution Part 5C). • Employee Support Officers, Mental Health First Aiders, Counselling for Officers and Occupational Health Referrals.
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Principle F - Managing risks and performance through robust internal control and strong public financial management

Supporting Principles:

1. Managing Risk
2. Managing Performance
3. Robust Internal Control
4. Managing data
5. Strong public financial management

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.</p> <p>1.2. Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.</p> <p>1.3. Ensuring that responsibilities for managing individual risks are clearly allocated.</p>	<ul style="list-style-type: none"> • Strategic Risk Register • Operational Risk Register's • Corporate Governance Group • Corporate Executive Team and Senior Leadership Team. • Risk Management Policy and Strategy (Constitution part 5P). • Audit and Standards Committee (Article 9 of the Constitution). • Internal Audit & External Audit.

2	<p>2.1. Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.</p> <p>2.2. Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation’s financial, social and environmental position and outlook.</p> <p>2.3. Ensuring an effective scrutiny or oversight function is in place which provides constructive challenge and debate on policies and objectives before, during and after decisions are made, thereby enhancing the organisation’s performance and that of any organisation for which it is responsible</p> <p>(Or for a committee system)</p> <p>Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making.</p> <p>2.4. Providing Members and senior management with regular reports on service delivery plans and on progress towards outcome achievement.</p> <p>2.5. Ensuring there is consistency between specification stages (such as budgets) and</p>	<ul style="list-style-type: none"> • Performance Management Framework (Constitution part 5Q). • Corporate Plan and annual Delivery Plan. • OSP Performance Reports. • Rules of Procedure in the Council’s Constitution. • Record of decision making and minutes of Public meetings on website. • Forward Plan. • Committee report templates. • Service and Business Plans. • Overview and Scrutiny Panels (Constitution part 4E). • Quarterly Budget Monitoring Reports issued to Cabinet, including outturn reports following a financial year.
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	post implementation reporting (e.g. financial statements).	
3	<p>3.1. Aligning the risk management strategy and policies on internal control with achieving objectives</p> <p>3.2. Evaluating and monitoring risk management and internal control on a regular basis</p> <p>3.3. Ensuring effective counter fraud and anti-corruption arrangements are in place</p> <p>3.4. Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor</p> <p>3.5. Ensuring an audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body:-</p> <ul style="list-style-type: none"> ➤ Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment. ➤ That its recommendations are listened to and acted upon. 	<ul style="list-style-type: none"> • Risk Management Policy and Strategy (Constitution part 5P). • Audit and Standards Committee (Article 9 of the Constitution). • Internal Audit & External Audit. • Anti-fraud and Corruption Policy (Constitution part 4I) and a Fraud Response Plan. • Anti-money Laundering Framework (Constitution part 4J). • Co-opted Member on Audit and Standards Committee and each OSP.

4	<p>4.1. Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.</p> <p>4.2. Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies.</p> <p>4.3. Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.</p>	<ul style="list-style-type: none"> • Data Protection Officer. • Privacy Notices. • Information Management Group (internal officer group). • Access to Information Procedure Rules (Constitution part 4B).
5	<p>5.1. Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance.</p> <p>5.2. Ensuring well developed financial management is integrated at all levels of planning and control, including management of financial risks and controls.</p>	<ul style="list-style-type: none"> • Budget Book. • Medium Term Financial Plan. • HRA Business Plan. • Corporate Plan and annual Delivery Plan. • Quarterly Budget Monitoring Reports issued to Cabinet, including outturn reports following a financial year. • Financial Procedure Rules (Constitution part 4F). • Audit and Standards Committee (Article 9 of the Constitution).

		<ul style="list-style-type: none">• Internal Audit & External Audit.• Anti-fraud and Corruption Policy (Constitution part 4I) and a Fraud Response Plan.• Anti-money Laundering Framework (Constitution part 4J).• Treasury Management Strategy and Plan.
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Principle G - Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Supporting Principles:

1. Implementing good practice in transparency
2. Implementing good practices in reporting
3. Assurance and effective accountability

Ref	How does the Council achieve this?	Supporting Examples
1	<p>1.1. Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.</p> <p>1.2. Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.</p>	<ul style="list-style-type: none"> • OSP Performance Reports. • Rules of Procedure in the Council’s Constitution. • Record of decision making and minutes of Public meetings on website. • Forward Plan. • Corporate Plan. • Committee report templates. • Budget Book • Medium Term Financial Plan • HRA Business Plan

		<ul style="list-style-type: none"> • Corporate Plan and annual Delivery Plan. • Quarterly Budget Monitoring Reports issued to Cabinet, including outturn reports following a financial year. • Data Transparency website page. • Publication Scheme. • Freedom of Information Act.
2	<p>2.1. Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way.</p> <p>2.2. Ensuring Members and senior management own the results reported.</p> <p>2.3. Ensuring robust arrangements for assessing the extent to which the principles contained in this Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement).</p>	<ul style="list-style-type: none"> • Audit and Standards Committee (Article 9 of the Constitution). • Internal Audit & External Audit. • Annual Governance Statement. • Statement of Accounts. • Public Inspection of the Accounts.

	<p>2.4. Ensuring that this Framework is applied to jointly managed or shared service organisations as appropriate.</p> <p>2.5. Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations.</p>	
3	<p>3.1. Ensuring that recommendations for corrective action made by external audit are acted upon.</p> <p>3.2. Ensuring an effective internal audit service with direct access to Members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.</p> <p>3.3. Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.</p> <p>3.4. Gaining assurance on risk associated with delivering services through third parties and that this is evidenced in the annual governance statement.</p> <p>3.5. Ensuring that when working in partnership, arrangements for</p>	<ul style="list-style-type: none"> • Audit and Standards Committee (Article 9 of the Constitution). • Internal Audit & External Audit. • Internal Audit Charter. • Compliance with the Public Sector Internal Audit Standards. • Annual Audit Opinion. • Memorandum of Understanding, Shared Service Agreements, Service Level Agreements.

	accountability are clear and the need for wider public accountability has been recognised and met.	
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Nuneaton & Bedworth



Local Code Corporate Governance

Introduction

In July 2014 CIPFA, in association with the International Federation of Accountants (IFAC), published the International Framework: Good Governance in the Public Sector. The International Framework supersedes the 2004 CIPFA/OPM Good Governance Standard for the Public Services. It places the attainment of sustainable economic, societal, and environmental outcomes as a key focus of governance structures and processes and stresses the importance of taking account of the impact of current decisions and actions on future generations.

The core principles and sub-principles from the International Framework have been interpreted for a local government context in Delivering Good Governance in Local Government: Framework (CIPFA/Solace 2016).

Nuneaton and Bedworth Borough Council is committed to the principles of good governance and aims to demonstrate its ongoing commitment through the development and adoption of a Local Code of Corporate Governance in line with the CIPFA/Solace 2016 Framework. This document, which is Nuneaton and Bedworth Borough Council's "Local Code of Corporate Governance", therefore sets out and describes the Council's commitment to corporate governance, and to ensure its effective implementation and application in all areas of the Council's work.

What is Good Governance?

Nuneaton and Bedworth Borough Council has adopted the definition of Corporate Governance as stated in the International Framework: Good Governance in the Public Sector (CIPFA/IFAC 2014) (the 'International Framework') which defines governance as:

'The arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved'.

The International Framework also states that to deliver good governance in the public sector both governing bodies and individuals working for public sector entities must try to achieve their entity's objectives while acting in the public interest at all times.

Acting in the public interest implies primary consideration of the benefits for society, which should result in positive outcomes for service users and other stakeholders.

Principles of Good Governance

The diagram below, taken from the International Framework, illustrates the principles of good governance in the public sector and how they relate to each other. Nuneaton and Bedworth Borough Council positively recognises and accepts these underlying principles of good governance.



Principles A and B permeate implementation of principles C to G. The diagram also illustrates that good governance is dynamic, and that an entity as a whole should be committed to improving governance on a continuing basis through a process of evaluation and review.

Responsibilities

Elected members are collectively responsible for the governance of Nuneaton and Bedworth Borough Council. The responsibilities include:

- Agreeing the Council's constitution, comprising the key governance documents including the executive arrangements and making major changes to reflect best practice;
- Agreeing the policy framework including key strategies and agreeing the budget;
- Appointing the chief officers; and
- Appointing committees responsible for overview and scrutiny functions, audit and regulatory matters and also appointing members to them.

The Council's Management Team and other Senior Managers are responsible for:

- Advising the Cabinet and other committees on legislative, financial and other policy considerations to achieve the aims and objectives of Nuneaton and Bedworth Borough Council;
- Implementing councillors decisions; and

- Service performance.

Annual Review and Reporting

Nuneaton and Bedworth Borough Council is required to prepare an annual governance statement in order to report publicly on the extent to which it complies with its code of governance. This includes how it has monitored and evaluated the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period. The process of preparing the governance statement should in itself add value to the effectiveness of the governance and internal control framework.

The annual governance statement includes:

- An acknowledgment of responsibility for ensuring that there is a sound system of governance, incorporating the system of internal control, and reference to the Council's code of governance;
- Reference to and assessment of the effectiveness of the key elements of the governance framework and the role of those responsible for the development and maintenance of the governance environment, such as the Management team, the Audit Committee, Internal Audit and others as appropriate;
- An opinion on the level of assurance that the governance arrangements can provide and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework;
- An action plan showing actions taken, or proposed, to deal with significant governance issues; reference to how issues raised in the previous year's annual governance statement have been resolved; and
- A conclusion.

Nuneaton and Bedworth Borough Council's annual governance statement shall be approved by the Council's audit committee and shall be published with the statement of accounts. The approved statement shall be signed by the Leader and the Executive Director – Operations is the Head of Paid Service.

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</p> <p>Local government organisations are accountable not only for how much they spend but also for how they use the resources under their stewardship. This includes accountability for outputs, both positive and negative, and for the outcomes they have achieved. In addition, they have an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies. It is essential that, as a whole, they can demonstrate the appropriateness of all of their actions across all activities and have mechanisms in place to encourage and enforce adherence to ethical values and to respect the rule of law.</p>	<p>Behaving with integrity</p> <ul style="list-style-type: none"> • Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation • Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles) • Leading by example and using the above standard operating principles or values as a framework for decision making and other actions 	<ul style="list-style-type: none"> • Codes of Conduct for employees and members • Induction for new members and staff on the standard of behaviour expected • Annual Personal Development Reviews for employees • Protocol for member and employee relations • Employee vision and values • Codes of Conduct for members and employees • Corporate Plan key aims and priorities • Declarations of interests made at all meetings which are documented in the minutes • Meeting Protocols • Audit and Standards Committee • Rules of Procedure in the Council’s Constitution

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively <p>Demonstrating strong commitment to ethical values</p> <ul style="list-style-type: none"> • Seeking to establish, monitor and maintain the organisation’s ethical standards and performance 	<ul style="list-style-type: none"> • Register gifts and hospitality for members and employees, which is published on the Council’s website • Register of interests for members • Anti-fraud and Corruption Policy and Fraud Response Plan • Whistleblowing Policy to protect individuals who express concerns • Whistleblowing officer appointed to be a first point of contact • Members and employees Code of Conduct requires all interests to be declared • Minutes of meetings demonstrate that declarations of interest have been declared <ul style="list-style-type: none"> • Scrutiny of decision making process and call-in procedure • Audit and Standards Committee review gifts and hospitality register and declarations of interest annually • Robust recruitment and selection process

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation’s culture and operation • Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values • Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with ethical standards expected by the organisation 	<ul style="list-style-type: none"> • Employee vision and values • Codes of Conduct for employees and members • Annual Development Reviews for employees • One of the aims of the Annual Development Review is for employees to understand their role in the context of the Council’s aims and values • Procurement Policies • Contract Procedure Rules • Selection and Recruitment Policy • Partnership Framework which provides guidance to support the planning and delivery of effective partnership working and to ensure that any partnerships the Council is involved in are managed with appropriate governance arrangements • Procurement Policies • Contract Procedure Rules • Procurement Strategy and Toolkit

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>Respecting the rule of law</p> <ul style="list-style-type: none"> • Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations • Creating the conditions to ensure that the statutory officers, other key post holders, and members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements 	<ul style="list-style-type: none"> • Corporate e-procurement system • Contracts database • Council’s Constitution, which now includes all governance related policies • Codes of Conduct for employees and members • Job descriptions and specifications • Monitoring Officer Protocol in the Council’s Constitution • Protocol for the Offices of the Mayor and Deputy Mayor • Codes of Conduct for employees and members • Functions of the Monitoring Officer and the Chief Financial Officer as set out in the Constitution includes ensuring the lawfulness, fairness and financial prudence of decision making • The Executive Director - Resources is designated as the s151 officer

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders • Dealing with breaches of legal and regulatory provisions effectively • Ensuring corruption and misuse of power are dealt with effectively 	<ul style="list-style-type: none"> • Delegated decisions taken by officers are recorded and published on the Council’s website • Functions of the Monitoring Officer • Audit and Standards Committee • Anti-Fraud, Corruption and Bribery Policy • Fraud Response Plan • Disciplinary Policy • Codes of Conduct for employees and members
<p>B. Ensuring openness and comprehensive stakeholder engagement</p> <p>Local government is run for the public good, organisations therefore should ensure openness in their activities. Clear trusted channels of communication and consultation should be used to engage effectively with all groups of stakeholders, such as individual citizens and service users, as well as institutional stakeholders.</p>	<p>Openness</p> <ul style="list-style-type: none"> • Ensuring an open culture through demonstrating, documenting and communicating the organisation’s commitment to openness • Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for 	<ul style="list-style-type: none"> • Data Transparency website page • Freedom of Information Act • Online information • Public access period after the financial accounts have been completed • Record of decision making • Forward Plan • Minutes of Committee meetings published on the Council’s website

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>the reasoning for keeping a decision confidential should be provided</p> <ul style="list-style-type: none"> • Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear • Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action 	<ul style="list-style-type: none"> • Business case is required for all major projects • Post project reviews reported to the Corporate Asset Management Team (CAMT) • Corporate Plan and Corporate Plan Delivery Plan • Committee report templates • Decision making protocol and call-in procedure • Committee timetable giving dates for submitting, publishing and distributing timely committee reports is adhered to • Surveys completed e.g. equalities and satisfaction with parks and open spaces • Borough Plan consultations • Communication Strategy ‘Loud and Clear’ • Lean systems methodology

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>Engaging comprehensively with institutional stakeholders NB institutional stakeholders are the other organisations that local government needs to work with to improve services and outcomes (such as commercial suppliers and partners as well as other public or third sector organisations) or organisations to which they are accountable.</p> <ul style="list-style-type: none"> • Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes are achieved successfully and sustainably • Developing formal and informal partnerships to allow for resources to be used efficiently and outcomes achieved more effectively 	<ul style="list-style-type: none"> • Borough Plan consultations • Communication Strategy ‘Loud and Clear’ • Regular meetings with other stakeholders e.g. Warwickshire County Council and Police • Examples of effective partnerships e.g. Building Control, Procurement, Insurance, Vehicle Maintenance and Commercial Waste • NABCEL • Heart Partnership

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring that partnerships are based on: <ul style="list-style-type: none"> ➤ Trust ➤ A shared commitment to change ➤ A culture that promotes and accepts challenge among partners <p>And that the added value of partnership working is explicit</p> <p>Engaging with individual citizens and service users effectively</p> <ul style="list-style-type: none"> • Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes • Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement 	<ul style="list-style-type: none"> • Partnership Framework • Partnership Agreements • Service Level Agreements • Data Sharing Protocols <ul style="list-style-type: none"> • Partnership Framework • Borough Plan • Communication Strategy ‘Loud and Clear’ • Customer feedback sought at the point of delivery • Lean systems methodology <ul style="list-style-type: none"> • Communication Strategy ‘Loud and Clear’ • Use of Twitter social media • In-touch magazine

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs • Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account • Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity • Taking account of the impact of decisions on future generations of tax payers and service users 	<ul style="list-style-type: none"> • Communication Strategy ‘Loud and Clear’ • Surveys undertaken with residents • Service related questionnaires • Elected Member surgeries • Communication Strategy ‘Loud and Clear’ • Community Forums • Residents Partnerships • Community Action Network • Community asset transfer
<p>C. Defining outcomes in terms of sustainable economic, social and environmental benefits</p> <p>The long term nature and impact of many of local government’s responsibilities mean</p>	<p>Defining outcomes</p> <ul style="list-style-type: none"> • Having a clear vision, which is an agreed formal statement of the organisation’s purpose and intended outcomes containing appropriate 	<ul style="list-style-type: none"> • Corporate Plan and Corporate Plan Delivery Plan • TEN performance management system

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>that it should define and plan outcomes and that these should be sustainable. Decisions should further the organisation’s purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders, including citizens, service users, and institutional stakeholders, is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources available.</p>	<p>performance indicators, which provide the basis for the organisation’s overall strategy, planning and other decisions</p> <ul style="list-style-type: none"> • Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer • Delivering defined outcomes on a sustainable basis within the resources that will be available • Identifying and managing risks to achievement of outcomes • Managing service users’ expectations effectively with regard to determining priorities and making the best use of the resources available 	<ul style="list-style-type: none"> • Management Team performance reports • Corporate Plan and Corporate Plan Delivery Plan • Community engagement • Corporate Plan Delivery Plan • Risk Management Policy and Strategy • Integrated Finance and Performance reports • Corporate Plan Delivery Plan • Integrated Finance and Performance Reports • Lean system reviews

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>Sustainable economic, social and environmental benefits</p> <ul style="list-style-type: none"> • Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision • Taking a longer term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation’s intended outcomes and short term factors such as the political cycle or financial constraints • Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs • Ensuring fair access to services 	<ul style="list-style-type: none"> • Report templates and summaries which consider the impact of the proposed decision and all other options available • Record of the decision in minutes and supporting materials • Discussion between members and officers at meetings on the information needs of members to support the decision making process • Communication Strategy ‘Loud and Clear’ • Borough Plan • Cemetery provision • Equality Policy • Equality Impact Assessments

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>D. Determining the interventions necessary to optimise the achievement of the intended outcomes</p> <p>Local government achieves its intended outcomes by providing a mixture of legal, regulatory, and practical interventions (courses of action). Determining the right mix of these courses of action is a critically important strategic choice that local government has to make to ensure intended outcomes are achieved. They need robust decision making mechanisms to ensure that their defined outcomes can be achieved in a way that provides the best trade-off between the various types of resource inputs while still enabling effective and efficient operations. Decisions made need to be reviewed frequently to ensure that achievement of outcomes is optimised.</p>	<p>Determining interventions</p> <ul style="list-style-type: none"> • Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided • Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts <p>Planning interventions</p> <ul style="list-style-type: none"> • Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets 	<ul style="list-style-type: none"> • Report templates and summaries which consider the impact of the proposed decision including associated risks and option appraisals • Discussion between members and officers at meetings on the information needs of members to support the decision making process • Lean systems methodology • Audit and Standards Committee reports on complaints received by the Ombudsman • Integrated Finance and Performance Reports • Review of the Risk Registers • Corporate Governance Group • Management Team

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered • Considering and monitoring risks facing each partner when working collaboratively, including shared risks • Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances • Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured 	<ul style="list-style-type: none"> • Health and Safety Co-ordinators Group (HASCOG) • Communication Strategy ‘Loud and Clear’ • Lean system reviews • Surveys with residents • Borough Plan consultation exercises • Select Committees • Partnership Framework • Risk Management Policy and Strategy • Strategic and Operational Risk Registers • Business Continuity Plans • Strategic and Tactical Co-ordinating Groups • Performance Management Framework • TEN performance management system

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring capacity exists to generate the information required to review service quality regularly • Preparing budgets in accordance with objectives, strategies and the medium term financial plan • Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy <p>Optimising achievement of intended outcomes</p> <ul style="list-style-type: none"> • Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints 	<ul style="list-style-type: none"> • Performance management reports to the management team and scrutiny panels • Dedicated Performance and Risk Management Officer • 2 Executive Directors and 4 Directors • 30 plus Senior Managers • TEN system • Evidence that budgets, plans and objectives are aligned • Medium Term Financial Plan • HRA Business Plan covering revenue, capital and debt repayment over the next 30 years • Medium Term Financial Plan • Corporate Plan Delivery Plan • HRA Business Plan

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term • Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage • Ensuring the achievement of ‘social value’ through service planning and commissioning 	<ul style="list-style-type: none"> • Budget Book • Medium Term Financial Plan • HRA Business Plan • Integrated Finance and Performance Reports • Contract Procedure Rules cover Social Value Act, which is the additional benefits to the community, over and above the direct purchasing of goods and services
<p>E. Developing the entity’s capacity, including the capability of its leadership and the individual within it</p> <p>Local government needs appropriate structures and leadership, as well as people with the right skills, appropriate qualifications and mind set, to operate</p>	<p>Developing the entity’s capacity</p> <ul style="list-style-type: none"> • Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness 	<ul style="list-style-type: none"> • Integrated Finance and Performance Reports • Corporate Plan Delivery Plan

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>efficiently and effectively and achieve intended outcomes within the specified periods. A local government organisation must ensure that it has both the capacity to fulfil its own mandate and to make certain that there are policies in place to guarantee that its management has the operational capacity for the organisation as a whole. Because both individuals and the environment in which an organisation operates will change over time, there will be a continuous need to develop its capacity as well as the skills and experience of individual staff members. Leadership in local government is strengthened by the participation of people with many different types of backgrounds, reflecting the structure and diversity of communities</p>	<ul style="list-style-type: none"> • Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently • Recognising the benefits of partnerships and collaborative working where added value can be achieved • Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources <p>Developing the capability of the entity's leadership and other individuals</p> <ul style="list-style-type: none"> • Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained 	<ul style="list-style-type: none"> • Benchmarking is being introduced as part of the performance management reports • Partnership Framework • Reports to members on key partnerships • Workforce plan • Planning for the future • Executive Directors job descriptions are endorsed by the Leader • Leader sits and chairs the ED's interview panel • Regular monthly meetings between the ED's and Leader to discuss the

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body • Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority • Developing the capabilities of members and senior management to achieve effective leadership and to enable the organisation to respond successfully to changing legal and 	<p>Authority's direction, vision and leadership</p> <ul style="list-style-type: none"> • Monthly Informal Cabinet meetings discuss matters of importance e.g. budget issues and future direction • Scheme of Delegation • Constitution • Respective roles and responsibilities included within the Constitution

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>policy demands as well as economic, political and environmental changes and risks by:-</p> <ul style="list-style-type: none"> ➤ Ensuring members and staff have access to appropriate induction tailored to their role and that on-going training and development matching individual and organisational requirements is available and encouraged ➤ Ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis ➤ Ensuring personal, organisational and system-wide development through shared 	<ul style="list-style-type: none"> • Induction programme • Mandatory training programmes for employees and Elected Members • Annual Development Reviews for employees • Learning and Development Strategy • Mentoring Policy • Schedule of training events • Annual Development Reviews for employees • Senior management conferences every quarter • Mandatory Corporate Governance training for employees and Elected Members • Mandatory Finance training programme • Succession planning • Mandatory Corporate Governance training for employees and Elected Members

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>learning, including lessons learned from governance weaknesses both internal and external</p> <ul style="list-style-type: none"> • Ensuring that there are structures in place to encourage public participation • Taking steps to consider the leadership’s own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections • Holding staff to account through regular performance reviews which take account of training or development needs 	<ul style="list-style-type: none"> • Communication Strategy ‘Loud and Clear’ • Public access period after the financial accounts have been completed • Meet every 6 weeks with other Chief Executives across Warwickshire to share best practice and discuss issues affective districts, also invite guest speakers if necessary • Internal and external audit reports to Audit and Standards Committee • All Members receive Audit and Standards Committee reports • Annual Development Reviews for employees • Staff development plans linked to ADR’s • HR Policies and Procedures

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing 	<ul style="list-style-type: none"> • HR Policies and Procedures, including Agile Working, Alcohol and Substance Misuse and Stress Management • Alcohol and Drug random tests for employees • Employee Support Officers
<p>F. Managing risks and performance through robust internal control and strong public financial management</p> <p>Local government needs to ensure that the organisations and governance structures that it oversees are implemented, and can sustain an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and are crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision making activities. A strong system of financial management is essential for the implementation of policies and the achievement of intended outcomes, as it will enforce financial discipline, strategic allocation of resources, efficient service delivery and accountability.</p>	<p>Managing risk</p> <ul style="list-style-type: none"> • Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making • Implementing robust and integrated risk management arrangements and ensuring that they are working effectively • Ensuring that responsibilities for managing individual risks are clearly allocated <p>Managing performance</p> <ul style="list-style-type: none"> • Monitoring service delivery effectively including planning, specification, execution and 	<ul style="list-style-type: none"> • Risk Management Policy and Strategy • Strategic and Operational Risk Registers • Risk Management Policy and Strategy reviewed and updated every 2 years • Risk management included in the internal audit plan • Roles and responsibilities included in the Risk Management Policy and Strategy • Risk Registers identify risk owners • Corporate Plan Delivery Plan • Integrated Finance and Performance Reports

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>It is also essential that a culture and structure for scrutiny are in place as a key part of accountable decision making, policy making and review. A positive working culture that accepts, promotes and encourages constructive challenge is critical to successful scrutiny and successful service delivery. Importantly, this culture does not happen automatically, it requires repeated public commitment from those in authority.</p>	<p>independent post implementation review</p> <ul style="list-style-type: none"> • Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation’s financial, social and environmental position and outlook • Ensuring an effective scrutiny or oversight function is in place which provides constructive challenge and debate on policies and objectives before, during and after decisions are made, thereby enhancing the organisation’s performance and that of any organisation for which it is responsible (Or for a committee system) Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making 	<ul style="list-style-type: none"> • Risk implications included in report templates • Discussion between members and officers at meetings on the information needs of members to support the decision making process • Role and responsibilities of Scrutiny Panels included in the Constitution • Training for members on the scrutiny function • Agenda and minutes of scrutiny meetings • Call-in procedure

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement • Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements) <p>Robust internal control</p> <ul style="list-style-type: none"> • Aligning the risk management strategy and policies on internal control with achieving objectives • Evaluating and monitoring risk management and internal control on a regular basis • Ensuring effective counter fraud and anti-corruption arrangements are in place 	<ul style="list-style-type: none"> • Performance management reports, which includes progress against Corporate Plan Delivery Plan • Financial Regulations and Standing Orders • Financial standards and guidance • Budget and Policy Framework • Treasury Management Policy • Risk Management Policy and Strategy • Internal audit plans • Internal audit reports • Risk Management Policy and Strategy updated every 2 years and any changes are formally approved by the Audit and Standards Committee • Internal audit plans • Internal audit reports • Anti-fraud, Corruption and Bribery Strategy • Fraud Response Plan • Anti-money Laundering Policy

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor • Ensuring an audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body:- <ul style="list-style-type: none"> ➤ Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment ➤ That its recommendations are listened to and acted upon <p>Managing data</p> <ul style="list-style-type: none"> • Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data 	<ul style="list-style-type: none"> • Annual Governance Statement • Corporate governance included in internal audit plans • Annual review of the effectiveness of internal audit • Audit and Standards Committee has 11 elected and 2 independent members • No member of the Cabinet or Chair of a Scrutiny Panel can sit on the Audit and Standards Committee • Terms of reference in Constitution comply with CIPFA best practice • Chair and independent members sit on the Audit and Standards Committee for a 4 year term to ensure consistency • Training programme • Data Protection Officer in post • Data Protection Policy • Information Management Framework • Privacy Notices on website • Access to Information Procedure Rules

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies • Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring <p>Strong public financial management</p> <ul style="list-style-type: none"> • Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance • Ensuring well developed financial management is integrated at all levels of planning and control, including management of financial risks and controls 	<ul style="list-style-type: none"> • Senior Information Risk Owner and Deputy appointed • Corporate Governance Group have taken on the role of the Corporate Information Governance Group • Information Management Group • Data sharing agreements in place • Privacy Notices • Annual data quality audits • Medium Term Financial Plan • Capital programme • Budget monitoring reports • Regular reports to management team, which include any spend pressures • Risk based review of reserves

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
<p>G. Implementing good practices in transparency, reporting and audit to deliver effective accountability</p> <p>Accountability is about ensuring that those making decisions and delivering services are answerable for them. Effective accountability is concerned not only with reporting on actions completed, but also ensuring that stakeholders are able to understand and respond as the organisation plans and carries out its activities in a transparent manner. Both external and internal audit contribute to effective accountability.</p>	<p>Implementing good practice in transparency</p> <ul style="list-style-type: none"> • Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate • Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand <p>Implementing good practices in reporting</p> <ul style="list-style-type: none"> • Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way 	<ul style="list-style-type: none"> • Report templates • Agendas, reports and minutes available on the Council’s website • Transparency Code • Access to information page on website • Access to Information Procedure Rules • Annual financial statements, including narrative report and annual governance statement • VFM conclusion by the Council’s external auditor

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<ul style="list-style-type: none"> • Ensuring members and senior management own the results reported • Ensuring robust arrangements for assessing the extent to which the principles contained in this Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement) • Ensuring that this Framework is applied to jointly managed or shared service organisations as appropriate • Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations 	<ul style="list-style-type: none"> • Annual financial statements are approved by elected members • Annual Governance Statement • Local Code Corporate Governance • Annual Governance Statement • External audit reports

Principles of Good Governance (in bold)	Sub Principles (in bold) and behaviours and actions that demonstrate good governance in practice	Examples of systems, processes, documentation and other evidence demonstrating compliance
	<p>Assurance and effective accountability</p> <ul style="list-style-type: none"> • Ensuring that recommendations for corrective action made by external audit are acted upon • Ensuring an effective internal audit service with direct access to members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon • Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations • Gaining assurance on risk associated with delivering services through third parties and that this is evidenced in the annual governance statement • Ensuring that when working in partnership, arrangements for accountability are clear and the need for wider public accountability has been recognised and met 	<ul style="list-style-type: none"> • Reports to Audit and Standards Committee • Internal Audit Charter • Compliance with the Public Sector Internal Audit Standards • Annual review of the effectiveness of internal audit • External review of the internal audit service at least once every 5 years • Compliance with Public Sector Internal Audit Standards • Annual Governance Statement • Partnership Framework • Communication Strategy ‘Loud and Clear’

AGENDA ITEM NO. 12f

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Audit and Standards Committee
Date of Meeting:	14 th April 2026
Subject:	Constitution Update – Report from Constitution Review Working Party - Chairmanship of OSP's and Political Balance
Portfolio:	Not Applicable
Responsible Officer:	Monitoring Officer
Corporate Plan – Theme:	Your Council
Corporate Plan – Aim:	Strive for transparency and accountability, in all that we do. Increase public scrutiny.
Ward Relevance:	Not Applicable
Public or Private:	Public
Forward Plan:	Not Applicable (not a Cabinet Decision)
Subject to Call-in:	Not Applicable (not a Cabinet Decision)

1. Purpose of report

1.1. To consider:

1.1.1. arrangements for chairmanship of the four Overview and Scrutiny Panels; and

1.1.2. process of arranging political balance for Committee's and Overview and Scrutiny Panels.

2. Recommendations

2.1. Consider the chairmanship arrangements for the four Overview and Scrutiny Panels and as appropriate make recommendations to amend section 4E.1 of the Constitution (as per 4.2 of the report).

- 2.2. Consider the political balance process and associated arrangements for the composition of Committee's and Overview and Scrutiny Panels and make recommendations to amend the Constitution (as per 4.3.8 of the report).
- 2.3. Subject to 2.1 and 2.2, the recommendations proposed by the Audit and Standards Committee be recommended to Full Council for a decision and for the Constitution to be updated accordingly.

3. Background

3.1. On the 5th March 2026, the CRWP met and considered three matters, two of which couldn't make the meeting of Audit and Standards on 17th March 2026 due to timings for officers to review and prepare reports. As such, CRWP resolved for an extraordinary meeting of the Audit and Standards committee prior to 29th April Full Council be scheduled. Those two items are subject to this report for consideration by the Audit and Standards Committee. The items are:

- 3.1.1. Chairmanship of the Overview and Scrutiny Panels; and
- 3.1.2. Political balance process for Committee's and the Overview and Scrutiny Panels.

4. Body of report and reason for recommendations

4.1. The items which CRWP endorsed and are subject to this report include those outlined below and subject to debate and discussion. The Committee may propose with the recommendations set out in 2.1, 2.2 and 2.3 of the report or, seek to make amendments and/or reject one of more recommendations under 2.1.

4.2. Chair of Overview and Scrutiny Panels (OSPs)

4.2.1. The CRWP considered the Chairmanship of the Overview and Scrutiny Panels as contained in the Constitution as detailed below:

"4E.6 WHO CHAIRS OSP MEETINGS?"

The Council will appoint the Chair and Vice Chair of each OSP. The Chair of each OSP shall be nominated from the membership of the Controlling Group, unless at the meeting to appoint the Chair the Controlling Group determine otherwise, and the Vice-Chair shall be nominated from the main Opposition Group, unless at the meeting to appoint the Vice-Chair the main Opposition Group determine otherwise. If at any meeting neither the Chair nor Vice-Chair are present, the Members present will appoint a Chair for that meeting from any member of that OSP."

4.2.2. The CRWP considered the Chairmanship of the OSPs and requested that Officers undertook desktop research regarding the Chairing arrangements for Overview and Scrutiny Committees of other Councils, the findings of which are detailed below:

Table A

Local Authority	Chairing Arrangements of Overview and Scrutiny Committees	Extract of the Constitution
Rugby Borough Council	Chair and Vice Chair form the main Opposition Group.	<p>Chairmanship of Scrutiny Committee and Task and Finish Groups</p> <p>Scrutiny Committee and the task and finish groups will elect a chair who shall be one of its members. Wherever practicable the chair of the committee shall not be a member of a political group that has overall control of the Council. Chairs of task and finish groups are appointed irrespective of political allegiance.</p>
Warwickshire County Council	Four Overview and Scrutiny Committees chaired by a Councillor from the main Opposition Group	There is no constitutional requirement that O&S Chairs are to be from the opposition group.
Hinckley and Bosworth Borough Council	<p>Two Overview and Scrutiny Committees - chaired by a Councillor from the main Opposition Group</p> <p>Two Vice Chairs are appointment one from the Administration and one from the main Opposition Group.</p> <p>Scrutiny Commission is chaired by the smallest Opposition Group.</p>	<p>Chairing arrangements for Overview and Scrutiny are detailed in the O&S Annual report:</p> <p>The overview & scrutiny function consists of the Scrutiny Commission and Finance & Performance Scrutiny. The function is led by a minority group member who chairs the Scrutiny Commission. Two vice-chairs are appointed from the majority group and the largest opposition group. This arrangement helps to ensure that scrutiny's work is free from party politics and able to</p>

		effectively scrutinise the Executive. One of the vice-chairs is chair of Finance & Performance Scrutiny.
Charnwood Borough Council	Chairmanship of the Overview and Scrutiny Committees is from the main Opposition Group	Not detailed in the Constitution.
Sandwell Metropolitan Borough Council	Chairmanship of the Overview and Scrutiny Committees from the Administration	Not detailed in the Constitution.
Blaby District Council	One Overview and Scrutiny Commission - chaired from a member of the opposition group	The website states: "The Scrutiny Commission is made up of 11 Members and has overarching responsibility for the scrutiny function. The Chairman of the Commission must be a member of an opposition party.."
Coventry City Council	Chairmanship of the Overview and Scrutiny Committees is from the Administration.	-
Harborough District Council	Chairmanship of the two Overview and Scrutiny Committees is from the Administration.	Not detailed in the Constitution. Chairs are appointed at Annual Council.

4.2.3. The Government produced Statutory Guidance on Overview and Scrutiny (DLUHC, 2024). The Guidance does not legally require Chairs of Overview and Scrutiny to be from the Opposition Groups. It details scrutiny must be:

- *Independent of the Executive*
- *Free from party-political control by the Administration*
- *Able to provide real challenge*

4.2.4. The Centre for Governance and Scrutiny (CfGS) has produced a number of publications and it states that:

Scrutiny requires:

- *Independence from the executive*
- *Awareness of political dynamics*
- *Parity of esteem between Scrutiny and the Executive (Cabinet)*

4.2.5. Neither guidance materials explicitly state what the Chairmanship arrangements for Overview and Scrutiny should be.

4.2.6. The Committee is asked to consider the results of the desktop research as detailed in Table A above, consider the current chairmanship arrangements for the Overview and Scrutiny Panels, and agree whether it will make recommendations to Council on any changes to section 4E.1 of the Constitution. Potential options for consideration are detailed at paragraph 4.2.7 below:

4.2.7. **Options - 4E.6 WHO CHAIRS OSP MEETINGS?**

4.2.7.1. **Option A: Current Chairmanship Arrangements**

The Council will appoint the Chair and Vice Chair of each OSP. The **Chair** of each OSP shall be nominated from the membership of the **Controlling Group**, unless at the meeting to appoint the Chair the Controlling Group determine otherwise, and the **Vice-Chair** shall be nominated from the **main Opposition Group**, unless at the meeting to appoint the Vice-Chair the main Opposition Group determine otherwise. If at any meeting neither the Chair nor Vice-Chair are present, the Members present will appoint a Chair for that meeting from any member of that OSP.”

4.2.7.2. **Option B: Chair Main Opposition Group and Vice Chair Controlling Group**

The Council will appoint Chair and Vice Chair of each OSP. The **Chair** of each OSP shall be nominated from the membership of the **main opposition Group**. The **Vice Chair** of each OSP shall be nominated from the **Controlling Group**. If at any meeting neither the Chair nor Vice-Chair are present, the Members present will appoint a Chair for that meeting from any member of that OSP.

4.2.7.3. **Option C: Chair and Vice Chair Main Opposition Group**

The Council will appoint the Chair and Vice Chair of each OSP. The **Chair and Vice Chair** of each OSP shall be nominated from the membership of the **main opposition Group**. If at any meeting neither the Chair nor Vice-Chair are present, the Members present will appoint a Chair for that meeting from any member of that OSP.

. 4.2.8 Should the Committee resolve to recommend to Full Council that there be changes to the chairing arrangements for the OSPs;

this will take effect from the Municipal Year 2026/2027 at the earliest.

4.3. Proportionality of Committees and Overview and Scrutiny Panels (OSP's)

- 4.3.1. At Annual Council each year, the following two items are considered:
 - I. Composition of Committees and Overview and Scrutiny Panels
 - II. Membership of Committees and Overview and Scrutiny Panels
- 4.3.2. The report refers to the definition of a Political Group which is set out in regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, and that allocations are based upon Political Groups calculated in accordance with Section 15 and 16 of the Local Government and Housing Act 1989.
- 4.3.3. Based on the current committee and OSP structure of the Council, a total of 99 seats is available, comprising of:
 - I. 9 for each OSP panel of which there are 4 panels (a total of 36).
 - II. 11 each for Audit and Standards, Planning and Licensing (a total of 33).
 - III. 10 for the Appeals Committee.
 - IV. 6 for the Shareholder Committee.
 - V. 5 for the Officer Remuneration Panel.
 - VI. 9 for the Borough Plan Committee.
- 4.3.4. In order to calculate the proportion of seats by Political Group, the total number of Councillors by group is divided by the total number of Councillors. This provides a percentage of which each committee and OSP shall be apportioned. Where there are independent members who do not meet the definition of a Political Group, any remaining seats can be offered by Full Council to the Independent (non-aligned) members or members who do not meet the definition of a Political Group.
- 4.3.5. The principles the Council must comply with are set out below and are from section 15 (5) of the Local Government and Housing Act 1989:
 - I. That not all seats on the body are allocated to the same political group.

- II. That the majority of the seats on the body are allocated to a particular political group if the number of persons belonging to that group are a majority of the Council's membership.
- III. Subject to paragraphs (I) and (II) above, that the number of seats on the ordinary committees of a relevant Council which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that Council as is borne by the number of members of that group to the membership of the Council; and,
- IV. Subject to paragraphs (i) to (iii) above, that the number of seats on the body which are allocated to each political group bears the same proportion to the same number of all seats on that body as is borne by the number of members of that group to the membership of the Council.

4.3.6. Once the proportionality of the Council is calculated, the seat allocation by Political Group can be calculated. Typically, this would then be shared with the Group Leaders. Where, subject to the calculations, there is scope to trade seat(s) on an OSP or Committee, this may take place but only possible if permitted.

Example – July 2025 calculation:

Table 1

	Conservative	Labour	Green	Independent	Total
Size of Group	17	18	2	1	38
% of total	44.74%	47.37%	5.26%	2.63%	100%
seats to hold on committees	44	47	5	3	99

Table 2

Committee Size	Seats to Allocate	Conservative	Labour	Green	Independent/ Lib Dem
Business, Regeneration & Planning OSP (Excl co-optees)	9	4.03 (4)	4.26 (4)	0.47 (0)	0.24 (1)
Health and Corporate Resources OSP (Excl co-optees)	9	4.03 (4)	4.26 (4)	0.47 (1)	0.24 (0)
Environment and Leisure OSP (Excl co-optees)	9	4.03 (4)	4.26 (4)	0.47 (0)	0.24 (1)
Housing and Communities OSP (Excl co-optees)	9	4.03 (4)	4.26 (5)	0.47 (0)	0.24 (0)
Audit & Standards (Excl co-optees)	11	4.92 (5)	5.21 (5)	0.58 (1)	0.29 (0)
Planning	11	4.92 (5)	5.21 (5)	0.58 (1)	0.29 (0)

Licensing	11	4.92 (5)	5.21 (5)	0.58 (1)	0.29 (0)
Appeals	10	4.47 (4)	4.74 (5)	0.53 (1)	0.26 (0)
Shareholder Committee	6	2.68 (3)	2.84 (3)	0.32 (0)	0.16 (0)
Officer Remuneration Panel	5	2.24 (2)	2.37 (3)	0.26 (0)	0.13 (1)
Borough Plan	9	4.03 (4)	4.26 (4)	0.47 (0)	0.24 (0)
Total	99.00	44.29 (44)	46.89 (47)	5.21 (5)	2.61 (3)

4.3.7. The CRWP resolved that where opportunity is available for trading, the Political Group with the smallest size of membership would be offered choice for which OSP's and/or Committees they wish to sit on. This would however, need to ensure compliance with section 4.3.5 of the report due to the principles the Council must comply under section 15 (5) of the Local Government and Housing Act 1989.

4.3.8. It is therefore proposed to add into the Constitution wording as drafted below in red, noting that the table will change in the Constitution following an Election or change in Political Composition.

Article 2: Members of the Council

a) *The Council will comprise 38 Councillors, otherwise called Members, representing 19 Wards. Two Members will be elected by the voters of each Ward in accordance with a scheme drawn up by the Local Government Boundary Commission and approved by the Secretary of State. The Political Balance of the Council for the purposes of its Committees and Overview and Scrutiny Panels is as follows:*

	<i>Conservative</i>	<i>Green</i>	<i>Independent</i>	<i>Labour</i>	<i>Total</i>
<i>Size</i>	<i>17</i>	<i>2</i>	<i>1</i>	<i>18</i>	<i>38</i>
<i>% of total</i>	<i>44.74%</i>	<i>5.26%</i>	<i>2.63%</i>	<i>47.37%</i>	<i>100%</i>
<i>seats to hold on committees</i>	<i>44</i>	<i>5</i>	<i>3</i>	<i>47</i>	<i>99</i>

Section 15 (5) of the Local Government and Housing Act 1989 outlines the principles the Council must comply with. Once the calculations have been determined, where there is any scope for the smallest Political Group to select preference of which Committee and Overview and Scrutiny Panel(s) to reside on, they will have first choice. Then moving up to the largest Political Group. However, subject to the Composition of the Council, there may be no scope for selections, as such, the outcome of the calculations will be final. The Monitoring Officer or their Deputy will have the final say and determine the allocations based on the outcome of the formula.

The table will be updated in the Constitution after each Annual Council once membership and composition has been agreed. Should there be any in year changes, the table will be updated to reflect the correct position.

5. Consultation with the public, members, officers and associated stakeholders
 - 5.1. Consultation with the public has not been undertaken nor is it required.
 - 5.2. Consultation has taken place with Constitution Review Working Party on 5th March 2026.
6. Financial Implications
 - 6.1. No direct financial implications have been identified.
7. Legal Implications
 - 7.1. No direct legal implications have been identified.
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.
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. Other Options

14.1. In formulating this report and recommendations, the other options available may be disclosed in the main body of the report itself, under section 4. Ultimately, it is for Members to debate whether to remain with status quo or propose recommendations in line with this report, seeking advice from Officers accordingly.

15. Conclusion

15.1. The report includes the proposed amendments to the Constitution following a meeting of the Constitution Review Working Party held 5th March 2026. Subject to debate and discussion, the Committee may agree with the recommendations set out in 2.1 of the report or, seek to make amendments and/or reject one of more recommendations under 2.1.

16. Appendices

16.1. Please note there are no appendices to this report.

17. Background papers

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

18. Report Writer Details:

Officer Job Title: Assistant Director – Democracy and Governance (Monitoring Officer) and Elections and Democratic Services Manager (Deputy Monitoring Officer)

Officer Name: Matthew Wallbank and Tracy Tiff

AGENDA ITEM NO.12g

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

Contents

- [1.0 Introduction and Purpose](#)..... 3
- [2.0 Legislative Framework](#) 3
- [3.0 Pay Determination and Pay Structure](#)..... 3
- [4.0 Chief Officer Remuneration](#) 4
- [5.0 Recruitment of Chief Officers](#) 5
- [6.0 Additions to Salary of Chief Officers](#)..... 5
- [7.0 Payments on Termination](#)..... 6
- [8.0 Publication and Transparency](#)..... 6
- [9.0 Lowest Paid Employees and Pay Multiple](#) 6
- [10. Conclusion](#)..... 7

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

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.

**Nuneaton
&
Bedworth**



United to Achieve

Pay Policy Statement

Issued by Human Resources

EMP.35

NUNEATON & BEDWORTH BOROUGH COUNCIL

PAY POLICY STATEMENT

Quality Record

Record No.	Date	Comments	Approved
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.

**Nuneaton
&
Bedworth**



United to Achieve

Pay Policy Statement

Issued by Human Resources

EMP.35

NUNEATON & BEDWORTH BOROUGH COUNCIL

PAY POLICY STATEMENT

Quality Record

Record No.	Date	Comments	Approved
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		
16.	2019	Approval by Council	
17.	2020		
18.	2021		
19.	2022		
20.	2023		
21.	2024		

This document is available in larger print.

Please contact Human Resources for a larger copy

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

APPENDIX C

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:

- g) Chief Executive - Head of Paid Service
- h) Director for Customers and Corporate Services – Deputy Chief Executive
- i) Director of Finance and Enterprise – Section 151 Officer [Chief Officer]
- j) Director of Planning and Regulation – Monitoring Officer [Chief Officer]
- k) All other Directors reporting directly to an Chief Executive [Chief Officers]
- l) All Managers reporting directly to Chief Executive and/or 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

- 5. FTE Salary as at April 2024 (pay award pending)
- 6. Incremental progression is subject to satisfactory performance
- 7. Increments are paid every two years on 1 April.
- 8. Managers [Deputy Chief Officers] are those staff that report directly to Directors [Chief Officers]

5. Recruitment of Chief Officers

APPENDIX C

- 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.
 - Director for Planning and Regulation - Fees for Deputy Returning Officer Duties paid by the 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 2024, the salary for the lowest paid employees is £23,656 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 1:4.95 and; between the lowest paid FTE employee and median salary of Chief Officers as 1:2.55.
- 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.12i

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

Date of Meeting: 22nd 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

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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:

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