



**AGENDA  
for  
MEETING OF  
THE COUNCIL**

to be held on

**Wednesday, 20<sup>th</sup> April, 2022**

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Date: 8<sup>th</sup> April 2022

Our Ref: KB

To: All Members of the Borough Council

A MEETING OF THE COUNCIL will be held on **Wednesday, 20<sup>th</sup> April, 2022**  
**at 6.00 p.m.**

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

Public and press can follow the decision making online at  
[www.nuneatonandbedworth.gov.uk/virtual-meeting](http://www.nuneatonandbedworth.gov.uk/virtual-meeting).

Please note that meetings will be recorded for future broadcast.

## **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 Virgin Money Bank (formerly the Yorkshire 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 - to confirm the minutes of the meeting held on 14<sup>th</sup> February 2022 (**Page 7**) and to confirm the minutes of the Extraordinary meeting held on 16<sup>th</sup> March, 2022 (**Page 35**)
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 for interests that are declared regularly by members to be appended to the agenda (**Page 47**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee 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 54**) and this is not subject to debate.
7. QUESTIONS BY MEMBERS - (Council Procedure Rule 10). A copy of Procedure Rule 10 is attached. (**Page 55**) and this is not subject to debate.
8. SPECIAL URGENCY DECISIONS - (Access to Information Procedure Rule 4B.16)  
The following special urgency decisions have been taken since the last Council meeting:
  - a) Nuneaton and Bedworth Local Government Boundary Review – Cabinet 9<sup>th</sup> March
  - b) Building a Better Borough – Cabinet 9<sup>th</sup> March
9. CABINET – report by Leader of the Council (**to follow**)  
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. TIMETABLE OF MEETINGS – report of the Director – Planning and Regulation attached (**Page 57**)
11. ANNUAL OSP REPORTS (**Page 68**)
12. RECOMMENDATIONS FROM CABINET OR OTHER COMMITTEE

**Audit and Standards – 11<sup>th</sup> January 2022**

**a) Mayoral Protocol (copy of the report attached (Page 78))**

At its meeting on the 11<sup>th</sup> January 2022, the following recommendation was agreed by Audit and Standards Committee for Council approval:

**It be recommended to Council that the Constitution be amended accordingly**

**b) The Code of Conduct (Copy of the report attached (Page 110))**

At its meeting on the 11<sup>th</sup> January 2022, the following recommendation was agreed by Audit and Standards Committee for Council approval:

**It be recommended to Council that the code of conduct as set out in Appendix A of the Audit and Standards report be adopted, subject to the modifications recommended in Appendix B of the Audit and Standards report**

**c) E- Petitions Scheme (Copy of the report attached (Page 120))**

At its meeting on the 11<sup>th</sup> January 2022, the following recommendation was agreed by Audit and Standards Committee for Council approval:

**It be recommended to Council that the Constitution be amended accordingly**

**d) The Complaints Procedure (Copy of the report attached (Page 128))**

At its meeting on the 11<sup>th</sup> January 2022, the following recommendation was agreed by Audit and Standards Committee for Council approval:

**It be recommended to Council that the Constitution be amended accordingly**

**Cabinet – 9<sup>th</sup> March 2022**

**e) Nuneaton and Bedworth Local Government Boundary Review (Copy of the report attached (Page 133))**

At its meeting on the 9<sup>th</sup> March 2022, the following recommendations were agreed by Cabinet for Council approval:

**i) it be recommended to Council that the ‘Council size’ document, included at Appendix A of the report, be approved for submission to the Local Government Boundary Commission for England. The document requests four additional Councillors, resulting in a total of 38 Councillors, elected in halves, representing 19 electoral wards in future;**

**ii) it be recommended to Council that the forecasted electorate methodology and proposed electorate per polling district be approved for submission to the Local Government Boundary Commission for England;**

**iii) it be recommended to Council that delegated authority be given to the Director for Planning and Regulation to submit a supplementary document to this response (following consultation with the Leader) to ensure the most up-to-date planning permissions and live applications can be considered when submitting the final electorate forecasts.**

**f) Building a Better Borough (Copy of the report, Appendix 1 and Delivery Plan attached Page 166)**

At its meeting on the 9<sup>th</sup> March 2022, the following recommendation was agreed by Cabinet for Council approval:

**It be recommended to Council that the Corporate Plan and subsequent delivery plan be adopted.**

**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 Mayor's 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 been 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.

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**COUNCIL**

**14<sup>th</sup> February 2022**

A Council meeting of Nuneaton and Bedworth Borough Council was held on Wednesday 14<sup>th</sup> February 2022 in the Town Hall and live streamed

**Present**

The Mayor (Councillor R. Tromans)

Councillors R. Baxter-Payne, B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, L. Hocking, J. Kennaugh, K. Kondakor, A. Llewellyn-Nash, S. Markham, B. Pandher, N. Phillips, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard, J. Singh, R. Smith, M. Tromans, M. Walsh, C. Watkins and K. Wilson.

**Apologies** were received from Councillors S. Harbison, M. Rudkin and H. Walmsley

CL56 **Minutes**

**RESOLVED** that the minutes of the ordinary meeting held on 1<sup>st</sup> December 2021 and the Extraordinary meeting held on 26<sup>th</sup> January 2022 be approved and signed by the Mayor.

CL57 **Declarations of Interests**

**RESOLVED** that the Declarations of Interests for this meeting are as set out in the schedule attached to these minutes. In addition the following was declared:

Councillor K. Evans declared that he was no longer a Governor of Race Leys School and could this be removed from his schedule of declarations.

CL58 **Announcements**

Councillor A. Sargeant expressed his thanks to officers, friends and family who have helped him over his four year term as he would no longer be standing for the election in May 2022.

Councillor J. Sargeant also expressed her thanks to all the officers and councillors especially her other ward member Councillor Golby who have helped her during her four year term with many community projects as she would no longer be standing for election in May 2022.

Councillor C. Golby, Deputy Leader, announced that she would be undertaking a firewalk (walking across hot coals) for Acorns Children Hospice Charity, any sponsorship would be gratefully received.

The Mayor announced that his Civic dinner is being held on the 7<sup>th</sup> May at Weston Hall and that an ABBA tribute group will be performing at the Co-op Hall on Friday 13<sup>th</sup> May tickets will be £8.

CL59 **Public Participation**

**Mr Carl Walker submitted the following question of the Portfolio Holder for Planning and Regulation:**

Will the conservative council support a sustained and determined, ongoing, AND public pressure on the Conservative MP's to work together and deliver a moratorium, with ongoing lobbying of the minister of housing, to prevent an injustice being executed within NBBC?

The council have stated they are unable to affect any change due to process and are unable to deliver the outcomes in a reasonable amount of time – many people in the public do not agree the current timeline presented by the Conservatives is a reasonable amount of time.

With this in mind, does the council agree that the only way to deliver for 6000 residents who petitioned against the plan, is to hold our MP's accountable for destroying the green belt in this borough and do they agree to lobby them publicly to ensure action is taken.

**Councillor R. Smith, Portfolio Holder for Planning and Regulation responded as follows:**

Thank you, Mr Walker for the question, I do however find it rather ironic that Mr Walker is blaming our MPs for destroying our precious green belt when they have stood side by side with the residents and the Conservative group in opposing the inflated housing numbers foisted on this Borough by the previous Labour administration.

It is the previous administration and them alone that are responsible for the current and by their own admission a third-rate borough plan. Our election manifesto last year promised we would start an immediate review of the Borough Plan and withdraw from the Memorandum of Understanding signed by the previous Labour administration that added an extra 4000 houses from Coventry to our houses figure that was a promise we kept within weeks of taking control, if the labour administration had kept their promise to carry out an immediate review of the Borough Plan on its adoption in 2019, we would now be nearing the end of that journey. Not only did we keep our manifesto promise but we went further by writing to the secretary of state for levelling up housing and communities to request a moratorium on major developments in the Borough until the inflated Coventry housing figures were sorted out and our own plan was reviewed. Our three MPs fully supported our actions and very actively lobbied the secretary of state to try and get the resolution we were seeking, unfortunately despite very active lobbying for all three of our MPs the secretary of state did not support our request. Following a recent Cabinet reshuffle, we now have a new secretary of state in place and our leader has already raised the issue of Coventry's housing numbers with him. Our intention is to follow up this exchange with another letter setting out our

case in the hopes it will be seen with fresh eyes, and we will of course be asking our three MPs for ongoing support. In the meantime, we will press on with the review as fast as we can to produce a sound local plan that is fit for purpose that will see the right houses in the right places and will not include 4000 houses from Coventry.

**Mr Sam Margrave submitted the following question of the Leader of the Council:**

To the Leader of the Council and Chairman of the Civic Honours Sub-Committee

Today is Valentine's day!

John 15:13 says "Greater love hath no man than this, that a man lay down his life for his friends"

In 2009, Sgt Simon Valentine aged just 29 gave the ultimate sacrifice for us all.

My home Town of Bedworth is known as the Town that Never Forgets, which I am sure every Councillor and Citizen is proud of, is still yet to name a Street after our fallen hero.

While an offer of naming an allotment has been made, other fallen heroes are almost always recognised by the naming of a Street.

Will the Council revisit the offer of naming an allotment after Sgt Valentine, and instead commit to naming a Street (or both) after one of Bedworth's greatest Men, Sgt Simon Valentine on this Valentines day?"

**Councillor K. Wilson, Leader of the Council and Portfolio Holder for Business, Regeneration and Planning responded as follows:**

Thank you to Mr. Margrave for this question.

One of the priorities for this new Conservative administration is to revive civic pride within our Borough. As part of this mission, we have set up a Civic Honours Sub Committee to look at all ways of reviving civic pride and how we can reward those in our community who have made a difference.

At the first meeting of the sub-committee, we have begun the process of putting in place a policy that allows roads and buildings to be named after residents of our Borough who have served with distinction. This will mainly overturn Labour's ban on honouring people while they are alive, but we are equally keen to honour those who have sadly passed.

It is far easier to name a road than to re-name a road, with the legislation surrounding it dating back to the 1920s. Some of it does appear too archaic.

But, so long as the family's wishes are respected and there are no legal obstacles, I have absolutely no problem with naming a street after Sgt Valentine who made the ultimate sacrifice for Queen and Country.

**Andrew Crichton submitted the following question to the Leader of the Council:**

Recently the ruling Conservative group announced plans to honour five former Councillors with the position of Aldermen, the first time this has occurred in decades. 80% of those announced are ex Conservative Councillors. Does the leader of the Council agree with me that we should be honouring our nurses and keyworkers, not ex politicians?

**Councillor K. Wilson, Leader of the Council, Portfolio Holder for Business and Regeneration responded as follows:**

Thank you, Mr. Crichton for your question. It is pleasing to see that as a Labour Party candidate and activist he is taking an interest in honouring people in our community after decades of his party failing to do so when they were ran this council.

As I explained in my answer to Mr. Margrave, reviving civic pride in our Borough is a fundamental part of Building a Better Borough. Awarding the Honorary Alderman and women positions is a step forward to restoring that civic pride which was eroded by decades of Labour control of this council. Many councils still do this, including Labour-led Coventry City Council, which regularly makes these awards.

And what of the ex-Councillors we are looking to honour?

They include people who have fought for Queen and Country, spent decades fundraising for the Poppy Appeal and co-ordinating our Remembrance Sunday; they have worked in the health service advocating for patients across Nuneaton and Bedworth and also involved in community safety; they have spend years as a local magistrate dispensing justice in the community they live in; they have represented Nuneaton and Bedworth on a national stage and brought inward investment and jobs to our constituents; and they have all been involved in championing the interests of their local communities. I believe that those qualities of worthy of honouring by this Council.

And that is not all we are doing.

At the same meeting we have put forward two outstanding residents of Nuneaton and Bedworth for Freedom of the Borough. Om Gurung has served Queen and Country, made Nuneaton his home, championed the Gurkha community in our town and been involved in numerous community events. And we have Jean Whittaker, who has dedicated decades to fundraising for our local health service. Again, extremely worthy candidates for honouring by this Council.

Furthermore, we are devising a new award – the Nuneaton and Bedworth Award of Merit – that will put in a place a permanent system of honouring distinguished members of our community in place.

Work is underway to find this new award and a policy will be brought to council in due course to approve. This is slightly more complicated and rights a wrong that Labour perpetuated throughout decades of control – there was

no formal award of this Council to honour those in our community who have made a difference. Conservatives under this administration are putting this right.

**Mr Andrew Crichton submitted the following question to Cabinet on the 9<sup>th</sup> February but was deferred to the meeting of Council. The question was submitted to the Portfolio Holder for Housing and Communities:**

The local housing allowance rates fail to match the private rental market locally, leaving many residents who are unable to work having to dig into their meagre Universal Credit personal element to cover their rent. Discretionary Housing Payment can offer a temporary solution to this. Can the portfolio holder for Housing confirm what percentage of the DHP budget for this financial year has gone to residents, and what steps the local authority will take to increase the take up of DHP in the Borough?

**Councillor C. Golby, Portfolio Holder for Housing and Communities, responded as follows:**

So far this year we have paid out almost £161k in DHP of which £115k (72%) has gone to the private rental sector with the remaining £46k to residents in the local authority sector.

There is almost £75k remaining to be spent from our allocation and teams responsible for awarding DHP always endeavour to spend the full allocation and this year is no exception.

Works we are doing and have done to ensure we get the message is out there are:

- Regular multi departmental officer meetings (such as benefits, recovery, enforcement and housing) to establish customers who are in need of support
- We are looking to restart work in the communities with our Financial Inclusion Support Officers to promote DHP alongside other financial assistance
- We have updated our online application form for residents which is much easier than previous
- We have a tenancy support officer whose role undertakes case work with some of the more vulnerable tenants. Their work is not restricted to purely financial matters, however, as part of their role they do and can pick up on financial difficulties and engage with Financial Inclusion Support Officers if needed.

**Mrs Michele Kondakor asking the following question to the Portfolio Holder for Housing and Communities**

Homelessness, unfortunately, continues to be problem both locally and across the country so the news of an additional homeless hostel is welcome. I

am concerned, however, about the finances of this. In the agenda, it states at item 11d, point 6.3 with regards to the Homeless Hostel Conversion, that 'a procurement exercise has been completed with tenders exceeding the budget provision. The spec. is currently under review' and yet in Appendix E, no further money has been allocated for the conversion. There seems to have been very little scrutiny, if any, of the decision to purchase the property and the necessary funds that would be required for conversion. What scrutiny of the spec put out to tender was there by members? How is the Portfolio Holder going to prevent this from becoming another Gresham Road, where the original budget allowed was obviously inadequate for the level of specification required?

**Councillor C. Golby, Portfolio Holder for Housing and Communities, responded as follows:**

First of all, I need to correct something that is incorrect in that we have not brought a new property, this is an existing property, and what we did was we went to market with an idea of what we would like to do with that property. The tenders came back too much, we had a ball park figure in our heads, it came back, didn't match, so we have gone away to rethink it. We have done this specifically to avoid another scenario where we start a project and then get levered with costs. This is all part of a more corporate approach to things which I will be discussing later on when I present my Housing Revenue Account budget.

**Mr Mike Wright submitted the following question to the Portfolio Holder of Planning and Regulation**

In 2020, the Council started a cross-party Working Group to update the Public Space Protection Orders in the Borough. These Public Space Protection Orders - for Begging Control, Highway Car Sales, Alcohol and Novel psychoactive substances were consulted on and were then all approved by Cabinet last year. Would the Portfolio holder please explain which ones are now in force and the time-scales for those that are now overdue?

**Councillor R. Smith, Portfolio Holder for Planning and Regulation responded as follows:**

Thank you, Mr Wright for your question.

These Public Space Protection Orders are important tools and enable us to effectively enforce and prevent against anti-social behaviour and protect our public spaces being spoilt for the many by what is probably just a few individuals.

I am very happy to let Mr Wright know that the Public Space Protection Order (PSPO) for begging control is now active and people may have noticed the improvement when visiting our town centres. The orders in relation to alcohol and novel psychoactive substances are now also active and enforceable and finally the highway commercial car sales order is in the very final stages of

preparation and we are currently organising street signage to make commercial salesmen aware that if they continue to put cars for sale on the side of the highway they will be liable to fines of upto £1000 per enforcement.

I can confirm that this PSPO will be active from the 1<sup>st</sup> March.

CL60 **Questions by Members**

**Councillor Kyle Evans asked the following question of the Leader of the Council:**

Can the Leader of the Council provide Council with an update on the Bedworth Market trial in All Saints Square?

**The Leader of the Council, Councillor K. Wilson, responded as follows:**

Thank you, Councillor Evans for your question.

At the election in May 2021, this administration stood on a promise that we would introduce a trial of having an outdoor market in All Saints Square, Bedworth, after years of residents telling us on the doorsteps this is what they would like to see.

I am pleased to report that the trial is going well Mr Mayor and as you will see from tonight's budget papers later on, we are proposing to extend this and also expand this to Tuesdays too.

I must thank both the community in Bedworth and the market traders for supporting this trial, it is through their support that we can demonstrate its success. We have 10 traders taking part on a Friday which equates to 20 stalls being used. There are eight existing traders and two new traders to the town who have been participating in the success of our trial.

The footfall figures in All Saints Square speak for themselves, the average footfall figures reveal that there were 1160 new visits since the start of the trial and 2436 repeat visits during the trial period compared to the pre-trial period where there were 471 new visits and 1290 repeat visits. In addition, our support for the indoor market continues too, in the trial period there have been 187 new visits and 581 repeat visits compared to the pre-trial period of 128 new visits and 381 repeat visits.

After years of Labour refusing to listen to residents in Bedworth who wanted to trial a return of the outdoor market to All Saints Square it is this Conservative administration that has delivered on the people's wishes and made a success of it.

**Councillor Kyle Evans asked a supplementary question:**

Thank you, Mr Mayor,

Free parking in Bedworth Town Centre, 50% reduction in rates for traders in Bedworth market, the market now outside after public demand, £50 million

pounds from government to start regeneration in Bedworth Town Centre and a shop front enhancement scheme to help local business. Does the Leader of the Council agree with me that this Conservative council has achieved more for Bedworth Town centre in 10 months than what Labour achieved in 40 years?

**The Leader of the Council, Councillor K. Wilson, responded as follows:**

Quite simply – yes Mr Mayor.

**Councillor Keith Kondakor submitted the following question to the Portfolio Holder for Housing and Communities:**

The council's flats at Cleaver Gardens in Weddington were built in the 1970s. The road and pavements around Cleaver Gardens have been managed by the borough council ever since, but the Borough council has the view that some of these should be the responsibility of the County Council. As a result, the borough council seems to have failed to properly maintain them or bring the pavements up to proper accessibility standards. It is my view that they are now in an unsafe condition.

The ping-pong of emails about whose responsibility has been going on for years without progress. Will this council ensure that this impasse does not drag on into another year and that one of the councils brings the roads and pavements up to a safe and accessible standard in 2022?

**Portfolio Holder for Housing and Communities, Councillor C. Golby, responded as follows:**

I can't guarantee when its going to end, I wish I could, but I can't. The problem we have got at the moment is that it is similar to no mans land, we can't do anything because we don't see that we have a legal responsibility or any right to do anything and the county council have similar view. We are at an impasse, however there are conversations taking place, it is an active discussion, and I am trying to get this resolved as quickly as possible. I cannot give you a timeframe simple as that and I cannot guarantee any time it might be next week, it might be next year, it might not be, that's all I can say, and I have explained to you in previous public meetings that there are ongoing dialogues taking place.

**Councillor Keith Kondakor asked a supplementary question as follows:**

Thank you, Councillor Golby, for that answer, I think one important thing is to make them safe rather than who pays for it as far as the residents are concerned so could we at least try to agree on doing some urgent safety repairs at Cleaver Gardens and then working out the responsibility for costs as a longer term thing. I understand it may take a year, or even, two years to work out responsibility but in the meantime, I am very frightened of my residents falling down the potholes or off some of the dodgy kerbs. I would at least like that some of the urgent work is done even if we have to put to one side who eventually pays for them.

**Councillor C. Golby responded as follows:**

I think a good example of this would be, had you been at county would they have allowed you to use your delegated budget? I think the answer is no because they don't see it as their responsibility, unfortunately we are in a position where I can't pay for works out of a budget on land that is not technically ours, we believe the land is not technically ours, therefore, I cannot sign off on any budget to spend any money on that land.

I don't know in how many different ways I need to explain this to you, but I am trying to get this sorted and it will be sorted as soon as possible, that is all I can say at this time.

**Councillor B. Beetham asked the following question to the Leader of the Council, Portfolio Holder for Business and Regeneration, Councillor K. Wilson**

As the portfolio holder for Finance and Corporate you must be aware that under the previous Labour administration the longest waiting time for responses for complaints at one point was 175 days. Even more concerning was the longest wait time for Freedom of information requests which got up to 218 days. This is not customer service that any resident should have to face, especially from their council.

This was raised as a major concern at the Finance and Public Services Committee in July. The service level agreement for complaints is 10 day's end to end. The service level agreement for Freedom of Information act requests is 20 working days.

Can the cabinet member please confirm that this Conservative council takes complaints seriously and endeavours to deal with them swiftly for residents? Could the portfolio holder also confirm that this Conservative council is focused on openness and transparency with an aim to get the information to those who request it promptly?

If the cabinet member could answer the above as well as answer what actions this Conservative council have taken in regard to improving customer service and how many days on average a resident need to currently wait in regard to complaints and Freedom of Information requests.

**The Portfolio Holder for Corporate and Finance, Councillor S. Croft responded as follows:**

I entirely agree with him, he is quite right that customer service performance at this Council has been poor for many years with little explanation as OSP reports shown. Every single year it would come to OSP and there would be no satisfactory explanation.

I entirely agree with him that residents should be able to get the information results that they need simply, quickly and easily without having to raise to a level of compliant or apply to their councillor or their MP for address.

I can confirm that we made this a priority when we took office not just because it would deliver a better service to the residents but because we

need accurate data to inform our policies. I am delighted to inform tonight that the latest figures that have been reported to the Finance and Public Services OSP demonstrate a huge difference in our customer service results. The number of complaints outside the 10 days he referred to went from 70 in October to 7 in January and the number of FOIs outside the 20days went from 57 to 3 over the same period.

To do this we first needed to bring in the proper staff because we know we are understaffed at this authority, so we hired a customer service officer at no extra cost to the budget and he has done magnificent work in clearing the backlog. Then we need the change in culture across the council and focusing on results for the residents and proper engagement with customer services because that team can only help people if the whole business co-operates with them. Finally, we needed the will and drive to break out of old habits and I do want to publicly congratulate Director – Tom Shardlow, Customer Experience Officer - John Sherratt and Customer Services Manager Gavin Orton for the fantastic work they have done and the entire team.

So Mr Mayor these three simple steps, proper resourcing, a customer focused culture and a will to achieve results has achieved this remarkable effort and its not rocket science Mr Mayor, it is Conservative government in action and our next steps are to be informed of monitoring of the content and quality of the customer service replies so that we can provide a better service for our residents and I can reveal to Councillor Beetham tonight that to that end we are going to push the Council to achieve the CSE Customer Service Excellence Qualification this year or in the words of Director – Tom Shardlow we will die trying.

Slowly but surely Mr Mayor we are sorting the place out, so watch this space Mr Mayor there is a lot more to come.

CL61 **Special Urgency Decisions**

The following special urgency decisions be noted:

- a) Cabinet 8<sup>th</sup> December 2021 – Town Centre Regeneration Update (Exempt)
- b) Cabinet 12<sup>th</sup> January 2022 – Public Conveniences and Car Parks (Exempt)

CL62 **Cabinet Report**

The Leader of the Council submitted his report on behalf of Cabinet. The report highlighted matters considered at the Cabinet meetings held on 8<sup>th</sup> December 2021, 12<sup>th</sup> January and 2<sup>nd</sup> February 2022 and details of reports from the West Midlands Combined Authority Board, which has a direct impact on NBBC.

**RESOLVED** that the report be noted.

CL63 **Election of Mayor and Deputy Mayor**

The Council gave consideration to the selection of Mayor and Deputy Mayor for the Municipal Year 2022/23:

**(a) Mayor**

It was proposed and seconded that Councillor J. Clarke be invited to accept the office of Mayor.

It was further proposed and seconded that Councillor C. Watkins, be invited to accept the office of Mayor.

It was further proposed and seconded that Councillor K. Kondakor, be invited to accept the office of Mayor.

A recorded vote was taken as follows:

FOR COUNCILLOR J. CLARKE: Councillors: B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, A. Llewellyn-Nash, S. Markham, B. Pandher, R. Baxter-Payne, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh and K. Wilson

FOR COUNCILLOR K. KONDAKOR: None

FOR COUNCILLOR C. WATKINS: Councillors: L. Hocking, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard and C. Watkins

**RESOLVED** that Councillor J. Clarke be invited to accept the office of Mayor for Municipal Year 2022/23

**(b) Deputy Mayor**

It was proposed and seconded that Councillor M. Walsh be invited to accept the office of Deputy Mayor.

It was further proposed and seconded that Councillor N. Phillips, be invited to accept the office of Deputy Mayor.

A vote was taken

**RESOLVED** that Councillor M. Walsh be invited to accept the office of Deputy Mayor for Municipal Year 2022/23

CL64 **Recommendations from Cabinet and Other Committees**

**a) Local Development Scheme**

The Cabinet Member for Planning and Regulation, Councillor R. Smith, presented the recommendations made at Cabinet on 8<sup>th</sup> December 2021. The existing Local Development Scheme was adopted in September 2020. The timescales within the LDS are now out of date and an updated

version was presented to confirm the milestones and timescales for the emerging Development Plan Documents.

**RESOLVED** that:

- i) the approved Local Development Scheme be adopted, the Local Development Scheme be published on the Council's website and the Town Centres Area Action Plan be withdrawn and replaced by a Town Centres Supplementary Planning Document; and
- ii) the Town Centres Area Action Plan DPD be formally withdrawn.

**Councillor K. Kondakor requested that his vote against the Local Development Scheme be recorded in the minutes**

**b) Local Enforcement Plan (Planning) Adoption**

The Cabinet Member for Planning and Regulation, Councillor R. Smith, presented the recommendation agreed at Cabinet, in respect of the above, on the 12<sup>th</sup> January, 2022 for Council approval.

**RESOLVED** that the Local Enforcement Plan (Planning) document (as set out in Appendix A of the Cabinet report) be adopted

**c) Supplementary Planning Documents adoption Transport Demand Matters Parking Standards SPD and Conservation Areas Appraisals and Management SPDs**

The Cabinet Member for Planning and Regulation, Councillor R. Smith, presented the recommendations agreed at Cabinet on the 12<sup>th</sup> January 2022 for Council approval

**RESOLVED** that the Transport Demand Management Matters – Parking Standards SPD (at Appendix A1 of the Cabinet report) and the five Conservation Area Appraisals and Management Plan SPDs and the Transport Demand Matters SPD (at Appendices B1 to B5 of the Cabinet report) be adopted

**d) General Fund Revenue and Capital Budgets 2022/23**

**Councillor K. Wilson moved that section 4.13.4 procedural rule of the constitution be suspended to enable the proposer, seconder and Leader of the Opposition no time limit for speeches on the budget items. This was seconded by Councillor R. Tromans.**

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet on the 9<sup>th</sup> February 2022, in respect of the above, and moved a motion for their approval.

Councillor K. Wilson seconded the motion.

Councillor C. Watkins put forward an amendment to present the alternative budget proposal on behalf of the Labour Group which was seconded by Councillor J. Sheppard as follows:

## **OPPOSITION BUDGET RECOMMENDATION 14<sup>th</sup> February 2022**

- (a) That the General Fund draft revenue budget 2022/23, attached as Appendix B, be recommended to the Council for approval.
- (b) That the Council Tax requirement for 2022/23 is determined as £9,743,704.34 and the District Council Tax for 2022/23 be increased by £1.99% for a Band D property (an increase of £4.85 on a Band D property).
- (c) To note the initial budget changes that were approved by NBBC Cabinet on 8<sup>th</sup> December 2021 and include them in the budget for final approval by Full Council on 14 February 2022 excepting the below items:

<b>8<sup>th</sup> December 2021 Initial Savings Not Accepted</b>	<b>£</b>
Community centres: Transfer of community centres to community.	33,720
Pest control – Discontinuation of service.	15,000
Buildings and Car parks: Transfer of Cleaning staff to NABCEL.	20,000
Caravan rents: Increase in rent to £28.74/pw.	15,000
	<b>83,720</b>

- (d) To note the budget changes included within the 14<sup>th</sup> February 2022 NBBC Cabinet report and include them in the following budget excepting the below items:

<b>14<sup>th</sup> February 2022 Budget Report Growth Not Accepted</b>	<b>£</b>
Market Rents: Part year cost of changes including pricing review	(54,000)
Promotions - Queen Elizabeth II Jubilee Celebration	(20,000)
	<b>(74,000)</b>

- (e) To include the following budget changes as detailed below:

<b>Savings Identified</b>	<b>£</b>
Street Cleansing: Growth offering river clearance service to other authorities.	(5,000)
To increase the Mobile Home charges from £25.07 to £27 per week.	(7,900)
Markets :Freeze on all market rents except Bedworth open stalls with an increase from £8.20 to £15.	(14,000)

Finance : Increase recharge to NABCEL for support provided by finance	(2,000)
	<b>(28,900)</b>

<b>Additional Growth Items</b>	<b>£</b>
Car Parks: 2022/23 Temporary change in charging structure. Free parking after 3pm be provided in all Council car parks 3. Plus £1.50 for 3 hours and all day on Sundays.	24,600
Promotions: Queen Elizabeth II Platinum celebrations.	10,000
	<b>34,600</b>

- (f) That the £24,600 2022/23 one year change to the parking fee structure be funded from reserves.
- (g) With the above budgetary growth and savings initiatives, the net revenue expenditure of the General Fund Revenue Budget for 2022/23 of £13,169,280 as detailed at Appendix B.
- (h) The revised budget position is a surplus of £10,964.
- (i) Where any potential staffing implications of the savings above, the Council's Management of Change policy will be followed.
- (j) That the Labour General Fund Revenue Budget for 2022/23 of £13,169,280 be recommended to Council for approval.
- (k) That the budget surplus of £10,964 be added to the General Fund Balances to support the savings programme in future years.
- (l) That the Director – Finance & Enterprise assurance statements on reserves and base budget proposals as included in Appendix A be noted.
- (m) Because of the timescales involved, the General Fund Revenue Budget 2022/23 was considered as an urgent item and not subject to call-in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

## APPENDIX A

### ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF THE RESERVES

#### 1.) Introduction

The 2003 Local Government Act places specific responsibilities on the Section 151 Officer to report on the robustness of the budget and the adequacy of proposed financial reserves when the authority is setting its budget for the forthcoming year. These principles are embedded throughout the Council's budget setting and medium-term financial planning processes.

#### 2.) Robustness of Estimates

The budget estimates include assumptions on spend pressures, inflationary pressures, interest rate forecasts and current trends on demand for services. The latter is kept under constant review, especially for the income generating services. The estimates also reflect the Local Government Finance Settlement 2022/23 as well as the most up to date forecast of business rates income. Savings targets have also been assessed to ensure that they are realistic and achievable.

#### 3.) Adequacy of Reserves

The minimum prudent level of reserves that the Council should maintain is a matter of judgement, taking into account a number of factors. This includes an assessment of current and future risks that the Council faces but these can and will change over time and so this cannot be the only factor. Reserve levels are ultimately the Council's safety net against unforeseen or unexpected circumstances and risks. Failure to maintain a minimum prudent level of reserves could lead to the Council being forced to cut spending during the year in an arbitrary way leading to loss of services and reputational damage.

Reserves are established and maintained in line with the Code of Practice on Local Authority Accounting and are reviewed annually by the S151 and also the Council's external auditors as part of the Value for Money Conclusion.

The main categories of reserves to be considered:

a) Earmarked Reserves

Earmarked reserves are those which the Council builds up over a period of time to fund known or predicted liabilities. Earmarked reserves may also contain funding for specific projects to be completed in the future, often by external contributions. The Council reviews the levels, contributions and appropriateness of these reserves annually as part of the budget setting process and when preparing the longer term financial strategy.

It is estimated that the General Fund will have revenue reserves of £11.58m and capital reserves of £2.58m as at 31<sup>st</sup> March 2022, and £8.35m and £2.21m respectively as at 31<sup>st</sup> March 2023.

b) Unallocated General Reserves (General Fund)

The Council has determined a minimum working balance of £1m for the general fund balance over the medium term (approximately 7% of future net expenditure levels) to deal with timing issues and uneven cash-flows and avoid unnecessary borrowing. The actual General Fund balance is estimated to stand at £1.45m at the end of March 2022 and £1.46m at the end of March 2023.

Business Rates Retention has brought about much greater risk and uncertainty to local government finance. The level of reserves that are held by the General Fund are prudent and continue to reflect this on-going risk and uncertainty.

In line with established accounting practice, part of the Council's financial strategy is to ensure that funding for future spending is not dependent on the use of reserves so as to demonstrate long-term sustainability.

4.) Section 151 Officer's Statement

Taking into account the above, together with all the proposals within the budget report, it is the Director – Finance & Enterprise view that the estimates for 2022/23 are robust and the proposed level of reserves is adequate. A risk assessment of the assumptions within the budget are accepted as being achievable.

## Appendix B

### Opposition General Fund Budget Summary

	<b>Current Budget 2021/22</b>	<b>Original Budget 2022/23</b>
	<b>£</b>	<b>£</b>
Business & Regeneration	1,916,010	1,373,400
Finance & Corporate	3,768,950	4,076,860
Health & Environment	2,888,080	3,030,560
Housing & Communities	1,329,900	1,217,850
Planning & Regulation	(942,130)	(391,180)
Public Services	8,381,460	8,098,230
<b>Portfolio Total</b>	<b>17,342,270</b>	<b>17,405,720</b>
Central Provisions	334,500	334,500
Depreciation and Impairment	(3,096,530)	(3,096,530)
Transfers To/ (From) Corporate Reserves	(5,672,515)	(3,268,230)
Financing of Capital Expenditure	1,594,000	1,258,700
PWLB Premiums	21,120	21,120
Interest and Investment Income	(100,000)	(460,000)
Minimum Revenue Provision	477,800	536,000
Debt Interest	468,000	438,000
<b>Total Council Net Expenditure</b>	<b>11,368,645</b>	<b>13,169,280</b>
<b>Funded by:</b>		
Net Retained Business Rates	(4,712,780)	(4,077,300)
NDR Collection Fund (Surplus)/ Deficit	4,960,420	1,723,300
Council Tax Collection Fund (Surplus)/ Deficit	57,000	(18,010)
New Homes Bonus	(851,360)	(644,430)
Other Government Grants (one off funding)	(1,467,805)	(420,100)
Transfer Surplus to General Fund Reserves	4,398	10,964
<b>COUNCIL TAX REQUIREMENT</b>	<b>9,358,518</b>	<b>9,743,704</b>

**The Mayor moved an adjournment for ten minutes to consider the alternative budget put forward by the opposition at 19.54PM**

**The meeting reconvened at 20.08pm.**

**Councillor K. Wilson moved in accordance with Council Procedure Rule 4A.21 to suspend standing orders to allow the business of the meeting to be concluded. Councillor C. Golby seconded the procedural motion.**

**A vote was taken**

**The procedural motion was carried.**

**A recorded vote on the alternative budget amendment put forward by the Labour Group was taken as follows:**

For: Councillors J. Sheppard, T. Sheppard, and C. Watkins

Against: Councillors B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, A. Llewellyn-Nash, S. Markham, B. Pandher, R. Baxter-Payne, A. Sargeant, J. Sargeant, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh and K. Wilson

Abstentions: Councillor K. Kondakor

**The amendment was lost.**

**The Conservative budget was then the substantive motion.**

**A recorded vote was taken as follows:**

For: Councillors B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, A. Llewellyn-Nash, S. Markham, B. Pandher, R. Baxter-Payne, A. Sargeant, J. Sargeant, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh and K. Wilson

Against: Councillors K. Kondakor, J. Sheppard, T. Sheppard, and C. Watkins

Abstentions: None

**The Conservative budget motion was carried**

**RESOLVED** that

- i) the General Fund Revenue Budget for 2022/23, as detailed at Appendix D of the report, with a net revenue expenditure of £13,178,460 be approved including the growth and savings initiatives detailed in the report;
- ii) the initial budget savings that were approved by NBBC Cabinet on 8<sup>th</sup> December 2021 be noted; and
- iii) the Capital Programme for 2022/23 of £61,597,696 be approved.

e) **Housing Revenue Account Budget and Capital Programme 2022/23**

The Cabinet Member for Housing and Communities, Councillor C. Golby, presented the recommendations made at Cabinet held on 9<sup>th</sup> February 2022, in respect of the above and moved the motion.

Councillor S. Croft seconded the motion

A recorded vote was taken as follows:

For: Councillors B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, K. Kondakor, A. Llewellyn-Nash, S. Markham, B. Pandher, R. Baxter-Payne, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, C. Watkins and K. Wilson

Against: None

Abstentions: None

The motion was carried.

**RESOLVED** that

- i) the forecast outturn for 2021/22 be noted and the revised capital programme for 2021/22 of £21.294m be approved;
- ii) the draft HRA Capital Programme for 2022/23 of £22.938m as shown at Appendix C of the report be approved; and
- iii) the 2022/23 draft HRA Revenue budget, including the rent and fee changes, be approved.

f) **Council Tax 2022/23**

The Cabinet Member for Finance and Corporate, Councillor S. Croft, proposed the following motion:

‘To defer the determination of the Council Tax 2022/23 to a Council Tax Setting Committee to be held on 22<sup>nd</sup> February, 2022 due to the Police and Crime Commission Precept not being available yet and that the Committee consist of five conservatives (Councillors K. Wilson, R. Tromans, S. Croft, L. Cvetkovic and J. Kennaugh) one labour and one from the Green and Independent Party Alliance’

Councillor K. Wilson seconded the motion

A vote was taken

The motion was carried.

**RESOLVED** that

- i) the setting of the council tax be deferred to a Council Tax setting Committee to be held on 22<sup>nd</sup> February 2022 upon the receipt of the Police and Crime Commission Precept; and
- ii) the committee consist of five conservative members (Councillors K. Wilson, R. Tromans, S. Croft, L. Cvetkovic and J. Kennaugh) one labour member and one member from the Green and Independent Party Alliance

**g) Treasury Management Strategy and Budgetary Framework 2022/23**

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet, in respect of the above, on 9<sup>th</sup> February 2022 and moved the motion.

Councillor K. Wilson seconded the motion.

A recorded vote was taken as follows:

For: Councillors B. Beetham, D. Brown, J. Clarke, T. Cooper, S. Croft, L. Cvetkovic, L. Downs, K. Evans, C. Golby, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, K. Kondakor, A. Llewellyn-Nash, S. Markham, B. Pandher, R. Baxter-Payne, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, C. Watkins and K. Wilson

Against: None

Abstentions: None

The motion was carried

**RESOLVED** that the Treasury Strategy and Budgetary Framework 2022/23 as detailed in Appendix G of the report including the items below be approved

- Treasury Strategy
- Treasury and Prudential Indicators
- MRP Policy Statement
- Capital Resource Allocations

**h) Local Council Tax Support Policy**

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet, in respect of the above, on the 9<sup>th</sup> February 2022.

**RESOLVED** that the Local Council Tax Scheme at Appendix A of the report be approved.

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the report to council which set out the proposals for appointing the external auditor to the Council for the accounts for the five-year period from 2023/24 to 2027/27.

**RESOLVED** that the Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1<sup>st</sup> April 2023 be accepted.

CL66 **Vote of Thanks**

Councillor S. Croft, Cabinet Member for Finance and Corporate, proposed a vote of thanks, which was seconded by Councillor K. Wilson, to the Finance Officers who have all worked tirelessly to enable this budget to be brought forward. A special thanks and farewell was also expressed to Stephen Fitzgerald – Director for Finance and Enterprise and Craig Pugh – Head of Financial Services who would be leaving the authority and wished them both all the best for the future.

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Mayor

## Council - Schedule of Declarations of Interests – 2021/2022

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> <li>- Housing matters</li> <li>- Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992</li> <li>- An allowance, payment given to members</li> <li>- An indemnity given to members</li> <li>- Any ceremonial honour given to members</li> <li>- Setting council tax or a precept under the Local Government Finance Act 1992</li> <li>- Planning and Licensing matters</li> <li>- Allotments</li> <li>- Local Enterprise Partnership</li> </ul>
	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder	
	B. Beetham	Employed at The George Eliot Hospital; Warwickshire County Council – Camp Hill	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> <li>• Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.  Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Exhall Education Foundation;</li> <li>• Warwickshire Joint Overview and Scrutiny Committee;</li> <li>• NBBC Biodiversity Champion</li> </ul>	
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C.  Nuneaton Conservative Association; Deputy Chairman	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Champion for Safeguarding (Children and Adults)</li> <li>Local Government Superannuation Scheme Consultative Board</li> <li>West Midlands Employers</li> </ul>	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee)  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>Building Control Partnership Steering Group</li> </ul>	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	NBBC representative on the Armed Forces Covenant Meeting	
	K. Evans	Employed by UK Parliament	Sponsorship: Election Expenses – North Warwickshire Conservative Association  Membership of Other Bodies: West Midlands Combined Authority Audit Committee.  Executive Officer – North Warwickshire Conservative Association; Member of the Conservative and Unionist Party; Member of the Governing Body – Race Leys Infant School	
	C. Golby		Member of Warwickshire County Council  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Coventry, Warwickshire and Hinckley and Bosworth Joint Committee</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>• District Leaders</li> <li>• Local Enterprise Partnership</li> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>• Nuneaton and Bedworth Home Improvement Agency</li> <li>• NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>• NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
	J. Gutteridge		<p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Warwickshire Health and Wellbeing Board</li> <li>• Age UK (Warwickshire Branch)</li> </ul>	
	B. Hammersley	County Councillor – W.C.C.	Member of NABCEL	
	S. Harbison	Employed by Meridian c/o Hello Fresh, 1 St Georges Way, Nuneaton	<p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Poor's Piece Charity</li> <li>• Astley Charity</li> </ul>	
	J. Hartshorn	Employed by Nuneaton Library – Digital Inclusion – WCC (Senior Customer Service Assistant) COVID Community Testing – WCC – Team Leader (Casual)	Member of Nuneaton Conservatives	
	L. Hocking	Employed by Openreach	<p>Member of:</p> <ul style="list-style-type: none"> <li>• Unite the Union</li> <li>• Communication Workers Union</li> </ul>	
	J. Kennaugh	County Councillor W.C.C.  Employed by UK	Member of the W.C.C. Regulatory Committee Member of the Conservative Party	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		Flooring Direct Ltd.	Member of UNITE the Union Nuneaton and Bedworth representative for the Equality and Inclusion Partnership NBBC Representative on Warwickshire Race Equality Partnership	
	K.A. Kondakor	Electronic Design Engineer (self-employed semi-retired); Statistical data analyst and expert witness (self employed)	Unpaid director of 100PERCENTRENEWABLEUK LTD	
	A. Llewellyn-Nash	Employee of BMI Healthcare	Treasurer of Exhall Multi-cultural Group  Governor at Newdigate Primary and Nursery School, Bedworth  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Hospice Charity</li> </ul>	
	S. Markham	County Councillor – W.C.C.	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Bedworth Neighbourhood Watch</li> <li>• Governor at Ash Green School</li> <li>• Sherbourne Asset Co Shareholder Committee;</li> <li>• Nuneaton and Bedworth Sports Forum;</li> <li>• Warwickshire Direct Partnership;</li> <li>• Warwickshire Waste Partnership;</li> </ul>	
	B. Pandher		Member of Warwickshire County Council  Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Foleshill Charity Trustee – Proffitt's Charity</li> </ul>	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> <li>• Nuneaton Labour CLP</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>• The Fabian Society</li> <li>• The George Eliot Society</li> <li>• The PCS Union</li> <li>• Central Credit Union</li> <li>• Stockingford Sports and Allotment Club</li> <li>• Haunchwood Sports and Social Club</li> </ul>	
	M. Rudkin	Employee of Coventry City Council	Unite the Union	
	A. Sargeant	Employed by Pertemps	Chairman of The Nook (Nuneaton) Residents Association. Member of Nuneaton Carnival Committee. Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Advice Rights</li> </ul>	
	J. Sargeant	Head of Retail – Life Charity		
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.  Director of Wembrook Community Centre.  Member of the Management Committee at the Mental Health Drop in.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	T. Sheppard	Employee of Dairy Crest		
	J. Singh			
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• A5 Member Partnership;</li> <li>• Patrol (Parking and Traffic Regulation Outside of London) Joint Committee;</li> <li>• Building Control Partnership Steering Group</li> <li>• Bulkington Village</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Community and Conference Centre <ul style="list-style-type: none"> <li>• Representative on the Nuneaton and Bedworth Older Peoples Forum</li> <li>• Digital Infrastructure Board</li> </ul>	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	RTC, Nuneaton AFL, Wellingborough	W.C.C. Warwick  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Nuneaton Neighbourhood Watch Committee</li> <li>• Nuneaton Festival of Arts</li> </ul>	
	H. Walmsley	Chief of Staff to Julian Knight MP	Chartered Institute of Public Relations  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Friendship Project for Children</li> <li>• West Midlands Combined Authority Audit Group</li> </ul>	Dispensation to speak and vote
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Landlord of a privately rented property	Representative on the following outside bodies: <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Nuneaton Conservative Association  Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.  Representative on the following: <ul style="list-style-type: none"> <li>• Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</li> <li>• Coventry, Warwickshire and Hinckley &amp; Bosworth Joint Committee</li> <li>• District Council Network</li> <li>• Local Government</li> </ul>	

	<b>Name of Councillor</b>	<b>Disclosable Pecuniary Interest</b>	<b>Other Personal Interest</b>	<b>Dispensation</b>
			Association <ul style="list-style-type: none"> <li>• Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP)</li> <li>• West Midlands Combined Authority</li> <li>• Deputy Chairman – Nuneaton Conservative Association</li> <li>• District Council Network</li> <li>• Local Government Association</li> </ul>	

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**COUNCIL**

**16<sup>th</sup> March 2022**

An Extraordinary meeting of Nuneaton and Bedworth Borough Council was held on Wednesday 16<sup>th</sup> March 2022 in the Council Chamber of the Town Hall Nuneaton.

**Present**

The Mayor (Councillor R. Tromans)

Councillors, R. Baxter-Payne, B. Beetham, D. Brown, J. Clarke, S. Croft, L. Cvetkovic, L. Downs, K Evans, C. Golby, J. Gutteridge, B. Hammersley, S. Harbison, J. Hartshorn, L. Hocking, J. Kennaugh, K. Kondakor, S. Markham, B. Pandher, J. Sheppard, J. Singh, R. Smith, M. Tromans, M. Walsh, C. Watkins, and K. Wilson

**Apologies** were received from Councillors M. Rudkin, N. Phillips, T. Sheppard and H. Walmsley

CL67 **Declarations of Interests**

**RESOLVED** that the Declarations of Interests for this meeting are as set out in the schedule attached to these minutes. In addition, the following was declared:

Councillor J. Sheppard declared an other interest by way of her contact with Mr Om Gurung MBE as a Director of Wembrook Community Centre.

CL68 **Announcements**

The Mayor announced that a fundraiser Abba Tribute event for the Mayors Appeal will be held at the Co-op Hall on 13<sup>th</sup> May, tickets are £8.

**Councillor K. Kondakor moved a motion without notice to move agenda items 11 and 12 ahead of agenda item 6 in accordance with the constitution part 4A.12 (c). This was seconded by Councillor C. Watkins.**

**A vote was taken.**

**The motion was lost.**

CL69 **Public Participation**

None

**CL70 Nomination of Honorary Alderman – Donald Jacques BEM**

Mr Donald Jacques BEM was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Alderman for services to this Council. He served as Mayor from 1995-1996 and Leader of the Conservatives for many years. He was instrumental in the 'roll of honour' for the fallen that were not listed on the War Memorial and a key player in organising funding to replace stolen Old Bill Memorial.

Councillor K. Wilson moved the recommendations, which were seconded by Councillor J. Clarke.

**RESOLVED** that

- a) Mr Donald Jacques BEM be admitted as an Honorary Alderman of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of the eminent services which he has rendered to the Council as a past member of this Council;
- b) the common seal of the Council be affixed to the certificate to be presented to him on his certificates conferring upon Donald Jacques BEM the title of Honorary Alderman; and
- c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment

**CL71 Nomination of Honorary Alderman – David Carr**

Mr David Carr was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Alderman for services to this Council. He served as a Councillor from 2010 to 2014, served the people of Nuneaton and Bedworth via the George Elliot Hospital Trust Patient Forum and completed two terms of office as the Chair and two terms as Vice Chair and served the residents of Nuneaton North East Neighbourhood Watch as an Executive Committee Member for almost 22 years.

Councillor R. Tromans moved the recommendations, which were seconded by Councillor J. Gutteridge.

**RESOLVED** that

- a) Mr David Carr be admitted as an Honorary Alderman of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of the eminent services which he has rendered to the Council as a past member of this Council;
- b) the common seal of the Council be affixed to the certificate to be presented to him on his certificates conferring upon David Carr the title of Honorary Alderman; and

c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment

**CL72 Nomination of Honorary Alderman – Alan Farnell**

Mr Alan Farnell was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Alderman for services to this Council. He joined the Council in 1979 and served until 1995, he also became a Warwickshire County Councillor in 1989 and served until 2013. He is known for his helpful and approachable manner with new and upcoming councillors and is well thought of by both sides of the political sphere.

Councillor S. Croft moved the recommendations, which were seconded by Councillor K. Wilson.

**RESOLVED** that

a) Mr Alan Farnell be admitted as an Honorary Alderman of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of the eminent services which he has rendered to the Council as a past member of this Council;

b) the common seal of the Council be affixed to the certificate to be presented to him on his certificates conferring upon Alan Farnell the title of Honorary Alderman; and

c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

**CL73 Nomination of Honorary Alderman – Gerald Smith**

Mr Gerald Smith was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Alderman for services to this Council. He joined the Council in 2000 to 2014 and served as Mayor from 2008 – 2009, the first Conservative Mayor since 1995. He was a supporter of the George Eliot Baby Care Unit and the Mary Ann Hospice during his Mayoralty.

Councillor J. Gutteridge moved the recommendations, which were seconded by Councillor J. Clarke.

**RESOLVED** that

a) Mr Gerald Smith be admitted as an Honorary Alderman of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of the eminent services which he has rendered to the Council as a past member of this Council;

b) the common seal of the Council be affixed to the certificate to be presented to him on his certificates conferring upon Gerald Smith the title of Honorary Alderman; and

c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

**CL74 Nomination of Honorary Alderwoman – Diana Hawkes**

Mrs Diana Hawkes was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Alderwoman for services to this Council. She became a Councillor in 1986 for 26 years serving the residents of Bedworth standing down in 2012, she was also the Millennium Mayor 2000 – 2001 and served on several community groups and a lifelong supporter of the Air Ambulance for which she raised thousands during her Mayor Appeal.

Councillor K. Wilson moved the recommendations which were seconded by Councillor M. Walsh.

**RESOLVED** that

- a) Mrs Diana Hawkes be admitted as an Honorary Alderwoman of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of the eminent services which he has rendered to the Council as a past member of this Council;
- b) the common seal of the Council be affixed to the certificate to be presented to him on his certificates conferring upon Diana Hawkes the title of Honorary Alderwoman; and
- c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

**CL75 Nomination of Honorary Freeman – Mr Om Gurung MBE**

Mr Om Gurung MBE was nominated by the Civic Honours Sub-committee held on 15<sup>th</sup> December to receive the honorary title of Freeman for his distinguished services to this Borough. The former Gurkha sergeant major has become a key figure in Nuneaton and Bedworth as Chairman of the Nuneaton and Bedworth branch of the British Gurkha Veterans Association of which founded, the overseeing of the unique Gurkha memorial which honours the Gurkha soldiers who bravely lost their lives and instrumental in the creation of the UK's first Gurkha pub which is a gathering point for the Nepalese community.

Councillor K. Wilson moved the recommendations, which were seconded by Councillor R. Tromans.

**RESOLVED** that

- a) Mr Om Gurung MBE be admitted as an Honorary Freeman of the Nuneaton and Bedworth Borough Council under section 249 of the Local Government Act 1972 in recognition of his distinguished service to Nuneaton and Bedworth and that his name be enrolled on the Freemans's roll

b) the common seal of the Council be affixed to the enrolment of Om Gurung MBE on the said Freeman's roll and to the certificate to be presented to him on his admission as an Honorary Freeman of the Borough; and

c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

**CL76 Nomination of Honorary Freewoman – Mrs Jean Whittaker MBE**

Mrs Jean Whittaker MBE was nominated by the Civic Honours Subcommittee held on 15<sup>th</sup> December to receive the honorary title of Freewoman for her distinguished services to this Borough. Jean Whittaker was the fundraising coordinator at the George Eliot Hospital for 39 years and her work helped to raise more than £1 million for the hospital. After much success she was invited to be the charity funding coordinator for the whole of the Trust. Her efforts have seen her awarded an MBE from The Queen in 2008.

Councillor D. Brown moved the recommendations, which were seconded by Councillor S. Markham.

**RESOLVED** that

a) Mrs Jean Whittaker MBE be admitted as an Honorary Freewoman of the Nuneaton and Bedworth Borough Council under section 249 of the Local Government Act 1972 in recognition of her distinguished service to Nuneaton and Bedworth and that her name be enrolled on the Freewoman's roll

b) the common seal of the Council be affixed to the enrolment of Mrs Jean Whittaker MBE on the said Freewomen's roll and to the certificate to be presented to her on her admission as an Honorary Freewomen of the Borough; and

c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

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Mayor

## Council - Schedule of Declarations of Interests – 2021/2022

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> <li>- Housing matters</li> <li>- Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992</li> <li>- An allowance, payment given to members</li> <li>- An indemnity given to members</li> <li>- Any ceremonial honour given to members</li> <li>- Setting council tax or a precept under the Local Government Finance Act 1992</li> <li>- Planning and Licensing matters</li> <li>- Allotments</li> <li>- Local Enterprise Partnership</li> </ul>
	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder	
	B. Beetham	Employed at The George Eliot Hospital; Warwickshire County Council – Camp Hill	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> <li>• Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.  Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Exhall Education Foundation;</li> <li>• Warwickshire Joint Overview and Scrutiny Committee;</li> <li>• NBBC Biodiversity Champion</li> </ul>	
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C.  Nuneaton Conservative Association; Deputy Chairman	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Champion for Safeguarding (Children and Adults)</li> <li>Local Government Superannuation Scheme Consultative Board</li> <li>West Midlands Employers</li> </ul>	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee)  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>Building Control Partnership Steering Group</li> </ul>	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	NBBC representative on the Armed Forces Covenant Meeting  Member on the following Outside Body: <ul style="list-style-type: none"> <li>Hammersley, Smith and Orton Charity</li> </ul>	
	K. Evans	Employed by UK Parliament	Sponsorship: Election Expenses – North Warwickshire Conservative Association  Membership of Other Bodies: West Midlands Combined Authority Audit Committee.  Executive Officer – North Warwickshire Conservative Association; Member of the Conservative and Unionist Party;	
	C. Golby		Member of Warwickshire County Council  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Coventry, Warwickshire and Hinckley and Bosworth Joint</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Committee <ul style="list-style-type: none"> <li>• District Leaders</li> <li>• Local Enterprise Partnership</li> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>• Nuneaton and Bedworth Home Improvement Agency</li> <li>• NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>• NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
	J. Gutteridge		Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Warwickshire Health and Wellbeing Board</li> <li>• Age UK (Warwickshire Branch)</li> </ul>	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Hammersley, Smith and Orton Charity</li> </ul>	
	S. Harbison	Employed by Meridian c/o Hello Fresh, 1 St Georges Way, Nuneaton	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Poor's Piece Charity</li> <li>• Astley Charity</li> </ul>	
	J. Hartshorn	Employed by Nuneaton Library – Digital Inclusion – WCC (Senior Customer Service Assistant) COVID Community Testing – WCC – Team Leader (Casual)	Member of Nuneaton Conservatives	
	L. Hocking	Employed by Openreach	Member of: <ul style="list-style-type: none"> <li>• Unite the Union</li> <li>• Communication Workers Union</li> </ul>	
	J. Kennaugh	County Councillor W.C.C.	Member of the W.C.C. Regulatory Committee	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		Employed by UK Flooring Direct Ltd.	Member of the Conservative Party Member of UNITE the Union Nuneaton and Bedworth representative for the Equality and Inclusion Partnership NBBC Representative on Warwickshire Race Equality Partnership	
	K.A. Kondakor	Electronic Design Engineer (self-employed semi-retired); Statistical data analyst and expert witness (self employed)	Unpaid director of 100PERCENTRENEWABLEUK LTD	
	A. Llewellyn-Nash	Employee of BMI Healthcare	Treasurer of Exhall Multi-cultural Group  Governor at Newdigate Primary and Nursery School, Bedworth  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Hospice Charity</li> </ul>	
	S. Markham	County Councillor – W.C.C.	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Bedworth Neighbourhood Watch</li> <li>• Governor at Ash Green School</li> <li>• Sherbourne Asset Co Shareholder Committee;</li> <li>• Nuneaton and Bedworth Sports Forum;</li> <li>• Warwickshire Direct Partnership;</li> <li>• Warwickshire Waste Partnership;</li> </ul>	
	B. Pandher		Member of Warwickshire County Council  Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Foleshill Charity Trustee – Proffitt's Charity</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> <li>• Nuneaton Labour CLP</li> <li>• The Fabian Society</li> <li>• The George Eliot Society</li> <li>• The PCS Union</li> <li>• Central Credit Union</li> <li>• Stockingford Sports and Allotment Club</li> <li>• Haunchwood Sports and Social Club</li> </ul>	
	M. Rudkin	Employee of Coventry City Council	Unite the Union	
	A. Sargeant	Employed by Pertemps	Chairman of The Nook (Nuneaton) Residents Association. Member of Nuneaton Carnival Committee. Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Advice Rights</li> </ul>	
	J. Sargeant	Head of Retail – Life Charity		
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.  Director of Wembrook Community Centre.  Member of the Management Committee at the Mental Health Drop in.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	T. Sheppard	Employee of Dairy Crest		
	J. Singh			
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• A5 Member Partnership;</li> <li>• Patrol (Parking and Traffic Regulation Outside of London) Joint Committee;</li> <li>• Building Control</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Partnership Steering Group <ul style="list-style-type: none"> <li>• Bulkington Village Community and Conference Centre</li> <li>• Representative on the Nuneaton and Bedworth Older Peoples Forum</li> <li>• Digital Infrastructure Board</li> </ul>	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	RTC, Nuneaton AFL, Wellingborough	W.C.C. Warwick  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Nuneaton Neighbourhood Watch Committee</li> <li>• Nuneaton Festival of Arts</li> </ul>	
	H. Walmsley	Chief of Staff to Julian Knight MP	Chartered Institute of Public Relations  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Friendship Project for Children</li> <li>• West Midlands Combined Authority Audit Group</li> </ul>	Dispensation to speak and vote
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Nuneaton Conservative Association  Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.  Representative on the following: <ul style="list-style-type: none"> <li>• Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</li> <li>• Coventry, Warwickshire and Hinckley &amp; Bosworth Joint Committee</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>• District Council Network</li> <li>• Local Government Association</li> <li>• Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP)</li> <li>• West Midlands Combined Authority</li> <li>• Deputy Chairman – Nuneaton Conservative Association</li> <li>• District Council Network</li> <li>• Local Government Association</li> </ul>	

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	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder	
	B. Beetham	Employed at The George Eliot Hospital; Warwickshire County Council – Camp Hill	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> <li>• Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.  Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Exhall Education Foundation;</li> <li>• Warwickshire Joint Overview and Scrutiny Committee;</li> <li>• NBBC Biodiversity Champion</li> </ul>	
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C.  Nuneaton Conservative Association; Deputy Chairman	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Camp Hill Urban Village: Pride in Camp Hill Board</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>Committee of Management of Hartshill and Nuneaton Recreation Ground</li> </ul>	
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Champion for Safeguarding (Children and Adults)</li> <li>Local Government Superannuation Scheme Consultative Board</li> <li>West Midlands Employers</li> </ul>	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee)  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>Building Control Partnership Steering Group</li> </ul>	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	NBBC representative on the Armed Forces Covenant Meeting  Member on the following Outside Body: <ul style="list-style-type: none"> <li>Hammersley, Smith and Orton Charity</li> </ul>	
	K. Evans	Employed by UK Parliament	Sponsorship: Election Expenses – North Warwickshire Conservative Association  Membership of Other Bodies: West Midlands Combined Authority Audit Committee.  Executive Officer – North Warwickshire Conservative Association; Member of the Conservative and Unionist Party;	
	C. Golby		Member of Warwickshire County Council  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>Coventry, Warwickshire and Hinckley and Bosworth Joint</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Committee <ul style="list-style-type: none"> <li>• District Leaders</li> <li>• Local Enterprise Partnership</li> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>• Nuneaton and Bedworth Home Improvement Agency</li> <li>• NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>• NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
	J. Gutteridge		Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Warwickshire Health and Wellbeing Board</li> <li>• Age UK (Warwickshire Branch)</li> </ul>	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Hammersley, Smith and Orton Charity</li> </ul>	
	S. Harbison	Employed by Meridian c/o Hello Fresh, 1 St Georges Way, Nuneaton	Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Poor's Piece Charity</li> <li>• Astley Charity</li> </ul>	
	J. Hartshorn	Employed by Nuneaton Library – Digital Inclusion – WCC (Senior Customer Service Assistant) COVID Community Testing – WCC – Team Leader (Casual)	Member of Nuneaton Conservatives	
	L. Hocking	Employed by Openreach	Member of: <ul style="list-style-type: none"> <li>• Unite the Union</li> <li>• Communication Workers Union</li> </ul>	
	J. Kennaugh	County Councillor W.C.C.	Member of the W.C.C. Regulatory Committee	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		Employed by UK Flooring Direct Ltd.	Member of the Conservative Party Member of UNITE the Union Nuneaton and Bedworth representative for the Equality and Inclusion Partnership NBBC Representative on Warwickshire Race Equality Partnership	
	K.A. Kondakor	Electronic Design Engineer (self-employed semi-retired); Statistical data analyst and expert witness (self employed)	Unpaid director of 100PERCENTRENEWABLEUK LTD	
	A. Llewellyn-Nash	Employee of BMI Healthcare	Treasurer of Exhall Multi-cultural Group  Governor at Newdigate Primary and Nursery School, Bedworth  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Hospice Charity</li> </ul>	
	S. Markham	County Councillor – W.C.C.	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Bedworth Neighbourhood Watch</li> <li>• Governor at Ash Green School</li> <li>• Sherbourne Asset Co Shareholder Committee;</li> <li>• Nuneaton and Bedworth Sports Forum;</li> <li>• Warwickshire Direct Partnership;</li> <li>• Warwickshire Waste Partnership;</li> </ul>	
	B. Pandher		Member of Warwickshire County Council  Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Foleshill Charity Trustee – Proffitt's Charity</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> <li>• Nuneaton Labour CLP</li> <li>• The Fabian Society</li> <li>• The George Eliot Society</li> <li>• The PCS Union</li> <li>• Central Credit Union</li> <li>• Stockingford Sports and Allotment Club</li> <li>• Haunchwood Sports and Social Club</li> </ul>	
	M. Rudkin	Employee of Coventry City Council	Unite the Union	
	A. Sargeant	Employed by Pertemps	Chairman of The Nook (Nuneaton) Residents Association. Member of Nuneaton Carnival Committee.	
Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Advice Rights</li> </ul>				
	J. Sargeant	Head of Retail – Life Charity		
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
Director of Wembrook Community Centre.				
Member of the Management Committee at the Mental Health Drop in.				
	T. Sheppard	Employee of Dairy Crest		
	J. Singh			
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• A5 Member Partnership;</li> <li>• Patrol (Parking and Traffic Regulation Outside of London) Joint Committee;</li> <li>• Building Control</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Partnership Steering Group <ul style="list-style-type: none"> <li>• Bulkington Village Community and Conference Centre</li> <li>• Representative on the Nuneaton and Bedworth Older Peoples Forum</li> <li>• Digital Infrastructure Board</li> </ul>	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	RTC, Nuneaton AFL, Wellingborough	W.C.C. Warwick  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Nuneaton Neighbourhood Watch Committee</li> <li>• Nuneaton Festival of Arts</li> </ul>	
	H. Walmsley	Chief of Staff to Julian Knight MP	Chartered Institute of Public Relations  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Friendship Project for Children</li> <li>• West Midlands Combined Authority Audit Group</li> </ul>	Dispensation to speak and vote
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Nuneaton Conservative Association  Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.  Representative on the following: <ul style="list-style-type: none"> <li>• Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</li> <li>• Coventry, Warwickshire and Hinckley &amp; Bosworth Joint Committee</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>• District Council Network</li> <li>• Local Government Association</li> <li>• Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP)</li> <li>• West Midlands Combined Authority</li> <li>• Deputy Chairman – Nuneaton Conservative Association</li> <li>• District Council Network</li> <li>• Local Government Association</li> </ul>	

**9. PUBLIC PARTICIPATION**

**9.1 General**

At each 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 matters in respect of which to which the Council has powers or duties or which affect the Borough.

**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 Managing Director no later than 12 noon on the day before the meeting of the Council.

**9.3 Scope of questions and statements**

The Managing Director may reject a question or statement if it:

- is not about a matter for which the Council has a responsibility or which doesn't affect the borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months; or
- requires or involves the disclosure of confidential or exempt information.

9.4 The Mayor will invite the relevant Cabinet Member or Committee Chair to give a reply. Such reply shall not exceed 5 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 5 minutes is not exceeded. The Mayor may reject a supplementary question on any of the grounds detailed in paragraph 9.3 above.

**9.5 Time Limit and Number of questions**

No question or statement shall exceed 3 minutes. In the event of there being more than one question or statement, the Managing Director will draw lots to determine the order in which the questions shall be asked or statements made. 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.

#### 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 10.3(b) below) on any matter in relation to which the Council has powers or duties, or which affects the Borough. For questions from Members, Paragraph 4.9.4 shall apply. 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 paragraphs 10.2 or 10.3 shall be asked unless: (a) the question has been delivered in writing to the Head of Paid Service and Leader before 12 noon on the day before 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 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.

##### 4.10.5 Time Limit

The maximum time for Members' questions shall not normally exceed 24 minutes, and the Mayor shall have discretion to limit the questions as he or she shall see fit.

#### **4.10.6 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.

4.10.7 Any question or statement which cannot be dealt with because of lack of time will be dealt with in writing in accordance with paragraph 10.5 (c).

#### **4.10.8 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

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:** Council – 20<sup>th</sup> April 2022

**From:** Director – Planning and Regulation

**Subject:** Timetable of Meetings 2022/23 and 2023/24

**Portfolio:** All Portfolios

**Delivering Our Future Theme: 3**

**Delivering Our Future Priorities: 1**

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1. Purpose of Report

To approve the provisional timetable of meetings for Council, Cabinet, Committees and Overview and Scrutiny Panels for 2022/23 and 2023/24 attached at Appendix A and Appendix B to this report.

2. Recommendations

2.1 the timetable of meetings for Council, Cabinet, Committees and Overview and Scrutiny panels for 2022/23 and 2023/24 be approved;

2.2 delegated powers be granted to the Director – Planning and Regulation in consultation with the relevant chair, to change meetings if, for unforeseen reasons, it becomes necessary to amend a date.

3 Background

In preparing the timetables for 2022/23 (Appendix A) and 2023/24 (Appendix B), the items set out below have been taken into account and relevant officers and Members have been consulted.

3.1 **Council Meetings** – The Annual Council has been arranged for Wednesday 17<sup>th</sup> May 2023. The majority of, the Council meetings, will be held on Wednesdays apart from the budget setting council which will be held on Monday 13<sup>th</sup> February 2023 at 6.00 p.m. to allow for budget consultation.

3.2 **Cabinet Meetings** – All Cabinet meetings will be held on a Wednesday.

- 3.3 **Planning Applications Committees** – The number of weeks between each Planning Applications Committee has been set at three where possible. All meetings will be held on a Tuesday.
- 3.4 **Licensing Committee** – Licensing Committee meetings have been scheduled to take place on a Tuesday or a Wednesday, with a cycle of approximately every six weeks, avoiding the August and Christmas breaks.
- 3.5 **Audit and Standards Committee** – Audit and Standards Committee dates have been arranged to consider reports on accounts and performance and budgets to feed into the Cabinet and Council deadlines where necessary. All Audit and Standards Committee meetings have been scheduled to take place on Tuesdays.
- Standards Sub-Committee meetings will in future be arranged on an ‘as and when required’ basis.
- 3.6 **Employment Committee** – An addition to the committee timetable, these have been arranged to be held quarterly and to take place on a Tuesday or Wednesday
- 3.7 **NABCEL Shareholder Committee** – These are scheduled to be held quarterly to align with the NABCEL Board meetings.
- 3.8 **Overview and Scrutiny Panels** – All Overview and Scrutiny Panel meetings have been scheduled to take place on Thursdays.
- 3.9 **Other Committees** – Appeals Committees, Civic Honours Sub-Committee, Individual Cabinet Member Decisions and Sub-Committees for Licensing are not included in the timetable as they all meet on an ‘as and when required’ basis.
- 4.0 **School Half Term weeks and Religious Festivals/Celebration dates** - it is acknowledged that some meetings will take place in half term weeks or during religious observation dates, but it is very difficult to avoid all of these weeks to include all the meetings required for the Council to conduct its business.
- 4.1 **Start Time of Meetings** – the start time of meetings has been scheduled as 6.00pm for 2022/2023 and 2023/2024.

Phil Richardson  
Director – Planning and Regulation

## **NUNEATON AND BEDWORTH BOROUGH COUNCIL**

### **PROVISIONAL TIMETABLE OF MEETINGS**

**2022/2023**

Day	Date	Location	Time	Title
Wednesday	18 <sup>th</sup> May	Town Hall	6.00pm	Annual Council
Monday	23 <sup>rd</sup> May	Town Hall	6.00pm	Borough Plan
Tuesday	24 <sup>th</sup> May	Town Hall	*5.30pm	Planning Applications
Wednesday	25 <sup>th</sup> May	Town Hall	6.00pm	Cabinet
Wednesday	1 <sup>st</sup> June	Town Hall	6.00pm	Licensing
Thursday	2 <sup>nd</sup> June			Bank Holiday
Friday	3 <sup>rd</sup> June			Bank Holiday
Thursday	9 <sup>th</sup> June	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q4 & end of year)
Tuesday	14 <sup>th</sup> June	Town Hall	*5.30pm	Planning Applications
Wednesday	15 <sup>th</sup> June	Town Hall	6.00pm	Employment Committee
Thursday	16 <sup>th</sup> June	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	22 <sup>nd</sup> June	Town Hall	6.00pm	Cabinet
Thursday	23 <sup>rd</sup> June	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	28 <sup>th</sup> June	Town Hall	*5.30pm	Planning Applications
Wednesday	6 <sup>th</sup> July	Town Hall	6.00 pm	Licensing
Thursday	7 <sup>th</sup> July	Town Hall	6.00pm	Business & Regeneration OSP (Perf Q4 & end of year)
Wednesday	13 <sup>th</sup> July	Town Hall	6.00pm	Council
Tuesday	19 <sup>th</sup> July	Town Hall	6.00pm	Audit & Standards
Tuesday	26 <sup>th</sup> July	Town Hall	*5.30pm	Planning Applications
Wednesday	27 <sup>th</sup> July	Town Hall	6.00pm	Cabinet
Monday	29 <sup>th</sup> August			Bank Holiday
Tuesday	30 <sup>th</sup> August	Town Hall	*5.30pm	Planning Applications
Wednesday	31 <sup>st</sup> August	Town Hall	6.00pm	Licensing
Tuesday	6 <sup>th</sup> September	Town Hall	6.00pm	Audit & Standards
Wednesday	7 <sup>th</sup> September	Town Hall	6.00pm	Cabinet

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
Thursday	8 <sup>th</sup> September	Town Hall	6.00pm	Finance & Public Service OSP
Tuesday	13 <sup>th</sup> September	Town Hall	6.00pm	Employment Committee
Wednesday	14 <sup>th</sup> September	Town Hall	6.00pm	Council
Tuesday	20 <sup>th</sup> September	Town Hall	5.30pm*	Planning Applications
Wednesday	21 <sup>st</sup> September	Town Hall	6.00pm	Borough Plan Committee
Thursday	22 <sup>nd</sup> September	Town Hall	6.00pm	Housing, Environment & Health OSP (Perf Q1)
Thursday	6 <sup>th</sup> October	Town Hall	6.00pm	Business & Regeneration OSP
Tuesday	11 <sup>th</sup> October	Town Hall	*5.30pm	Planning Applications
Wednesday	12 <sup>th</sup> October	Town Hall	6.00pm	Cabinet
Thursday	13 <sup>th</sup> October	Town Hall	6.00pm	NABCEL Shareholder Committee
Tuesday	18 <sup>th</sup> October	Town Hall	6.00pm	Licensing
Tuesday	1 <sup>st</sup> November	Town Hall	*5.30pm	Planning Applications
Tuesday	8 <sup>th</sup> November	Town Hall	6.00pm	Audit & Standards
Wednesday	9 <sup>th</sup> November	Town Hall	6.00pm	Cabinet
Thursday	17 <sup>th</sup> November	Town Hall	6.00pm	Finance & Public Service OSP (Perf Q2)
Tuesday	22 <sup>nd</sup> November	Town Hall	*5.30pm	Planning Applications
Wednesday	23 <sup>rd</sup> November	Town Hall	6.00pm	Licensing
Thursday	24 <sup>th</sup> November	Town Hall	6.00pm	Housing, Environment & Health OSP (Perf Q2)
Wednesday	30 <sup>th</sup> November	Town Hall	6.00pm	Employment Committee
Wednesday	7 <sup>th</sup> December	Town Hall	6.00pm	Cabinet
Thursday	8 <sup>th</sup> December	Town Hall	6.00pm	Business, Regeneration & Planning OSP
Tuesday	13 <sup>th</sup> December	Town Hall	*5.30pm	Planning Applications
Wednesday	14 <sup>th</sup> December	Town Hall	6.00pm	Council
Monday	26 <sup>th</sup> December			Bank Holiday
Tuesday	27 <sup>th</sup> December			Bank Holiday
Wednesday	28 <sup>th</sup> December			Offices Closed

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
Thursday	29 <sup>th</sup> December			Offices Closed
Friday	30 <sup>th</sup> December			Offices Closed
		<b>2023</b>		
Monday	2 <sup>nd</sup> January			Bank Holiday
Tuesday	10 <sup>th</sup> January	Town Hall	6.00pm	Audit & Standards
Wednesday	11 <sup>th</sup> January	Town Hall	6.00pm	Cabinet
Thursday	12 <sup>th</sup> January	Town Hall	6.00pm	NABCEL Shareholder Committee
Tuesday	17 <sup>th</sup> January	Town Hall	*5.30pm	Planning Applications
Wednesday	18 <sup>th</sup> January	Town Hall	6.00pm	Borough Plan Committee
Wednesday	25 <sup>th</sup> January	Town Hall	6.00pm	Licensing
Thursday	26 <sup>th</sup> January	Town Hall	6.00pm	Finance & Public Service OSP
Wednesday	1 <sup>st</sup> February	Town Hall	6.00pm	Cabinet
Thursday	2 <sup>nd</sup> February	Town Hall	6.00pm	Housing, Environment & Health OSP
Tuesday	7 <sup>th</sup> February	Town Hall	*5.30pm	Planning Applications
Wednesday	8 <sup>th</sup> February	Town Hall	6.00pm	Cabinet (Budget & Council Tax Setting)
Monday	13 <sup>th</sup> February	Town Hall	6.00pm	Council (Budget & Council Tax Setting)
Wednesday	15 <sup>th</sup> February	Town Hall	6.00pm	Employment Committee
Tuesday	28 <sup>th</sup> February	Town Hall	*5.30pm	Planning Applications
Wednesday	1 <sup>st</sup> March	Town Hall	6.00pm	Licensing
Wednesday	8 <sup>th</sup> March	Town Hall	6.00pm	Cabinet
Tuesday	14 <sup>th</sup> March	Town Hall	6.00pm	Audit & Standards
Wednesday	15 <sup>th</sup> March	Town Hall	6.00pm	Employment Committee
Thursday	16 <sup>th</sup> March	Town Hall	6.00pm	Business & Regeneration OSP
Tuesday	21 <sup>st</sup> March	Town Hall	*5.30pm	Planning Applications
Thursday	30 <sup>th</sup> March	Town Hall	6.00pm	Finance and Public Service OSP
Friday	7 <sup>th</sup> April			Offices closed – Good

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
				Friday
Monday	10 <sup>th</sup> April			Offices closed - Easter Monday
Wednesday	12 <sup>th</sup> April	Town Hall	6.00pm	Cabinet
Tuesday	18 <sup>th</sup> April	Town Hall	*5.30pm	Planning Applications
Wednesday	19 <sup>th</sup> April	Town Hall	6.00pm	Council
Thursday	20 <sup>th</sup> April	Town Hall	6.00pm	NABCEL Shareholder Committee
Thursday	20 <sup>th</sup> April	Town Hall	6.00pm	Housing, Environment & Health OSP
Wednesday	26 <sup>th</sup> April	Town Hall	6.00pm	Licensing
Thursday	27 <sup>th</sup> April	Town Hall	6.00pm	Business & Regeneration OSP (Perf Q3)
Monday	1 <sup>st</sup> May			Bank Holiday
Tuesday	9 <sup>th</sup> May	Town Hall	*5.30pm	Planning Applications
Wednesday	17 <sup>th</sup> May	Town Hall	6.00pm	Annual Council

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

## **NUNEATON AND BEDWORTH BOROUGH COUNCIL**

### **PROVISIONAL TIMETABLE OF MEETINGS**

**2023/2024**

Day	Date	Location	Time	Title
Wednesday	18 <sup>th</sup> May	Town Hall	6.00pm	Annual Council
Tuesday	23 <sup>rd</sup> May	Town Hall	*5.30pm	Planning Applications
Wednesday	24 <sup>th</sup> May	Town Hall	6.00pm	Cabinet
Monday	29 <sup>th</sup> May			Bank Holiday
Wednesday	31 <sup>st</sup> May	Town Hall	6.00pm	Licensing
Wednesday	7 <sup>th</sup> June	Town Hall	6.00 pm	Borough Plan Committee
Thursday	8 <sup>th</sup> June	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q4 & end of year)
Tuesday	13 <sup>th</sup> June	Town Hall	*5.30pm	Planning Applications
Wednesday	14 <sup>th</sup> June	Town Hall	6.00pm	Borough Plan
Thursday	15 <sup>th</sup> June	Town Hall	6.00pm	NABCEL Shareholder Committee
Tuesday	20 <sup>th</sup> June	Town Hall	6.00pm	Employment
Wednesday	21 <sup>st</sup> June	Town Hall	6.00pm	Cabinet
Wednesday	28 <sup>th</sup> June	Town Hall	6.00 pm	Licensing
Thursday	29 <sup>th</sup> June	Town Hall	6.00pm	Housing, Environment and Health OSP (Perf Q4 & end of year)
Tuesday	4 <sup>th</sup> July	Town Hall	*5.30pm	Planning Applications
Wednesday	5 <sup>th</sup> July	Town Hall	6.00pm	Council
Thursday	6 <sup>th</sup> July	Town Hall	6.00pm	Business and Regeneration OSP
Tuesday	11 <sup>th</sup> July	Town Hall	6.00pm	Audit & Standards
Wednesday	12 <sup>th</sup> July	Town Hall	6.00pm	Borough Plan Committee
Tuesday	25 <sup>th</sup> July	Town Hall	*5.30pm	Planning Applications
Wednesday	26 <sup>th</sup> July	Town Hall	6.00pm	Cabinet
Monday	28 <sup>th</sup> August			Bank Holiday
Tuesday	29 <sup>th</sup> August	Town Hall	*5.30pm	Planning Applications
Wednesday	30 <sup>th</sup> August	Town Hall	6.00pm	Licensing

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
Tuesday	5 <sup>th</sup> September	Town Hall	6.00pm	Audit & Standards
Wednesday	6 <sup>th</sup> September	Town Hall	6.00pm	Cabinet
Tuesday	12 <sup>th</sup> September	Town Hall	6.00pm	Employment
Wednesday	13 <sup>th</sup> September	Town Hall	6.00pm	Council
Tuesday	19 <sup>th</sup> September	Town Hall	5.30pm*	Planning Applications
Wednesday	20 <sup>th</sup> September	Town Hall	6.00pm	Borough Plan Committee
Thursday	21 <sup>st</sup> September	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q1)
Thursday	5 <sup>th</sup> October	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	10 <sup>th</sup> October	Town Hall	*5.30pm	Planning Applications
Wednesday	11 <sup>th</sup> October	Town Hall	6.00pm	Cabinet
Thursday	12 <sup>th</sup> October	Town Hall	6.00pm	NABCEL Shareholder Committee
Tuesday	17 <sup>th</sup> October	Town Hall	6.00pm	Licensing
Thursday	19 <sup>th</sup> October	Town Hall	6.00pm	Business, Regeneration and Planning OSP (Perf Q1)
Wednesday	26 <sup>th</sup> October	Town Hall	6.00pm	Borough Plan
Tuesday	31 <sup>st</sup> October	Town Hall	*5.30pm	Planning Applications
Tuesday	7 <sup>th</sup> November	Town Hall	6.00pm	Audit & Standards
Wednesday	8 <sup>th</sup> November	Town Hall	6.00pm	Cabinet
Wednesday	15 <sup>th</sup> November	Town Hall	6.00pm	Borough Plan Committee
Thursday	16 <sup>th</sup> November	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q2)
Tuesday	21 <sup>st</sup> November	Town Hall	*5.30pm	Planning Applications
Wednesday	22 <sup>nd</sup> November	Town Hall	6.00pm	Licensing
Thursday	23 <sup>rd</sup> November	Town Hall	6.00pm	Housing, Environment and Health OSP (Perf Q2)
Wednesday	29 <sup>th</sup> November	Town Hall	6.00pm	Employment
Wednesday	6 <sup>th</sup> December	Town Hall	6.00pm	Cabinet
Thursday	7 <sup>th</sup> December	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	12 <sup>th</sup> December	Town Hall	6.00pm	Council

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
Tuesday	19 <sup>th</sup> December	Town Hall	*5.30pm	Planning Applications
Monday	25 <sup>th</sup> December			Bank Holiday
Tuesday	26 <sup>th</sup> December			Bank Holiday
Wednesday	27 <sup>th</sup> December			Offices Closed
Thursday	28 <sup>th</sup> December			Offices Closed
Friday	29 <sup>th</sup> December			Offices Closed
		<b>2024</b>		
Monday	1 <sup>st</sup> January			Bank Holiday
Tuesday	9 <sup>th</sup> January	Town Hall	6.00pm	Audit & Standards
Wednesday	10 <sup>th</sup> January	Town Hall	6.00pm	Cabinet
Tuesday	16 <sup>th</sup> January	Town Hall	*5.30pm	Planning Applications
Wednesday	17 <sup>th</sup> January	Town Hall	6.00pm	Borough Plan Committee
Thursday	18 <sup>th</sup> January	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	24 <sup>th</sup> January	Town Hall	6.00pm	Licensing
Thursday	25 <sup>th</sup> January	Town Hall	6.00pm	Finance and Public Service OSP
Wednesday	31 <sup>st</sup> January	Town Hall	6.00pm	Cabinet
Thursday	1 <sup>st</sup> February	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	6 <sup>th</sup> February	Town Hall	*5.30pm	Planning Applications
Wednesday	7 <sup>th</sup> February	Town Hall	6.00pm	Cabinet (Budget & Council Tax Setting)
Thursday	8 <sup>th</sup> February	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Monday	14 <sup>th</sup> February	Town Hall	6.00pm	Council (Budget & Council Tax Setting)
Tuesday	27 <sup>th</sup> February	Town Hall	*5.30pm	Planning Applications
Wednesday	28 <sup>th</sup> February	Town Hall	6.00pm	Licensing
Tuesday	5 <sup>th</sup> March	Town Hall	6.00pm	Employment
Wednesday	6 <sup>th</sup> March	Town Hall	6.00pm	Cabinet
Tuesday	12 <sup>th</sup> March	Town Hall	6.00pm	Audit & Standards
Thursday	14 <sup>th</sup> March	Town Hall	6.00pm	Finance and Public Service

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Day	Date	Location	Time	Title
				OSP (Perf Q3)
Tuesday	19 <sup>th</sup> March	Town Hall	*5.30pm	Planning Applications
Wednesday	20 <sup>th</sup> March	Town Hall	6.00pm	Borough Plan Committee
Friday	29 <sup>th</sup> March			Offices closed – Good Friday
Monday	1 <sup>st</sup> April			Offices closed – Easter Monday
Tuesday	9 <sup>th</sup> April	Town Hall	5.30pm	Planning Applications
Wednesday	10 <sup>th</sup> April	Town Hall	6.00pm	Cabinet
Thursday	11 <sup>th</sup> April	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	17 <sup>th</sup> April	Town Hall	6.00pm	Council
Thursday	18 <sup>th</sup> April	Town Hall	6.00pm	Housing, Environment and Health OSP
Wednesday	24 <sup>th</sup> April	Town Hall	6.00pm	Licensing
Thursday	25 <sup>th</sup> April	Town Hall	6.00pm	Business, Regeneration and Planning OSP (Perf Q3)
Tuesday	30 <sup>th</sup> April	Town Hall	6.00pm	Planning Applications
Thursday	2 <sup>nd</sup> May			Election
Monday	6 <sup>th</sup> May			Bank Holiday
Wednesday	15 <sup>th</sup> May	Town Hall	6.00pm	Annual Council

\*Planning Applications Committee start times are 5.30p.m. to consider confidential items and 6.00p.m. if there are no confidential items.

Report to: Finance and Public Service Overview & Scrutiny Panel - 17th March 2022

Title: Finance and Public Service Overview & Scrutiny Annual Report 2021 -2022

Date Made	OSP	Item	Added Value - Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations	Response
10/06/2021 23/09/2021 23/11/2021 17/03/2022	FPS OSP	<b>Integrated Performance Report</b> - The Audit and Governance Manager and 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) Fourth Quarter (End of Year) 2020/21 b) First Quarter 2021/22, c) Second Quarter 2021/22, d) Third Quarter 2021/22		a) A report be created to reflect all FOI requests from 2019 including all open requests. This report should also include any time extensions by agreement, Environmental Information Requests and Subject ccess Requests. Additionally, the report should consider the reasons behind delays in responses, and any complaints raised as a result. b)The contents of the report be noted; and the additional information requested be provided to members. b) The contents of the report be noted. c) The contents of the report be noted. d) The contents of the report be noted.	a) 10/06/2021 b) 23/09/2021 c) 23/11/2021 d) 17/03/2022	TBD	None	N/A
27/01/2022	FPS OSP	<b>Museum</b> - The Museum and Arts Officer presented a report to provide the Panel with information regarding Museum service during 2021.		The contents of the report be noted.	24/09/2020	TBD	None	N/A
27/01/2022	FPS OSP	<b>Civic Hall Performance Report</b> - The Leisure and Health Manager presented a report to provide the Panel with an update on the position of the Civic Hall in Bedworth.		The report be noted.	27/01/2022	TBD	None	N/A
23/09/2021	FPS OSP	<b>Managing Attendance of the Council's Workforce</b> - The Corporate HR Business Partner provided the Panel with a report of the 2020/21 end of year performance for Sickness Absence. The Panel was asked to scrutinise the wok activity and trends relating to the Attendance Management of the Council's workforce and to consider the additional initiatives that have been used in an effort to improve attendance.		The contents of the report be noted..	23/09/2021	TBD	None	N/A

12/11/2020	FPS OSP	<b>SLM Annual Report</b> - Representatives from Everyone Active PRESENTED THE Panel with the Everyone Active Annual Report. This provided an update on the Leisure Management Contract from November 2020 to October 2021.		The contents of the presentation be noted	12/11/2020	TBD	None	N/A
23/09/2021	FPS OSP	<b>Changing Places</b> - The Town Centres and Marketing Manger provided the Panel with a verbal update on Changing Places, and the plans for expressing interest in funding made available by the government.		Thanks expressed to the Town Centres and Marketing Manager for the update.	23/09/2021	TBD	None	N/A
23/09/2021	FPS OSP	<b>Sub-Regional Materials Recycling Facility</b> - The Executive Director – Operations provided the Panel with a report to advise the current position in respect of the construction and operational plans for the Sub-Regional Materials Recycling Facility (MRF) located at Whitley in Coventry.		The contents of the report be noted.	23/09/2021	TBD	None	N/A
27/01/2021	FPS OSP	<b>Removal of Bus Stops in Nuneaton and Bedworth</b> - representatives from Warwickshire County Council presented a Panel providing information relating to the removal of bus shelters in the Borough.		The contents of the report were noted, however the Panel expressed their dissatisfaction with the methodology and consultation employed throughout the decision-making process. Additionally, a letter was written to the Cabinet Member for Transport at Warwickshire County Council to question what actions will be undertaken to bring back the removed bus shelters.				A response was received from WCC Councillor Redford on 23/03/2022.
27/01/2022	FPS OSP	<b>Formal Complaints and Freedom of Information Requests 1 April 2021 to 31st December 2021</b> - The Director - Customer Services and Business Improvement presented a report to provide the Panel with information regarding data relating to formal complaints and Freedom of Information requests.		The contents of the report be noted. Thanks were expressed to the Director - Customer Service and Business Improvement and his team for their hard work and the Panel noted that they looked forward to seeing future work on the complaints and Freedom of Information requests system.	27/01/2022	TBD	None	N/A
23/11/2021	FPS OSP	<b>Sports and Physical Performance Report - Active for Life Annual Report</b> - The Leisure and Health Manager submitted a report to provide the Panel with the Sports Development - Active for Life Teams Annual Report for April 2020 to March 2021, and the Sports Development - Active for Life Teams six-monthreport from April 2021 to September 2021.		The contents of the report be noted.	23/11/2021	TBD	None	N/A

17/03/2022	FPS OSP	<b>Waste Management Performance Report</b> – The Head of Waste and Transport provided the Panel with a waste management and environmental enforcement services update.		The contents of the report be noted.	17/03/2022	TBD	None	N/A
17/03/2022	FPS OSP	<b>Establishment of a Members Working Party on the Refreshed Leisure Contract</b> - The Leisure and Health Manager presented a report which requested the establishment of a Members Working Party to undertake workshops during the specification development stage for the refreshed Leisure Operator contract performance.		The establishment of a cross party Member Working Group was agree. The proposed membership, timeline and terms of reference at Appendix A of the report were approved with the proviso that this may be amended at the time the Working Party is formed.	17/03/2022	TBD	None	N/A

OSP Briefing Notes: Proactive Training (2021), Allotment Action Plan (January 2022), Impact of Welfare Reform (January 2022)

Outstanding Reports for FPS OSP - Gambling, Capital Strategy and Asset Management Plan.

Briefing Notes still to go to FPS OSP - Environmental Sustainability Strategy.

Report to: Housing, Environment and Health Overview & Scrutiny Panel - 7th April 2022

Title: Housing, Environment and Health Overview & Scrutiny Annual Report 2021/22

Date Made	OSP	Item	Added Value - Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations	Response
03/02/2022	HEH OSP	<b>Healthwatch Warwickshire</b> – The Concerns and Priorities for Healthwatch. A report of Chris Bain, the Managing Director of Healthwatch for West Midlands, reflecting on the priorities and concerns for Healthwatch in Warwickshire.		The contents of the report be noted.	N/A	Feb-23	None	N/A
24/06/2021	HEH OSP	<b>Air Quality Action Plan</b> A report of the Director - Democracy, Planning and Public Protection which provided the Panel with the Air Quality Action Plan that outlined the actions planned to improve air quality in Nuneaton and Bedworth.		County Council Highways Officers were invited to a future meeting of the Panel to present on the timescales for implementing the highway improvements related to Transforming Nuneaton; an update on the Bermuda Bridge Project; and cycleway provision in the Borough, with specific reference to the Longshoot.	N/A	Jun-22	It was recommended to Cabinet that the Leicester Road Air Quality management Area continue to be monitored for a further 12 months.	
a) 07/10/2021 b) 30/11/2022 c) 07/04/2022		<b>Integrated Performance Report</b> A report of the Audit and Governance Manager and Governance, Risk Management and Performance Officer.		a)The contents of the report were noted. b)The contents of the report were noted and it was requested that the number of “difficult to let” properties should be included in the report going forward. c) The contents of the report were noted.		Apr-22	None	N/A

07/10/2021		<b><u>Adoption of the refreshed Warwickshire County Council JSNA Strategy</u></b> A report of the Leisure and Health Manager to provide the Panel with an update on the refreshed WCC Joint Strategic Assessment (JSNA) strategy; and to support the promotion and dissemination of findings and recommendations of the mental health needs assessment.	
30/11/2021	HEH OSP	<b><u>Monitoring of the Grounds Maintenance Contract</u></b> A report of the Parks and Greenspace Manager with a presentation provided by representatives from Glendale, Mike Brunskill and David Buckley.	
03/02/2022	HEH OSP	<b><u>Neurodevelopmental Services – Update on Waiting List</u></b> A report presented by the Neurodevelopmental team at Coventry and Warwickshire Partnership Trust (CWPT). The Panel were provided with an updates position on the number of adults and children waiting for an autism assessment, together with an update on future plans to manage this going forward.	
30/11/2021	HEH OSP	<b><u>NABSCOP Community Safety Report – Quarter Two 2021/22</u></b> A report of the Head of Economic Development and Communities with Inspector David Williams attending to present the report. The Panel were presented with the community safety information provided for Quarter Two (2021/2022).	

The report was noted. It was recommended that Cabinet adopt the refreshed strategy.

The contents of the report were noted

The contents of the report were noted.  
It was requested that a report be brought back to the Panel in a year's time, with a briefing note in six months' time to update the Panel on the progress to reduce waiting lists.

The contents of the report were noted. Thanks were given to Inspector David Williams.

N/A	Sep-22		
N/A	Nov-22	None	N/A
	Briefing Note – October 2022 Report – February 2023	None	N/A
	Feb-23	None	N/A

03/02/2022	HEH OSP	<p><b><u>Community and Voluntary Sector (WCAVA and CAB) Performance Report.</u></b></p> <p>A report of the Director – Housing and Regeneration to scrutinise the performance information pertaining to Warwickshire Community and Voluntary Action (WCAVA) and the Citizens Advice Bureau (CAB) during the first two quarters of 2021/22.</p>	The contents of the report were noted		Nov-22	None	N/A
07/10/2021	HEH OSP	<p><b><u>Air Quality Action Plan – WCC Highways Improvements Overview</u></b></p> <p>A presentation by representatives from Warwickshire County Council Highways Officer Daniel Cresswell to provide additional information about the Highways Improvements planned by WCC.</p>	The presentation be noted.	N/A	TBC	None	N/A
07/10/2021	HEH OSP	<p><b><u>Emotional Well-being and Mental Health Support for Children and Young People in Warwickshire.</u></b> A report to provide an update in the Warwickshire Children and Young People's Emotional Well-being and Mental Health Rise Service..</p>	The Panel noted their concern over the information provided in the report and the lack of progress. Additionally, a report was requested to return to the Panel after three months. Also, the Cabinet or relevant Cabinet Member would raise the issues highlighted with various health bodies that NBBC are represented on via the Portfolio Holder.	Ongoing	Sep-23		
07/04/2022	HEH OSP	<p><b><u>Health and Wellbeing Board health and Wellbeing Strategy: Progress Report</u></b></p> <p>A report the Health and Wellbeing Delivery Manager at Warwickshire County Council, presented by Shade Agboola – Director of Public Health at Warwickshire County Council. The report provided the Panel with an update on the progress of the Health and Wellbeing Strategy and the work undertaken since the adoption of the Strategy was adopted in March 2021.</p>	The Panel considered and commented on the progress and delivery of the Warwickshire Health and Wellbeing Strategy 2021 – 2026. Additionally the Panel endorsed the Outcomes Framework Dashboard as a tool for monitoring progress on key measures related to the priorities of the Health and Wellbeing Board. The contents of the report were noted.		Jan-23	None	N/A

07/04/2022	HEH OSP	<p><b><u>Addressing Teen Conception in Nuneaton and Bedworth</u></b></p> <p>A report of Helen Earp, the Sexual Health Commissioner at Warwickshire County Council. The report provided the Panel with an update of the work taking place in Nuneaton and Bedworth, to address levels of teen conceptions, particularly in those under 18 years of age.</p>		The contents of the report was noted.		Apr-23	None	N/A
07/04/2022	HEH OSP	<p><b><u>Flood Risk</u></b></p> <p>A report of the Head of Planning and Building Control. The report set out what the Council and its partners are doing to reduce the risks of future flooding incidents, and to set out how the Council will assist when properties become at risk from flooding.</p>		The contents of the report was noted.		TBD	None	N/A
07/04/2022	HEH OSP	<p><b><u>Pride in Camp Hill</u></b></p> <p>A report of the Contract Support Officer (PinCH). The report provided the Panel with an update with the works undertaken by Pride in Camp Hill.</p>		The contents of the report was noted.		Apr-23	None	N/A

**Deferred Reports**

Police and Crime Plan - deferred until June 2022.  
Improving Stroke Services in Coventry and Warwickshire - deferred until 2022/2023.  
Primary Care - deferred until 2022/23.  
Review of reducing empty homes both in private ownership and NABCEL voids – deferred until June 2022.

**Briefing Notes**

COVID-19  
George Eliot Hospital

Report to: Business, Regeneration and Planning Overview & Scrutiny Panel - 28th April 2022

Title: Business, Regeneration and Planning Overview & Scrutiny Annual Report 2021/22

Date Made	OSP	Item	Added Value - Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations	Response
03/08/2021	BRP OSP	<b><u>Vacant Commercial Properties in Nuneaton and Bedworth Town Centre</u></b> The Head of Regeneration and Estates submitted a report to provide the Panel with information relating to the current position of Council owned retail unites in Nuneaton and Bedworth Town Centres		The contents of the report be noted.	N/A		None	N/A
03/08/2021	BRP OSP	<b><u>Public Space Protection Orders Working Group – Outstanding Matters</u></b> The Director – Democracy, Planning and Public Protection provided a report to provide information about the previous Public Space Protection Orders Working Group and the outstanding work from this group, and to consider reconvening the Working Group.		The Public Spacce Protection Orders Working Group was reconvened.	N/A		None	N/A
a) 21/10/2021 b)09/12/2022		<b><u>Integrated Performance Report</u></b> A report of the Audit and Governance Manager and Governance, Risk Management and Performance Officer.		a)The contents of the report were noted. b)The contents of the report were noted. The FOI and Complaint responses times from the previous year and the current year be provided for comparison at a future Panel. Also, car park ticket issues from Ropewalk last January and February and January and February 2022 be provided to a future Panel for comparison.	N/A		None	N/A
21/10/2021		<b><u>Monitoring of the Borough Local Plan</u></b> A report of the Head of Planning and Building Control.		The contents of the report were noted. The monitoring of the Borough Local Plan report was taken back to the	N/A		None	N/A

21/10/2021	BRP OSP	<b><u>Coventry and Warwickshire Housing Needs</u></b> The Head of Planning and Building Control provided a report regarding the Council's position on housing needs across the wider housing market area.	
21/10/2021	BRP OSP	<b><u>Space left over after Planning</u></b> The Head of Planning and Building control provided the Panel with a report regarding the Council's approach to limiting the inefficient use of space left over after planning that was requested at the last meeting by Mrs M Kondakor.	
09/12/2021	BRP OSP	<b><u>Town Centre Report</u></b> A report of the Head of Estates and Emergency Planning. This included details of development sites such as Vicarage Steet, Abbey Street, Bridge to Living, a new library and business centre, cinema, multi service car park and a new college, significant improvements to infrastructure in the town centre such as ring road and some improved cycle scheme works. Digital evolution will also upgrade the town centre to 5G provision.	
09/12/2021	BRP OSP	<b><u>Regeneration In Bedworth Town Centre</u></b> The Head of Estates and Emergency Planning to update the Panel on the seven key areas of opportunity sites located across the town centre.	

The contents of the report were noted

The contents of the report were noted.

The contents of the report were noted  
An update briefing note was requested for all members concerning the Bridge to Living and Debenhams site.

The contents of the report were noted

N/A		None	N/A

10/02/2022	BRP OSP	<p><b><u>Biodiversity offsetting monies within S106.</u></b></p> <p>A report of the Head of Planning and Building Control to scrutinise the effectiveness of the Council's biodiversity offsetting processes in place and to ensure new development within the Borough does not allow for loss of biodiversity.</p>		The presentation be noted.	N/A		None	N/A
10/02/2022	BRP OSP	<p><b><u>Monitoring of Local Plan</u></b></p> <p>The Head of Planning and Building Control provided a report to the Panel to scrutinise the effectiveness of the Council's Local Plan monitoring process and understanding an up-to-date position in relation to land supply and housing completions.</p>		The contents of the report were noted.	N/A		None	N/A

**Deferred Reports**

**Briefing Notes**

**Reports Scheduled for 28th April 2022**

**AGENDA ITEM NO. \_\_\_\_\_**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:     Audit & Standards Committee (11<sup>th</sup> January 2022)**

**From:            Director – Planning & Regulation**

**Subject:         The Mayoral Protocol**

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1. Purpose of Report

1.1 To approve recommendations from the Constitution Review Working Party

2. Recommendations

2.1 The Mayor's protocol be approved as shown at Appendix A; and

2.2 IT BE RECOMMENDED to Council that the Constitution be amended accordingly.

3. Background

3.1 On the 14<sup>th</sup> December, the Mayor's Protocol was reviewed by the Constitution Review Working Party and a number of changes recommended. These have now been incorporated into the final draft attached as Appendix A.

3.2 In brief, the changes reflect the fact that the budgets for the Civic Service and Civic Dinner were removed by Council. However, the amendments will give discretion to host such events, at the request of the Mayor, utilising the budget made available.

4. Appendices

The Proposed Mayor's Protocol is at Appendix A.

5. Background Papers (if none, state none)

None

## PART 9 – PROTOCOL FOR THE OFFICES OF THE MAYOR and DEPUTY MAYOR

### 9A.1 INTRODUCTION

The following extract is taken from ‘The Role of the Civic Mayor in the 21<sup>st</sup> Century

*“The Mayor, as First Citizen, has a unique, distinctive and increasingly important role to play in fostering socially inclusive and responsible communities.*

*Mayors are in a perfect position to communicate with all kinds of people - they can command the attention of their communities and, acting as a figurehead, enthuse and motivate people.”*

These procedures have been developed as part of the Council's arrangements for managing the offices of the Mayor and Deputy Mayor of Nuneaton & Bedworth Borough Council. Non-compliance with these instructions may result in a breach of the Constitution, Part 5a Member Code of Conduct, Paras 5A.5 and 5A.6 as follows:

#### **Paragraph 5A.5**

You:

- a) must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Authority into disrepute.

#### **Paragraph 5A.6**

You:

- a) must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- b) must, when using or authorising the use by others of the resources of your Authority or of resources the use of which are controlled or influenced by your Authority;-
  - i. act in accordance with your Authority's reasonable requirements;
  - ii. ensure that such resources are not used improperly for political purposes (including party political purposes);
- c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986(a).

This document contains details and information on Corporate, Civic, Ceremonial and other matters.

The year ahead will be challenging but, by adhering to these standing instructions, the year will be rewarding. These instructions also provide a framework for all of

those people who support Mayoral activities during the year and in setting budgets.

**Note:** These procedures will be reviewed every two years to consider any changing needs and demands of the roles.

a) **Purpose**

The Mayor is the Queen's representative in the Borough after the Queen herself and the Lord Lieutenant. The Mayor is the ceremonial head of the Council and of the Borough. The Mayor acts as the Council's figurehead for the community and represents the Council on a number of outside bodies (as listed below). It is important that the aims and objectives of the Council's Corporate and Community Plans are reflected within those duties.

- Nuneaton Festival of Arts Committee

For his or her year of office the Mayor may wish to appoint a Mayor's Chaplain for Civic and ceremonial occasions and as such is encouraged to seek agreement from that individual at the earliest available opportunity.

It is a considerable honour to be Mayor - the post has a unique status in the Borough as its First Citizen. Although it is an honour, it also brings responsibilities. As First Citizen, the Mayor is expected to act at all times in an appropriate manner that commands respect. As Elected Members, the Mayor/Deputy Mayor shall, when on Civic duty, demonstrate neutrality in respect of politics and religious beliefs.

Given the Mayor's status as the First Citizen of the Borough, support is given both in officer and financial resources to adequately carry out the duties. However, it must be borne in mind that any expenditure comes from the public purse, which we are under an obligation to spend wisely and strictly in accordance with the duties of Mayor/Deputy Mayor.

b) **Mayoralty Support Framework**

The Mayor and Deputy Mayor are supported in all secretarial, administration and diary functions and the maintenance of the Mayor's Parlour and associated rooms by the Mayor's Office.

The Town Centres & Marketing Manager is responsible for the planning and delivery of Civic Events.

## 9A.2 CORPORATE

### a) **Allowances/Expenses Paid Direct by the Council**

The Council may pay the Mayor and Deputy Mayor such allowance as the Council thinks reasonable to meet the expenses of these offices. The allowance is not a salary, nor payment to replace lost salary, but for the Mayor and Deputy Mayor to use in connection with their office. This allowance is, however, taxable.

The allowances are paid in monthly instalments by direct debit into the account holder's nominated account in 12 equal payments over the Civic year. The first instalment will be paid at the start of each Civic year.

The level of allowances and expenditure on Mayoralty are set in the annual budget process and budgets for individual events will also be agreed at the beginning of the Civic year and identified for the Mayor.

The Council pays the following expenses direct:

- i. **Mayor Making** - The Council will provide a light buffet, teas/coffees and soft drinks. In addition, a budget is allocated for the provision of wine and beer. All administrative costs are met including the provision of small table decorations and printing.
- ii. **Civic Service or Carol Service** – Subject to the budget being available from the Civic Events & Transport Budget, the printing, advertising and light refreshments (floral arrangements by agreement) will be met by the Council.
- iii. **Palace Garden Party** - An allowance to cover refreshments and incidental costs before and after the Garden Party for all of the the Mayor's party (maximum four, including the Mayor and Mayoress/Consort).
- iv. **Civic Dinner** – Subject to the budget being available from the Civic Events & Transport Budget, the Council will also meet the costs of one Civic Dinner. The cost of the food, drinks and venue shall not exceed the allocated event budget, but typically, the Civic Dinner hosts up to 46 guests.
- v. **Home** - An answer phone can be provided at home if required during the Mayoral Year.
- vi. **Civic Album** - A digital photo frame will be presented to the out-going Mayor in recognition of the hard work carried out by the Mayor over the year, and as a token of the Council's gratitude. The digital content will be compiled during the year by the Graphics Team in accordance with the budget set. Alternatively, the Mayor may request a digital photo book created and printed on-line, instead of the digital photo frame or a leather bound Civic photograph album, by personally contributing any additional cost if they so wish.

- vii. **Incidental Hospitality** - See Section 9A.2.
- viii. **Cleaning, Provision and Maintenance of the Civic Robes and Chains** - The Council will meet all the costs involved in the provision and maintenance of the Civic Robes and Chains. These are expensive items and should be treated with great care.
- ix. **Civic Christmas Cards** - The Council will send Christmas cards to all those on the Civic List which has been drawn up as attached in Appendix A, which will be reviewed on an annual basis. The selection of the image/artwork for the card is made by the Mayor. The budget for the costs of the Civic Christmas Cards will be allocated each financial year.

In addition, the Council has provided a budget of £5,000 to be used for the provision of a chauffeur driven hire car for the events as indicated in section 9A.3 a) under the heading Civic Events & Transport Subject to attendance at those events, the balance of the budget may be expended upon other Civic Transport & Events such as the Civic Dinner and/or Civic Service at the Mayor's discretion, subject to the budgetary limits. The arrangements for transport shall be agreed in advance as part of the weekly diary meeting referred to in d) iv below.

The Mayor may request additional copies of the Civic Christmas Card, for sending to people not on the Civic List. However additional print and postage costs shall be met by the Mayor out of personal allowances. The Mayor should liaise with the Communications & Marketing Manager to arrange for additional cards.

If there are enquiries about the allowances or expenses payable, please contact the Committee Services & Member Support Officer or the Director - Planning & Regulation.

#### b) **Expenses Paid Privately by the Mayor**

The following expenses are not paid for by the Council:

- i. **Personal Photographs** - The Council pays for the official Civic photographs of the Mayor and of the Council, but the Mayor will be expected to pay for any extra prints required for private use.
- ii. **Wines and Spirits for the Mayor's Private Stock** - The Mayor has the facility of a lockable cupboard, refrigerator and kettle located in the Mayor's dressing room at the Town Hall, and a cupboard/refrigerator in the Mayor's room at the Civic Hall. The purchase and issue of stock is for the Mayor to arrange.
- iii. **Private and Social Luncheons** and any drinks provided to Members after Council or other meetings.
- iv. **Refreshments for Private Receptions** either in the Mayor's Parlour or in the Mayor's Room at the Civic Hall in Bedworth.

- v. **Tickets for Other Events** organised by outside bodies, other Councils, and individuals including neighbouring Civic Heads.
- vi. **The Purchase of Raffle Tickets** and the provision of prizes at events to which the Mayor is invited to attend or support.

**The Mayor should budget for the above out of his or her Allowance.**

c) **Hospitality**

It is appropriate for the Council, from time to time, to provide modest hospitality for its guests. These will sometimes, but not always, involve the Mayor or Deputy Mayor. This is quite distinct from any Mayor's personal hospitality. The following points are important:

- i. **Public Scrutiny** - Any hospitality provided from public funds should always stand up to public scrutiny.
- ii. **Certification** - Any expenditure on Civic hospitality is certified by the appropriate budget holder or their nominated representative. It is always wise to bear this in mind and consult with them in advance on any proposed use of hospitality over and above those listed below.
- iii. **Hospitality** - The Mayor shall not dispense hospitality gratuitously or without careful consideration. There are many routine visits to the Parlour and in these cases modest hospitality may be provided comprising of:
  1. Daytime Visits (up to 6.00pm): tea, coffee or soft drinks.
  2. Evening Visits (from 6.00pm): red/white wine, lager/beer or soft drinks.
  3. It is custom and practice for the Mayor to give visitors to the Parlour the opportunity to sign the Visitor's Book.
  4. Duration of Parlour Visits should not extend beyond two hours and can be arranged Monday-Friday inclusively. Formal Parlour visits will not be held on Saturdays or Sundays, the only exceptions being Remembrance Sunday and Freedom of the Borough Parades. Other circumstances may arise and will be addressed on an individual basis.

**Notes:**

- Fire regulations mandate that the Parlour is not suitable to accommodate more than 40 occupants including the Mayor and Mayoress/Consort at any time.
- Formal Parlour Visits shall be arranged through the Mayor's Office. All applications for a Parlour visit or for the attendance of the Mayor should be received in writing a minimum of 14 working days prior to the proposed date.
- It should be noted that the Council's Health and Safety Policies are continually reviewed and that Policy changes may impact on the arrangements described

within this document. In such circumstances, the approved health and safety arrangements have primacy and take precedence over any arrangements described in this document.

iv. **Private Arrangements**

Entertaining relatives, personal friends, or political associates are essentially private arrangements for the Mayor, and Council stocks shall not be provided for such purposes.

d) **Support Services**

i. **Administration/Secretarial Support** - The Mayor's Office is responsible for all secretarial matters arising from the offices of the Mayor/Deputy Mayor and as such, the Mayor/Deputy Mayor shall deal directly with it on all matters relating to engagements, correspondence and diary bookings etc.

ii. **Verbal Invitations** - The Mayor/Deputy Mayor shall not, under any circumstances, accept verbal invitations. Verbal requests should be referred to the Mayor's Attendant who shall furnish the applicant with an invitation request/briefing form for completion. All invitations for the Mayor/Deputy Mayor's attendance at events must be made in writing to the Mayor's Office. The Mayor/Deputy Mayor shall not approach organisations or individuals directly - once again, this should be done only through the Mayor's Office.

iii. **Personal Commitments:** The Mayor/Deputy Mayor shall notify the Mayor's Office of any work and/or personal commitments which may affect attendance at any Civic events. This includes any annual holiday that is planned during the Civic year.

iv. **Diary Meetings:** All invitations and correspondence received in writing will be discussed with the Mayor at the formal weekly diary meetings scheduled to occur at an agreed time and day each week.

**Note:** At the close of each diary meeting, the Mayor will agree and commit to the day and time of the following week's meeting.

v. **Engagement Sheets** - To ensure efficient support to the Mayor/Deputy Mayor and to invite effective media interest, the Engagement sheets are issued to the Mayor/Deputy Mayor and the media on a weekly basis.

The Mayor's Office will be responsible for preparing the agreed two week engagement schedule indicating any special requirements (e.g. dress code or speeches which the Mayor/Deputy Mayor may be asked to make).

The schedule will be issued on a weekly basis confirming the

arrangements for the coming week and include a draft for the following week (i.e. in two weeks time) full copies of which are provided to both the Mayor and Deputy Mayor.

Apart from genuine emergencies and extenuating circumstances, it is understood and accepted that extra events will not be added to the coming week's schedule.

It is understood and accepted that once the Mayor or Deputy Mayor has agreed to attend a Civic function and their personal attendance has been confirmed formally in writing by the Mayor's Office, this engagement will be honoured. It is however accepted that occasionally extenuating circumstances may prevail.

- vi. **Appropriate Events** - In deciding whether to accept invitations, the Mayor shall always consider whether it is an appropriate event for the First Citizen of the Borough to attend.

**Notes:**

- The Mayor shall not decline any event on the grounds of personal political persuasion or any discriminatory grounds identified in the Council's Single Equalities Scheme.
- The Mayor should not attend in an official capacity any function, the purpose of which may be perceived as securing publicity or financial gain for any commercial venture. This could amount to the Mayor, as a Member, using his or her position to confer an advantage on another. Where there is an event involving a commercial enterprise that is considered significant, the Mayor shall attend, but appropriate restrictions on publicity will have to be agreed with the event organisers.

Subject to having the appropriate budget, the Mayor can accept any out of Borough invitations from:

- Lord-Lieutenant of Warwickshire
- High Sheriff of Warwickshire
- Chairman of Warwickshire County Council
- Chairman of Warwick District Council
- Chairman of Stratford on Avon District Council
- Lord Mayor of Coventry
- Mayor of Solihull
- Mayor of North Warwickshire
- Mayor of Rugby
- Mayor of Hinckley & Bosworth
- Warwick University

- Coventry University

The Mayor (or Mayor's representative) is also able to accept a number of invitations, within the parameters of the designated budget, to attend Charity fundraising events organised by the above Civic Heads though any expenses in the form of tickets, raffle prizes, etc, will be paid for from the Mayor's Personal Allowance.

The Mayor may also accept other appropriate within Borough invitations within the parameters of the Mayoralty budget, from organisations and individuals such as:-

- Local MP's
- Commanding Officer of 30th Signal Regiment
- North Warwickshire & Hinckley College
- King Edward VI College
- Educational, Youth and Community Organisations and establishments
- Religious and multicultural organisations

All invitations shall be discussed and agreed at the weekly diary meetings.

vii. **Routine Support:** There are well established procedures and practices by which the Mayor's Office will routinely deal with matters on behalf of the Mayor, and Deputy Mayor in particular:

1. **Incoming** post and Civic Inbox - acknowledged on the Mayor's and Deputy Mayor's behalf.
2. **Civic Diary** – Maintenance.
3. **Liaison** - Regular liaison with the Mayor, Deputy Mayor, Mace Bearer and Civic Events Team.
4. **Protocol** - Guidance to the Mayor and Deputy Mayor on any relevant matters.
5. **Speeches** - Background information for key note speeches, if requested by the Mayor, or Deputy Mayor, can be provided for the following:
  - George Eliot Fellowship Luncheon
  - Nuneaton Lions' Charter Dinner
  - Rotary Club of Arbury
  - Inner Wheel Luncheon.

**Advice on other speeches can be obtained upon request.**

viii. **Mail Protocol** - Neither the Mayor's nor Deputy Mayor's incoming nor outgoing mail will be seen by the Chief Executive. S/he shall need to be informed of any issues which the Mayor,

Deputy Mayor, and/or the Mayor's Office and Civic Events Team feel should be brought to his/her particular attention. The Mayor will see all incoming/outgoing correspondence or can agree a level of delegation to the Mayor's Office.

e) **Council Meetings**

It is usual for the Chief Executive to meet with the Mayor prior to each Council meeting, to discuss agenda matters.

It is customary for the Mayor, Deputy Mayor, Leader, Chief Executive, Director - Planning & Regulation and Chaplain (if appointed) to have tea in the Mayor's Parlour at about 5.00pm prior to the Council meeting.

Procedure and conduct of meetings are set out in the Council's Standing Orders. The Chief Executive and/or Director - Planning & Regulation will be available to advise.

f) **Working with the Media**

Local newspapers and radio will take a close interest in the Mayor's activities and engagements. The media will have good access to the Mayor and Deputy Mayor and may look for instant comments on Council policies or services, or on local/national/world events.

The Mayor or Deputy Mayor should avoid giving opinions on these matters and, if they wish to do so, they *shall obtain the agreement of the relevant Cabinet Member beforehand*.

The Council has adopted procedures for dealing with the media and these should be followed. The Communications & Marketing Manager will be able to advise on any media issues.

**Note:**

Prior to their issue, all press releases issued on behalf of the Mayor must be cleared by the Chief Executive. All press releases are issued via the Communications & Marketing Manager.

### 9A.3 CIVIC

#### a) Civic Events & Transport

Arrangements will be made to provide a Chauffeur-driven hire car for the specific events shown with an \* in Appendix B for which a budget of £5,000 has been set aside. At the weekly diary meetings, the Mayor may also request the use of a chauffeur-driven hire car for other events, subject to the budget being available. Once the budget has been expended, the Mayor will have to make his own arrangements for travelling to any other events utilising his Mayoral Allowance whether or not the event is listed in the mayoral protocol. At his discretion, the mayor can request that the budget be allocated towards a Civic Service and/or Civic Dinner, subject to the budgetary limits not being exceeded.

#### b) Mayor's Parlour

The Mayor and Deputy Mayor will be informed, orally, of security arrangements to be observed in regard to the use of the Parlour.

**Note:** Fire regulations mandate that the Parlour is not suitable to accommodate more than 40 occupants at any time.

The Parlour is generally not used without the express permission of the Mayor. However, permission is not needed when, for example, the Deputy Mayor is substituting for the Mayor. In these cases, he or she is properly acting as host and is free to use the facilities of the Parlour.

Similarly, when there are visitors to the Council and it is considered appropriate for those visitors to sign the Visitors' Book located in the Parlour, the Director – Planning & Regulation shall have authority to arrange for the signing to take place in the presence of the most appropriate Member of the Council available at that time. The Mayor's Office staff may enter the Parlour to prepare it for such purposes.

The Silver Collection is notated and fully described, and a copy will be made available to assist the Mayor/Deputy Mayor in his/her delivery of "The Silver Talk". Should the Mayor/Deputy Mayor require any additional information on any of the items displayed in the Parlour, the Director – Planning & Regulation will be happy to arrange for the Mayor/Deputy Mayor to be briefed.

The Council operates a No Smoking Policy in all Council buildings and vehicles. This extends to the Mayor's Parlour at the Town Hall, in Nuneaton, the Mayor's Room at the Civic Hall in Bedworth and in the Civic Car.

#### c) The Civic Hall

Facilities for the Mayor are available at the Civic Hall which comprises of a Mayor's Room and private balcony box. The Mayor may extend Civic

hospitality to principal persons involved when events are promoted or sponsored by the Borough Council, by prior arrangement with the Chief Executive. The Mayor should not extend these facilities merely because of his or her attendance at functions at the Civic Hall, but may wish to offer personal hospitality out of his or her own stock.

The Box at the Civic Hall is usually available to the Mayor and/or Deputy Mayor when attending in an official capacity, i.e. the private balcony box shall not be used for informal events/entertainment. Its prime purpose is for use by the Mayor and/or Deputy Mayor and their invited guests when either the Council promotes an event, or is directly involved in the event.

Invited guests shall not use the private balcony box without the Mayor and/or Deputy Mayor in attendance. The only exception being the Mayor and/or Deputy Mayor's inability to attend due to unforeseen circumstances and at short notice.

The Civic Hall management will be pleased to make arrangements for artists, etc. to meet the Mayor and/or Deputy Mayor on request.

d) **Events in the Civic Calendar** (See Appendix B)

i) **Annual Meeting of the Borough Council and Mayor Making Ceremony**

The Mayor robes for this Ceremony.

The retiring Mayor invites selected guests, i.e.

- Mayor and Mayoress/Consort Elect
- Deputy Mayor and Deputy Mayoress/Consort Elect
- Mayor's Chaplain and Partner (if appointed)
- Mayor Elect's Chaplain and Partner (if appointed)
- Chief Executive and Partner into the Mayor's Parlour for tea and biscuits at 5.00p.m, prior to the Annual Council Meeting of the Borough Council and Mayor Making Ceremony.

The Annual Meeting commences at 6.00p.m.

The Mayor Elect may invite his or her own personal guests to the Annual Meeting; these should not exceed 30.

After the Annual Meeting, it is customary for the new Mayor to invite a small number of personal guests for a modest buffet in the Parlour.

**Note:** Fire regulations mandate that the Parlour is not suitable to accommodate more than 40 occupants at any time. For this purpose, the Mayor's additional guests should remain with other guests in Committee Rooms A and B.

e) **Civic Service or Civic Carol Service**

During the Civic Year the Mayor may choose to host either a Civic Service or a Civic Carol Service, which should be held between December and April.

The Mayor robes for the Service.

If there is to be a procession, Members of the Council and members of organisations participating will be given written instructions and an Order of Procession.

Following the Service the congregation will be invited to join the Mayor and Mayoress/Consort for tea, coffee, soft drinks and biscuits or mince pies as appropriate.

#### f) **Civic Dinner**

The Civic Dinner is a formal occasion. The venue for the Civic Dinner shall be at a suitable location within the Borough and funded from within the Civic Events & Transport Budget. Past venues have included Weston Hall and the North Warwickshire & Hinckley College.

#### g) **Remembrance Day Parades and Services**

The Nuneaton Remembrance Service is organised by the Nuneaton Remembrance Parade Group and Council Officers are members of that group.

The Mayor robes for this Service.

The Mayor and Clergy will meet in the Town Hall, Nuneaton, to robe. Members, Officers of the Council and invited guests will join the Mayor at the Town Hall to walk in procession to the War Memorial.

After the Service, there will be a March Past and the Mayor will take the Salute outside the Town Hall.

Invited guests (to whom tickets will be issued) may join the Mayor for refreshments after the March Past, comprising of tea, coffee, soft drinks and savoury snacks.

The Deputy Mayor attends the Bedworth Remembrance Service, which is organised by the Bedworth Branch of the Royal British Legion.

The Deputy Leader will be the nominated representative to attend the Bulkington Remembrance Service, which is organised by the Bulkington Branch of the Royal British Legion. Ward Members can attend other such services within their Wards as representatives of the Council.

#### h) **Armistice Day Parade and Service**

This Service is organised by the Bedworth Armistice Day Committee and is supported by the Council.

The Mayor robes for the Service.

Invited guests (to whom tickets will be issued) will congregate at the Civic Hall and will join the procession to the Cemetery.

Following the Service, there will be a March Past and the Mayor will take the Salute.

Invited guests (to whom tickets will be issued) may join the Mayor for tea/coffee/soft drinks after the March Past. The Bedworth Armistice Day Committee may host a buffet lunch after the Parade to which a selected number of guests may be invited, but this should not be assumed.

#### i) **Special Events and Promotions**

The Mayor is expected to take part in the Carnival Processions/Gala Day Celebrations for Nuneaton, Bedworth and Bulkington.

The Mayor is also expected to be present at the Christmas Lights Switch-ons at Nuneaton, Bedworth and Bulkington.

Other events (which may or may not take place) at which the Mayor is asked to be present include:

1. Civic Bonfires (The Mayor and Deputy shall alternate their attendance annually to the Nuneaton and Bedworth bonfires). For the Civic Year May 2015/16, the Mayor shall attend the Nuneaton bonfire and the Deputy Mayor the Bedworth bonfire)
  - Duke of Edinburgh Awards Presentation Evenings
  - Services to the Community Awards
  - Nuneaton Festival of Arts
  - Sports Personality of the Year Awards
  - Long Service Awards, Celebrate Success and Chief Executive Awards
  - Nuneaton Carnival Queen Selection Evening (Deputy Mayor).

Where the Council is made aware of a Borough resident reaching the age of 100 (or over), and the Mayor or Deputy Mayor receives an invitation to visit, an appropriate card and small gift will be organised by the Committee Services Office.

From time to time, the Mayor or Deputy Mayor may be asked to attend promotional events within the Borough linked to the activities delivered by the Council. Such requests shall be made through the Mayor's Office.

The Mayor may on occasion be asked to unveil corporate and commemorative plaques, but this should only take place with the agreement of the Director – Planning & Regulation .

Appropriate risk assessments will be carried out to ensure that procedures are all in place to ensure the safety of the Mayor and Deputy Mayor at events/activities. This will include identifying any events at which a Council Officer or appointed person should accompany the Mayor during the event, e.g. Christmas Lights Switch-on.

#### 9A.4 Ceremonial

##### a) **The Mace Bearer**

The Mace Bearer bears the Council's Ceremonial Mace at meetings of the Full Council and other such special Civic events as those detailed below:

- All Full Council Meetings and Extraordinary Council Meetings.
- Annual Meeting of the Borough Council and Mayor Making Ceremony.
- Launch of the Poppy Appeal.
- Remembrance Sunday Service and Parade.
- Civic Service.
- Freedom of the Borough Parades.

Other dates may be added with the agreement of the Director – Planning & Regulation .

Where appropriate on such occasions, he or she will also announce the Mayor or Deputy Mayor.

##### b) **Attendance at Functions**

Procedures in relation to invitations and acceptance by the Mayor are well established and dealt with, in writing, by the Mayor's Office. The Director - Planning & Regulation, can give advice on any point not covered.

##### **Note:**

- If the Mayor cannot accept an invitation, and it is considered that the occasion necessitates a Civic presence, then the engagement may be offered to the Deputy Mayor. If the Deputy Mayor is also unavailable, the Leader or appropriate Portfolio Holder may stand in.

The Mayor will receive a variety of invitations during the Civic year. The main consideration is whether the Mayor's attendance at a particular event contributes to the Council's Corporate Plan Themes and priorities.

The following invitations have been identified and are ranked in priority order:

- **Council/Statutory or Tradition** - Chairing Council Meetings, attending Remembrance Services and Parades. These events are largely covered in the Protocol.
- **Civic Events – Civic Dinner; Civic Service.**
- **Promotional Events** - Council initiatives, projects and activities.
- **Community Events** - Community organised functions such as local amateur dramatics, faith groups, sports clubs, residents' groups, etc.
- **Charities** - Local fund raising activities.
- **AGMs or Open Days** - By invitation and suitability from partner organisations, local charities and community groups.
- **Civic Circuit** - Visiting other Civic Services, Dinners and Civic Days.
- **Other Social/Social Clubs/Organised Parties** - If appropriate.

Once an engagement has been accepted, the Mayor's Office will send out a pro-forma to the organisers to establish key information regarding the event.

The Mayor is sometimes called upon to give brief impromptu speeches at functions without warning. In these cases, a long speech is not necessary, just a few words to express genuine feelings about the event and demonstrate care for those present.

Prior to an event, the Mayor shall not make contact with the host to elicit any additional hospitality or benefits in kind. On an official occasion to which the Mayor has been invited, the Mayor shall not ask for an extension of the hospitality being provided.

At functions, it is usual and preferable that the Mayor should leave ahead of the last guests. However, it is not protocol for the Mayor to leave a Dinner except by arrangement, before the Toast to the Guests has been proposed and responded to.

If the Mayor is in any doubt as to protocol, advice is available prior to an engagement from the Head of Committee Services or during an engagement from the Attendant/Chauffeur.

The Mayor will be accorded precedence at all official functions called or hosted by him or her or the Council, which are held within the Borough. When other Civic dignitaries such as fellow Mayors or Chairs of the County Council, and particularly the Lord-Lieutenant and High Sheriff are present, guidance will be given on the correct procedures.

Guidance will be provided on the appropriate use of gifts from the Civic Stock for corporate functions, though gifts are the exception rather than the rule.

The Deputy Mayor, when representing the Mayor, is accorded the same precedence. There may be occasions when the Deputy Mayor is not available but it is appropriate for the Mayor to send a representative. Such occasions should be discussed with the Director - Planning & Regulation. Where it is agreed that it is appropriate to send a representative, the Leader must select that representative from serving Members of the Cabinet.

The Mayor and Deputy Mayor should avoid where possible being away on holiday at the same time. The Committee Services Office must be advised of all intended holiday dates so this situation can be avoided.

The Mayor or Deputy Mayor may be presented with gifts during their Civic Year. If the value is under £20.00, these can be retained for personal use. For a gift of higher value, the Mayor or Deputy Mayor should inform the Member & Committee Services Officer, who maintain a record of all gifts received. If the gift is of such a value that it should be retained or possibly displayed in the Mayor's Parlour the gift should, once registered, be handed to the Mayor's Office.

If the gift is of a nature that it could be used for the Mayor's Appeal then this can be done (the appropriateness of this will need to be considered especially the likely feelings of those who presented the gift/s).

c) **Robes and Mayoral Chains**

The Robes will be worn at the Annual Meeting of the Borough Council and Mayor Making Ceremony and on other specific occasions when appropriate.

The Council retains two Chains of Office:

- The Ceremonial Chain.
- The Civic Chain (known as "the Bedworth Chains").

The **Ceremonial Chain** is worn on the following occasions:

- Annual Meeting of the Borough Council and Mayor Making Ceremony.
- All Full Council Meetings and Extraordinary Council Meetings.
- Civic Service or Civic Carol Service.
- Launch of the Poppy Appeal.
- Remembrance Day Parade and Service.
- Freedom of the Borough Parades and Services.
- Civic Funerals.

The **Civic Chain** is worn on all other Civic occasions.

**Note:** The Chain not being worn will be locked in its specially commissioned case and locked out of sight in the designated cupboard.

The Chains cannot be worn outside the Borough without prior consent of the Mayor or the Chairman of the District or Borough concerned.

The Mayor will be responsible for custody of the Chains both before and after engagements.

When the Chains are not being worn, they should be locked within the specially designed case in order to avoid damage in transit.

When not in use, the Chains shall be kept in their secure location. The Chains shall not at any time be held overnight at another location.

Guidance on the care and maintenance of the Chains is provided by Thomas Fattorini Ltd, Birmingham. See Appendix D.

d) **Town Twinning**

All matters relating to Twinning arrangements are dealt with by the Portfolio Holder for Business & Regeneration and/or the Cabinet, in conjunction with the Mayor.

It should be noted that the difference in the powers of respective Mayors in France, Spain and Germany from those in this country is known and respected. So, whilst the focus on the Mayor is maintained in events as the host, figurehead or leading citizen, it is the political leadership rather than the Mayor who shall address policy and political matters.

9A.5 **Other**

a) **Mayor's Charity Appeal**

It is traditional for an incoming Mayor to nominate a Charity Appeal during their Year of Office. This is entirely voluntary and unrelated to the normal duties of being Mayor.

It is the Mayor's responsibility to establish a Fundraising Committee and appoint a Chair, Secretary and Treasurer. The Treasurer will be responsible for opening a bank or building society account into which all monies raised should be deposited. It is the Treasurer's responsibility to pay in all monies and keep accurate records of all monies raised. Guidance notes on setting up the Mayor's Charity Appeal are attached as Appendix E.

As it is not directly related to the duties of Mayor, the Council offers limited support to the Mayor's Appeal. The Council's support comprises of the costs and organisation of the Launch of the Mayor's Appeal, traditionally the day after the Annual Meeting of the Borough Council and Mayor Making Ceremony.

**Notes:**

Employee contributions in terms of time given to the Mayor's Appeal are given on an entirely voluntary basis and at no cost to the Council.

b) **Honouring Servicemen and Women of the Borough and other Dignitaries**

Sadly, in times of conflict there is a possibility that servicemen and women from the Borough will lose their lives in defence of our Country. Protocol for these circumstances are attached as Appendix F and Appendix G.

c) **Outside Bodies**

The Mayor, by virtue of the Office, may be asked to represent the Council on some community or charity organisations. This may include being asked to be President or Vice President for the Mayoral year.

It is preferable for the Mayor to accept such offices only of organisations where activities relate to the whole area of the Borough. Furthermore, it is advised that a Vice-Presidency should only be accepted where such Office is not inconsistent with the Mayor's standing in the Borough. The Director – Planning & Regulation will be happy to give advice prior to accepting an Office.

d) **Formalities**

It is, of course, important for the Mayor and Deputy Mayor to recognise the formal nature, dignity and responsibilities of that Office.

In the company of others, employees will be expected to be formal, in address and manner. 'Mr/Madam Mayor', 'Madam Mayoress/Consort' will be the normal form of address, or alternatively Sir or Madam.

Finally, remember that the Director - Planning & Regulation and his officers are there to help in any way they can. A list of Officers and their roles is attached as Appendix G. It is a considerable honour to be elected Mayor and Deputy Mayor, and these honours are to be enjoyed.

**CIVIC CHRISTMAS CARD LIST**

- All Members of the Borough Council
- All Members of the County Council (within the Borough)
- Chief Executive
- Directors
- Civic Heads:
  - Warwickshire County Council
  - North Warwickshire Borough Council
  - Rugby Borough Council
  - Stratford Upon Avon District Council
  - Warwick District Council
  - Coventry City Council
  - Solihull Met. Borough Council
  - Hinckley & Bosworth Borough Council
  - Mayors of all Twin Towns
- Three MPs
- Lord Lieutenant of Warwickshire
- High Sheriff of Warwickshire
- Mayor of the West Midlands Combined Authority
- Chief Executive of the George Eliot Hospital Trust
- 30th Signal Regiment
- Royal Regiment of Fusiliers
- Queen's Gurkha Signals
- Mayor's Chaplain
- Chief Constable
- Police & Crime Commissioner
- Police - Nuneaton and Bedworth Stations
- West Midlands Ambulance Service

- Fire Stations - Nuneaton and Bedworth
- Organisations of which the Mayor is Chair
  
- Organisations the Mayor attends as Member
- Editors of:
  - Nuneaton News
- Chair of the Coventry & Warwickshire LEP
- Chair of Nuneaton Business Alliance
- Anker Radio
- Free Radio
- BBC CWR
- Various Charitable Organisations  
(e.g. Manager of Bedworth and District CAB, Advice Rights, DIAL)

## APPENDIX B

## TABLE OF EVENTS IN CIVIC CALENDAR

Event	Comments	Robes to be Worn
Annual Meeting of the Borough Council and Mayor Making	Tea and Biscuits at 5pm in Mayor's Parlour. Annual Council commences at 6pm. Up to 30 guests may be invited. Following Annual Council, the new Mayor may invite a small number of personal guests for a modest buffet in the Parlour.	Y
Attendance at the Royal Garden Party, Buckingham Palace	Civic Chain to be worn with Borough Emblem. Out of pocket expenses up to £100 to be met from the budget provided by the Council.	N*
Civic Service or Civic Carol Service	At the Mayor's discretion, host either a Civic Service or Civic Carol Service between December and April. Following the Service members of the congregation will be invited to join the Mayor and Mayoress/consort for tea, coffee, soft drinks, biscuits or mince pies as appropriate.	Y
Civic Dinner	At the Mayor's discretion, host a Civic Dinner.  Recommended dress code – Black Tie.	N
Remembrance Day Parade	After the Service and March Past in Nuneaton, invited guests (with tickets) may join the Mayor for refreshments.  The Deputy Mayor attends Bedworth Remembrance Service.	Y
Armistice Day Parade and Service	Following a procession to Bedworth Cemetery and March Past the Mayor and invited guests (with tickets) may be invited to attend a buffet lunch by the	Y

	Bedworth Armistice Day Committee but this should not be assumed.	
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Event	Comments	Robes to be Worn
Special Events and Promotions	<p>The Mayor is expected to take part in the Carnival Procession/Gala Day Celebrations for Nuneaton, Bedworth and Bulkington.</p> <p>Also to be present at the Christmas Lights Switch-on at Nuneaton, Bedworth and Bulkington.</p> <p>Civic Bonfires will be alternated each year between the Mayor and Deputy Mayor to Nuneaton and Bedworth (eg:2011/12 the Mayor shall attend Nuneaton).</p> <p>When an invitation is received, a card and small gift will be given to a Borough resident reaching the age of 100 or more.</p> <p>Other Possible Events:-</p> <ul style="list-style-type: none"> <li>• Duke of Edinburgh Awards Evening</li> <li>• Service to the Community Awards</li> <li>• Nuneaton Festival of Arts</li> <li>• Sports Personality of the Year Awards</li> <li>• Long Service, Celebrate Success/ Chief Executive Awards</li> <li>• Nuneaton Carnival Queen Selection Evening (Deputy Mayor)</li> </ul>	

**APPENDIX C****PREPARATION FOR WEARING REGALIA****‘Getting Dressed’**

Please use the gloves provided whenever handling the regalia as oils and residue on skin, even after washing, can cause a chemical reaction with the gold plate and the sterling silver link underneath. The effects of this reaction are very slow and difficult to detect until it is too late. Therefore the less the regalia is handled with ‘naked’ hands the longer it will look pristine.

- a) We recommend that an Assistant is always provided to aid the Official Wearer when putting on the regalia. Attempting to do this alone often results in accidental damage.
- b) Always remove the Chain from its case by holding it at either side (where the shoulder fittings are located) to protect the Official Wearer from swaying hooks or pins. This is the easiest way to put the Chain in the correct position for ‘dressing’.
- c) The Chain should be put on first, from the back and over the head, with the centre link (the one that holds the pendant) towards the front – centre.
- d) The Pendant should then be attached. The Official Wearer should take the majority of the pendant’s weight to enable the Assistant to easily observe where any retaining chain needs to be attached.
- e) Attach the retaining Chain behind the neck (approximately over the collar bone, i.e. forward from the shoulder seam on the jacket between 1 and 2 inches) to ensure the retaining Chain takes the weight of the Pendant. Finally, arrange the jacket collar so that it covers the retaining chain.

**After the Event and Storage Care**

- a) When removing the regalia, detach the Pendant first. The retaining chain should then be disconnected before finally removing the official wearer’s Chain (from behind to protect them from being injured by the shoulder hooks or pins).
- b) It is important that the retainer is completely removed from the Chain after each occasion, as the position for fastening the retaining chain will change slightly each time, depending upon the official wearer’s clothing.
- c) Wherever possible we suggested that you store the retaining chain in a separate bag within the case. This will help to prevent any damage to enamelled areas.

## GUIDANCE NOTES ON SETTING UP MAYOR'S CHARITY APPEAL

### Background

It has been traditional for the incoming Mayor to nominate a Charity Appeal during the Year of Office.

There is no requirement to do this and it is not related to the official duties of a Mayor. It is, therefore, a choice for each Mayor to make. As it is not related to the official duties of the Mayor, public funds cannot be used to support the Appeal, either through employee or financial resources, except in a limited way, for example, helping with the launch and receipt of money which is handed direct to the Mayor rather than collected by the Organising Committee.

As it is the Mayor's sole decision on whether to have an Appeal, it needs very serious consideration at an early stage - preferably as soon as becoming Deputy Mayor.

### Important Principles

As the Appeal will be directly associated with the Mayor, as First Citizen of the Borough, it is vital that:-

- a) It is an appropriate charity which is supported. A local connection is always useful, e.g. Hospice, although national charities which would cover the needs of the Borough would also be appropriate, e.g. Guide Dogs for the Blind.
- b) There is an accountable fund raising group which reports to the Mayor and is independent of the Council. In the case of a national charity and some local charities, there may already be a properly constituted body who have audited financial arrangements. It may be possible for a volunteer group to act for the charity but all accounting and banking arrangements must be agreed with the charity.
- c) If the Mayor chooses a charity which does not have an existing accountable body, then one would have to be formed. The Mayor shall consider who would comprise the constituted body, how it could be formed, the financial arrangements, and ensure that all financial transactions are properly audited. The Mayor is advised to get separate, independent legal advice on this course of action.
- d) The fund raising body has the capacity and expertise to undertake the Appeal. For some small organisations this could be a daunting task. An alternative is to look for an organisation to carry out the Appeal on behalf of the specific nominated charity, e.g. Lions or Round Table.
- e) There may be initial set-up costs, e.g. to launch the Appeal or draw up a Constitution. An existing charity or organisation may be prepared to underwrite the set-up costs, the Council will help with the launch day.
- f) The Mayor and Fund Raising Committee need to give very careful consideration to setting a target - this puts additional pressure on the Mayor and Organising Committee, especially as the Press is likely to take an active interest.

- g) Care should also be taken in nominating a particular use for any money raised unless a full feasibility study has been undertaken. This is particularly the case of building projects, where costs may be difficult to predict and planning permission and/or building regulations may be required. Consideration also needs to be given to whether a particular use will give rise to subsequent maintenance or running costs and that these can be sustained in the long term.
- h) If the Mayor does choose to nominate more than one charity, there must be an agreement between the charities and the Mayor that all functions are run for the benefit of all the charities, and they have equal share of time and resources. This should be decided prior to the launch of the Appeal.
- i) In organising a fund raising event, the risk of the income not covering costs must be carefully considered, and any costs incurred must be open to public scrutiny. Any losses will have to be borne by the fund raising group.

### **Detailed Financial Arrangements**

- a) Whether it is an established charity or a special fund raising body, it should set up a separate bank account for the Mayor's Appeal so that it can be audited separately at the end of the year.
- b) A Treasurer and Deputy Treasurer shall be nominated from the fund raising group if an existing charity organisation is not being used, who shall be responsible for maintaining account details - i.e. income and outgoings. The Bank will give advice on setting up a bank account. Accountants should be appointed at the beginning of the Appeal. Early advice from the accountants on the financial arrangements for the Appeal should be sought.
- c) As with other charities and organisations, it is a normal banking requirement to have two from four signatories for the signing of cheques.
- d) Two persons should count all cash income, a receipt for the amount counted should be returned to the event organiser, and a copy retained for audit purposes. Arrangements for banking of the cash should consider the security of the person taking the money to the bank - in cases of large sums of money, it might be advisable that two people go.
- e) The Mayor should be sent a monthly bank statement. The Mayor should also inspect the account records on a monthly basis.
- f) At the end of the Mayor's year, the accounts should be audited by independent (or charity) accountants and on completion of the audit the account should be closed and all remaining money sent to the nominated charity or charities.
- g) The costs of the audit are to be borne by the Mayor's Charity account. A copy of the final statement and the audited accounts should be sent to the Mayor and Head of Internal Audit.
- h) If the Mayor is concerned with any aspect of the bank statement or accounts, he or she should ask the Treasurer to investigate, who will then advise the Mayor on appropriate action. If the Treasurer has any concerns or questions, these will be addressed direct to the Mayor.
- i) Any cheques directly received by the Mayor should be given to the Treasurer. Any cheques received by Council officers will first be receipted and shown to the Mayor and then given to the Treasurer with the receipt.

- j) Any cash received directly by the Mayor should be put in a sealed envelope or bag and handed to the Democratic Services Office at the first opportunity. The Democratic Services Office will arrange for the money to be counted in accordance with the Council's cash handling procedures and given to the Mayor at the first opportunity. The Mayor will sign for the monies given. The Mayor shall then pass the monies to the Treasurer.
- k) No Council officer shall have any role in the financial arrangements of the charity above and beyond those activities described in this appendix.
- l) The Mayor and/or Organising Committee may wish to consider insurance cover against theft or loss before money is banked. All money received should be handled by nominated officers of the fund raising group or charity.

### **Other Aspects**

- a) The Mayor can seek the advice of the Director - Planning & Regulation who is authorised to provide advice and assistance on the appropriateness of nominating a particular Charity.
- b) Employees may be prepared to give their time voluntarily to the charity but this must not affect their work commitments, and it should not be prejudicial to their job duties. No officer should use the Council's resources on Appeal work and this should not be expected of any officer.
- c) If any officer is prepared to help the Charity in their own time, they will not be acting in any capacity on behalf of the Council.
- d) If the Mayor is not happy with the arrangements put in place and feels they may reflect on his/her status as First Citizen and Chair of the Council, he/she should alert the Director – Planning & Regulation immediately.

**APPENDIX E****SERVICEMEN AND WOMEN OF THE BOROUGH WHO HAVE LOST THEIR LIVES IN DEFENCE OF OUR COUNTRY**

Sadly, in times of conflict there is a possibility that servicemen and women from our Borough will lose their lives in the defence of our country. In these circumstances the protocol to be adopted is as follows:

**a) Borough Flag**

The Borough Flag shall be flown at half-mast for a period of 24 hours to announce the loss of a serviceman or woman of the Borough on first public notification, then again from 0800 until 1700 on the day of the funeral.

**b) Family Correspondence**

As first citizen of the Borough, it is appropriate for the Mayor (or in the Mayor's absence the Deputy Mayor) to write to the bereaved family to express their condolences on behalf of the Borough for their loss. It is not thought appropriate that the family should receive additional formal letters from either officers of the Council or from Members.

**c) Books of Condolence**

A Book of Condolence shall be opened for the public at Nuneaton Town Hall and Bedworth Civic Hall. These shall remain open for a period of six weeks, after which time arrangements will be made for the Books to be received by the family.

**Appendix F****Protocol for The Borough Flag**

A new Borough Flag was purchased in the autumn of 2010.

1. At the discretion of the Chief Executive, in consultation with the Leader of the Council, the Borough Flag is flown in place of the Union Flag on the following occasions:

- The death of a serving Councillor
- The death of a serving MP
- The death of an ex-Mayor
- The death of a serving Mayor
- The death of a Freeman of the Borough
- The death of an Honorary Alderman of the Borough
- The death of a citizen of the Borough on active service in Her Majesties' Armed Forces
- The Day of Annual Full Council (Mayor Making).

**2. On the Death of a Serving Councillor**

The Borough Flag is flown at half-mast from sunrise to sunset on the day of the funeral

**3. On the Death of a Serving MP**

The Borough Flag is flown at half-mast from sunrise to sunset on the day of the funeral

**4. On the Death of an Ex-Mayor**

The Borough Flag is flown at half-mast from sunrise on the day of the funeral to immediately after the funeral. (add two hours to the commencement of the funeral and lower Flag then e.g. Funeral at 10.30am, flag flies from sunrise to 12.30pm).

**5. On the Death of a Serving Mayor**

The Borough Flag is flown at half-mast from the day of the announcement of death to immediately after the funeral. (add two hours to the commencement of the funeral time and lower Flag then).

**6. On the Death of a Freeman of the Borough**

The Borough Flag is flown at half-mast from sunrise to sunset on the day of the funeral.

**7. On the Death of an Honorary Alderman of the Borough**

The Borough Flag is flown at half-mast from sunrise to sunset on the day of the funeral.

**8. On the Death of a Citizen on Active Service**

The Borough Flag is flown at half-mast from sunrise to sunset on the day of the funeral.

**9. Annual Full Council (Mayor Making)**

The Borough Flag is flown at full mast from sunrise to sunset on the day of Annual Council.

**APPENDIX G****OFFICER CONTACTS**

<b>Mayoral Office Administration</b>	
Appropriate Director <b>024 7637 6233</b>	Responsible for all matters set out in the Mayor's Protocol, relating to expenditure in regard to Civic administration duties.
Member & Committee Services Officer <b>024 7637 6619</b>	To act if both the Chief Executive and Director are absent.
Mayor's Office <b>024 7637 6439</b>	Carries out day to day operation of the Mayoralty activities including secretarial and administrative support for Mayoralty activities.
<b>Civic Events</b>	
Appropriate Director <b>024 7637 6347</b>	Responsible for all matters relating to Civic events.
Communications & Marketing Manager 024 7637 6599	Responsible for Corporate Communications
Town Centres & Marketing Manager <b>024 7637 6549</b>	Responsible for the day-to-day management of Civic events.  Supports the Civic events, activities and is responsible with the Town Centres & Marketing Team for the delivering the day-to-day operations of the Civic events.

AGENDA ITEM NO.

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:** Audit & Standards Committee (11<sup>th</sup> January 2022)

**From:** Director – Planning & Regulation

**Subject:** The Code of Conduct

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1. Purpose of Report

1.1 To recommend adoption of the Code of Conduct set out in Appendices A & B

2. Recommendations

2.1 IT BE RECOMMENDED TO COUNCIL that:

2.1.1 The code of conduct as set out in Appendix A be adopted, subject to the modifications recommended in Appendix B.

3. Background

3.1 On 14<sup>th</sup> December 2021, the Constitution Review Working Party considered a report in connection with a proposal to adopt the Code of Conduct used by Warwickshire County Council. This was to achieve the aim of having a single Code used by both organisations. This as to avoid different outcomes from the same conduct between the two organisations.

3.2 The Council adopted its current Code of Conduct for Members and arrangements for dealing with complaints in 2012. In January 2019 the Committee on Standards in Public Life published a report following its review of the Local Government Ethical Standards. One of the recommendations of the review was that the LGA review the current model code of conduct and create an updated model members code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.

3.3 The best practice recommendations from the Committee for Standards in Public Life also recommended that Principal Authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

#### 4. The County Council Code

4.1 The County Council's Code is reproduced at Appendix A. This has been updated in July 2021, to reflect some of the changes advocated by the Committee on Standards in Public Life, but broadly reflects the simplified code previously advocated by the LGA in 2012.

4.2 In discussion with the County Council's Monitoring Officer, it has also emerged that the County Council's Code does not deal with non-pecuniary interests. This was view taken by the County Council on the basis that it doesn't deal with planning or licensing matters and, therefore, the requirement wasn't necessary. As this Council does deal with such matters, it would be necessary for the Code to address such matters. A suggested addition to the Code is given at Appendix B, although this can be shortened, if the Working Party wished to dispense with the statutory guidance.

#### 5. Appendices

Appendix A: The County Council code of conduct

Appendix B: The recommended addition to the code related to non-pecuniary interests

#### 6. Background Papers (if none, state none)

The Committee on Standards in Public Life report Ethical Standards Best Practice for Local Authorities (January 2019)

LGA report on Civility in Public Life and the review of the model Code of Conduct

## Member Code of Conduct 2021 Warwickshire County Council

This Code applies to all elected and co-opted members of the Warwickshire County Council. The term 'councillor' in this Code means both elected and co-opted members. This Code of Conduct applies when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

### As a Councillor:

1. I will represent the interests of the whole community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.
2. I will behave in a manner that is consistent with the following principles to achieve best value for all our residents and maintain public confidence in the Council, any other body to which I am appointed by the Council and the office of councillor:
  - a. **SELFLESSNESS:** I will act solely in terms of the public interest. I will not act in such a way as to gain financial or other material benefits for myself, my family, or my friends.
  - b. **INTEGRITY:** I will not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.
  - c. **OBJECTIVITY:** I will make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits
  - d. **ACCOUNTABILITY:** I will be accountable for my decisions and actions to the public and to the Council and must submit myself to whatever scrutiny is appropriate to my office.
  - e. **OPENNESS:** I will be as open as possible about all the decisions and actions I take. I will give reasons for my decisions and restrict information only when the wider public interest or the law clearly demands.
  - f. **HONESTY:** I will be truthful and I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interests.
  - g. **LEADERSHIP:** I will promote and support these principles by leadership and example
3. **As a Councillor** I will act in accordance with the principles in paragraph 2 and in particular, I will

- a. Champion the needs of the whole community and all my constituents, including those who did not vote for me and put the public interest first.
- b. Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- c. Not bully, harass or unlawfully discriminate against anyone or seek to compromise the impartiality of officers of the Council
- d. Not allow other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Council or the good governance of the Council in a proper manner.
- e. Exercise independent judgement and not compromise my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a councillor. This includes not accepting gifts or hospitality which could give rise to a perception of influence over the way I perform my duties.
- f. Take account of all relevant information, including advice from statutory and other professional officers. I will remain objective and make decisions on merit.
- g. Be accountable for my decisions and cooperate when scrutinised internally and externally, including by local residents.
- h. Contribute to ensuring that decision-making processes are as open and transparent as possible to make sure the community understands the reasoning behind decisions and are informed when holding me and other councillors to account.
- i. Behave in accordance with all my legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources.
- j. Not disclose confidential information (be that confidential by virtue of legislation or otherwise) without express authority and/ or unless the law requires it.
- k. Not prevent people gaining access to information to which they are lawfully entitled.
- l. Value my colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- m. Always treat people with respect, including the organisations and the public I engage with, fellow members and those I work alongside.
- n. Undertake Code of Conduct training provided by my local authority, cooperate with any Code of Conduct investigation and/or determination.
- o. Not intimidate or attempt to intimidate any person who is likely to be involved with any investigation or proceedings.

- p. Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council.
  
- 4. I will register and disclose those interests that I am required by law to declare. I will complete and submit a signed declaration of my interests to the Monitoring Officer. I will keep the register updated and acknowledge that its contents are open to the public to inspect.
  
- 5. I will register any gifts and hospitality I am offered (even if declined) with an estimated value of [£20] or more within 28 days of receipt with the Monitoring Officer.

## Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either—  (i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to: Audit & Standards Committee (11th January 2022)**

**From: Director – Planning & Regulation**

**Subject: E-Petitions Scheme**

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1. Purpose of Report

1.1 To approve recommendations from the Constitution Review Working Party

2. Recommendations

2.1 To pilot an e-petition scheme using an online process developed by IT or using Change.org;

2.2 To delegate authority to the Director – Planning & Regulation, in consultation with the Chair of this Committee and the Portfolio Holder for Finance and Corporate, to consult on a NBBC led e-petition scheme for the Council;

2.3 To approve the amended Petitions Scheme as shown at Appendix A; and

2.4 To RECOMMENDED to Council that the Constitution be amended accordingly.

3. Background

3.1 On the 14<sup>th</sup> December 2021, the Petitions Scheme was reviewed by the Constitution Review Working Party to consider the introductions of an e-petition scheme for the Council and several changes were recommended. These have now been incorporated into the final draft attached at Appendix A.

3.2 In brief, the changes reflect the following:-

3.2.1 Piloting an e-petition scheme using an online process developed by IT or using Change.org;

3.2.2 Amending the signature requirements for the e-petitions as follows:

3.2.2.1 Signatures between 0-25(inclusive) to be dealt with as a complaint.

3.2.2.2 Signatures between 26-749(inclusive) to be dealt with by the Monitoring Officer and referred either to the appropriate service unit or OSP to be dealt with.

3.2.2.3 Signature 750 and over to be referred to Full Council for debate.

3.2.3 To specify that the e-petition will only be accepted within a reasonable period and at maximum 6 months of it becoming live.

### 3.3 Use of on-line system

3.3.1 The working party considered the use of Change.org and recommended its use as a pilot. This was discussed with IT and they confirmed that using change.org would require an identified process directing people to change.org, then once completed the organisers would have to download and/or print the results of the petition and send them to a nominated email/postal address.

3.3.2 A request was made for IT to set up a petitions web-page with a link to change.org to test the concept of using this as a tool for e-petitions. IT have also suggested the use of a form on the website to enable people to upload attachments and give details of the petition. Based on this IT are in the process of setting up a draft version of an online petitions scheme. A brief Summary of the process will be as follows:-

- Customer submits petition – auto acknowledgment receipt
- NBBC review the petition – accept or decline
- If accepted, petition sits in a database and customer notified automatically
- If declined, customer notified with reason automatically
- Petitioners can sign up to any petition from a list – information is captured in database
- Petition auto closes after agreed duration
- Petition data emailed to team for review

3.4 Based on the information contained in the attached report, the working party suggested the above recommendations be put to the next Audit and Standards Committee for approval.

#### 4. Appendices

The Proposed Petition Scheme at Appendix A.

#### 5. Background Papers (if none, state none)

None

## 5K PETITIONS SCHEME

### 5K.1 PETITIONS

Nuneaton & Bedworth Borough Council welcomes petitions and recognises that petitions are one way in which people are able to let us know their concerns.

### 5K.2 WHAT IS A PETITION?

We will treat as a petition any communication that is signed by or sent to us on behalf of 25 people. Less than 25 signatures will be considered a complaint and dealt with under the Council's Complaints Procedure.

#### 5K.2.1 Types of Petitions

There are different types of petition, as set out below.

- a) Petitions between 0 – 24 signatures will be dealt with as a Complaint.
- b) Ordinary Petitions – requiring 25 – 749 signatures will either be dealt with by the appropriate Service Unit at the Council or referred to the relevant Overview & Scrutiny Panel. To determine how the petition is to be handled, the Petitions Officer will consult with the chair of the appropriate OSP and agree whether the matter should be referred to the Panel.
- c) Petitions for Debate – Petitions of 750 or more will be referred to a meeting of the Council.

#### 5K.2.2 What should a petition contain?

A petition should include:–

- a) A clear statement covering the subject of the petition and what you want the Council to do. This must relate to something which is the responsibility of the Council, or over which the Council has some influence. Where a petition relates to a matter which is within the responsibility of another Public Authority, we will redirect the petition to that other Authority. Where a petition relates to a matter over which the Council has no responsibility or influence, we will return the petition to the petition organiser with an explanation of that decision;
- b) The full name and contact details of the “petition-organiser” must be provided. Contact details must be a full postal address where the signatory lives. If a petition does not identify a petition organiser, we will contact the first or second signatories to the petition to agree who should act as the petition organiser. If no signatory can be identified from the petition and hence no petition organiser can be contacted, the Council will consider the petition to be frivolous or vexatious and deal with it accordingly within the terms of this Scheme.

- c) Each signatory to a petition must state their full name, full postal address and signature.
- d) The Petitions Officer shall consider any petition over 25 signatures and determine (a) its validity and (b) the process to be followed in dealing with the petition having regard to the criterion in this Scheme. If the Petitions Officer considers a petition to be frivolous or vexatious, abusive, unlawful or otherwise inappropriate, it will be rejected.

In the period immediately before an Election or Referendum a petition will be dealt with differently. This is to comply with the Code of Practice on Local Authority Publicity used by the Secretary of State under S. 2 of the Local Government Act 1986.

### **5K.2.3 What will the Petitions Officer do when he or she receives your petition?**

The response to a petition will depend on what a petition seeks and how many people have signed it. The range of possible outcomes are:-

- a) taking the action requested
- b) considering the petition at a Council meeting
- c) holding an inquiry into the matter
- d) holding a public meeting
- e) commissioning research
- f) Referring the petition to an Overview & Scrutiny Committee
- g) rejecting the petition.

Petitions will be acknowledged within 10 working days. The Petitions Officer will let the petition organiser know what will be happening with the petition and when he or she can expect to hear from the Petitions Officer again. That notification will be published on the website unless the Petitions Officer considers that in all the circumstances it would be inappropriate to do so.

If the outcome requested in a petition can be undertaken immediately, the acknowledgement may confirm this and the petition will be closed.

In some cases, the Petitions Officer may seek to resolve the request directly, by getting the relevant Cabinet Member or officer to take appropriate action.

Unless the matter has been resolved immediately the Petitions Officer will provide a substantive response to the petition organiser setting out how the petition is to be handled. This substantive response will be provided as quickly as possible and no later than 15 working days after the date the petition is acknowledged.

At the same time as providing a substantive response to the petition organiser, the Petitions Officer will inform Group Leaders and relevant Ward Members (if appropriate) of receipt of the petition.

Within five working days of acknowledging a petition, the Petitions Officer will publish details of the petition on the Council's website, setting out the subject matter of the petition, the date of receipt and the number of petitioners. The petition organiser's name and contact details will be included.

The Petitions Officer will ensure that the website is kept up to date to ensure that petitioners can track progress of their petition.

#### **5K.2.4 The role of Ward Members**

When a petition is received which particularly affects a specific Ward, the Petitions Officer will send a copy of the petition to each relevant Ward Member at the same time as providing a substantive response to the Petitions Organiser.

#### **5K.2.5 What happens to Petitions for Debate at Council?**

Petitions for Council debate will be reported to the next convenient Ordinary Meeting of the Council. Petitions will not be considered at the Annual Meeting of Council or at Extraordinary Meetings of Council, which are not convened to consider the subject matter of the petition.

The Petition Organiser will be invited to address the meeting for up to three minutes on the subject of the petition.

#### **5K.2.6. What happens to a Petition at an OSP?**

Petitions will be reported to the next convenient meeting of the relevant Overview & Scrutiny Panel. An officer, identified either by name or by post title either in the petition or as nominated by the Petitions Officer, will be required to answer questions on the conduct of a particular matter at the Panel.

In advance of the Panel meeting, the petition organiser will be invited to submit a list of questions that he/she would like put to the officer at the meeting. These questions will be provided to the Chair of the Panel, who will decide whether they are appropriate, and to the officer concerned, in advance of the meeting.

At the meeting, the Chairperson will invite the petition organiser to address the Panel for a maximum of three minutes. The relevant officer will report to the Panel in relation to the petition. Members of the Panel may question the officer, and the Chairperson may invite the petition organiser to suggest questions for him/her to put to the officer. After the relevant person has attended before the Overview & Scrutiny Panel, the Panel will make recommendations to the Council and a copy of the minutes will be sent to the petition organiser.

### **5K.2.7.What happens to an Ordinary Petition?**

The Petitions Officer will arrange for each Ordinary petition to be considered by the relevant Director in consultation with the relevant Portfolio Holder. Where a formal decision is required, the relevant Director will be responsible for ensuring that an item is placed on the next appropriate Cabinet Agenda; or Single Member Decision (as appropriate).

The petition organiser will be invited to the meeting at which the decision is to be considered and given the opportunity to address the decision maker for three minutes. The Chair may then ask questions of the petition organiser. Where appropriate. Ward Members present may also address the Chair on the matter for up to three minutes (each).

Cabinet/Single Members will ask the relevant officer(s) to advise the meeting, after which the matter will be open for debate among members of the decision-making body. Where the matter is to be determined by a Cabinet Member, he/she will take a decision on the matter. That decision may be a determination of the matter, or may be a decision to refer the matter for investigation and report back, or to refer it up to a meeting of Council or Cabinet.

Within five working days of the consideration of the petition, the Petitions Officer will notify the petition organiser of the decision and advise him/her that if he/she is not satisfied with that decision, he/she may require the matter to be reported to the next convenient meeting of the appropriate Overview & Scrutiny Panel for review. The petition organiser must notify the Petitions Officer of his/her intention to appeal to an Overview & Scrutiny Panel against the decision relating to the petition within 10 working days of being notified of that decision. The petition organiser may attend and address any meeting for three minutes whenever the petition is on the agenda for consideration.

Upon review, if required, the Panel can refer the issue to the Cabinet for further consideration together with the Panel's recommendations upon how the matter should be determined. Cabinet shall consider the matter afresh, having regard to any recommendations from the Panel. Cabinet is free to make any decision that it feels is appropriate, including accepting the Panel's recommendations; confirming the original decision that led to the review, or substituting a different decision. For the avoidance of doubt, there is no further right of review of Cabinet's decision and the decision shall be considered final. At this stage the petition shall be treated as disposed of and the website amended to reflect this.

At each stage, the Petitions Officer will enter the relevant information on the website at the same time as it is sent to the petition organiser.

### **5K.2.8.The role of the Petition Organiser**

The petitions organiser will maintain contact details with the Petitions Officer whilst the petition is being considered.

Where the petition is not accepted for consideration, the petition organiser will be advised by the Petitions Officer of the rejection, and the grounds for rejection.

The petition organiser may nominate another person to address any meeting and to answer any questions on the matter.

The petition organiser must notify the Petitions Officer of his/her intention to appeal to an Overview & Scrutiny Panel against the decision relating to the petition within 10 working days of being notified of that decision. The petition organiser may attend and address any meeting for three minutes whenever the petition is on the agenda for consideration.

#### **5K.2.9. Petitions, which will not be accepted or published**

- a) Frivolous or vexatious petitions or timewasting
- b) Rude or abusive
- c) Unlawful Petitions

Any petition which, in the opinion of the Council's Monitoring Officer would require the Council to do something that is or is likely to be unlawful if carried out.

- d) Otherwise inappropriate
- e) Defamatory.

#### **i) Duplicate Petitions**

Where more than one petition is received in time for a particular meeting, each supporting the same outcome on one matter, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

#### **ii) Repeat Petitions**

Where a petition will not normally be considered where they are received within six months of another petition being considered by the Council on the same matter.

#### **ii) Rejected Petitions**

Petitions will not be reported if in the opinion of the Petitions Officer, they are rude, offensive, defamatory, scurrilous or time wasting, or do not relate to something which is the responsibility of the Authority, or over which the Authority has some influence.

- f) Petitions that do not affect the functions of the Council or the Borough.

- g) Decisions about regulatory matters, eg. Individual decisions of Planning or Licensing matters.
- h) Employee related matters.

The Head of Paid Services will inform the petitions organiser for the non-acceptance in the Council's acknowledgement of the petition.

#### 5K.2.10 Who should you send a petition to?

The Petitions Officer shall be the Head of Paid Services, who is responsible for receiving, managing and reporting petitions received by the Council. Please address petitions to –

The Petitions Officer  
Nuneaton & Bedworth Borough Council  
Coton Road  
Nuneaton  
CV11 5AA

Or to [petitions@nuneatonandbedworth.gov.uk](mailto:petitions@nuneatonandbedworth.gov.uk)

The Council **accepts e-petitions from the change.org website or the NBBC led scheme**

#### 5K.2.11 What can you do if you feel your petition has not been dealt with properly?

If you feel that your petition has not been dealt with properly, the petition organiser has the right to request that the relevant Overview & Scrutiny Panel reviews the steps taken in response to the petition. The Panel will endeavour to consider your request at its next Ordinary Meeting or the following meeting. Should the Panel determine that your petition has not been dealt with adequately, it may use any of its powers to deal with the matter.

These powers include instigating an investigation, making recommendations to Cabinet and arranging for the matter to be considered at a meeting of the Full Council. Once the appeal has been considered, the petition organiser will be informed of the results. The results of the Review will also be published on the website.

**AGENDA ITEM NO. \_\_\_\_\_**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:** Audit & Standards Committee (18<sup>th</sup> January 2022)

**From:** Director – Planning & Regulation

**Subject:** The Complaints Procedure

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1. Purpose of Report

1.1 To approve recommendations from the Audit & Standards Sub-committee

2. Recommendations

2.1 The Complaints Procedure be approved as shown at Appendix A; and

2.2 IT BE RECOMMENDED to Council that the Constitution be amended accordingly.

3. Background

3.1 On the 20<sup>th</sup> December 2021, the Complaints Procedure related to complaints against Members was reviewed by the Audit & Standards Sub-committee and a number of changes recommended. These have now been incorporated into the final draft attached as Appendix A.

3.2 In brief, the changes reflect the procedure adopted by Warwickshire County Council, with minor changes to reflect the local requirements of this Council. The key changes to the procedure are as follows:

3.2.1 An emphasis upon informal resolution as the preferred outcome;

3.2.2 The filter stage to be undertaken by an Assessment Sub-committee drawn from this committee, supported by the Monitoring Officer; and

3.2.3 A simplified assessment process, with a greater emphasis upon value for money.

4. Appendices

The proposed Complaints Procedure is at Appendix A.

5. Background Papers (if none, state none)

Warwickshire County Council complaints procedure.

## Nuneaton & Bedworth Borough Council Member Complaint Process

### Filter Stage

As a matter of principle, the preferred option for resolving complaints shall be through informal resolution whenever possible. Upon receipt of a complaint, the Monitoring Officer shall consult with the subject Member and the complainant to establish whether informal resolution is achievable. The Complaint will then be submitted to the Assessment Sub-committee for consideration. A copy of the report will be sent to the subject Member at that time. The report will be submitted as an exempt item, but a Subject member may attend the meeting and make representations as to whether the complaint should be heard in public, subject to the Sub-committee's consideration of the Public Interest test. Where appropriate the Monitoring Officer may also consult an independent person.

Where the allegation concern matters which may amount to a criminal offence the Monitoring Officer should also consult with the Police on whether the matter should be referred to them.

### Options available at the filter stage are

Complaint resolved by informal action acceptable to both member and complainant.	No further action where complaints fall outside the Code or do not justify investigation and there is no informal resolution	Allegations of criminal matters if appropriate referred to Police	Referral for investigation if criteria are met
----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------	------------------------------------------------

### We will only refer a complaint for investigation if the following criteria are met

- it is serious enough, if proven, to justify the costs of an investigation **or**
- it is part of a continuing pattern of less serious misconduct that is unreasonably disrupting the business of the Council and there is no other avenue left to deal with it **and**
- the conduct complained of occurred within 6 months of the date the complaint was received

### We will not normally refer complaints for investigation where they fall within one or more of the following categories

- we believe it to be malicious, relatively minor, or tit-for-tat
- the same, or substantially similar, complaint has already been the subject of an investigation or inquiry and there is nothing further to be gained
- the complaint concerns acts carried out in the member's private life, when they are not carrying out the work of the authority or have not misused their position as a member
- it appears that the complaint is really about dissatisfaction with a council decision
- there is not enough information currently available to justify a decision to refer the matter for investigation

### **Referral for investigation**

The complaint is investigated by an Investigator appointed by the Monitoring Officer. Estimated timescales for investigation to be agreed between Investigator and Monitoring Officer in consultation with the chair of Audit & Standards Committee on a case by case basis.

Before finalising the investigation report, the Monitoring Officer will seek the views of an independent person.

### **Report Stage**

The Monitoring Officer will arrange for the investigation report recommendations to be reported to Audit & Standards Committee and decide what should happen to the report next. A copy of the report will be sent to the subject Member at that time. The options are: no further action; or referral for a hearing.

### **Hearing Stage**

The Hearing Sub-committee will consider the investigation report, take account of the views of any independent person consulted in relation to the matter, hear representations from the member concerned and the Monitoring Officer. Other people may be heard at the discretion of the Chair.

If the Sub-committee finds there is no failure to comply with the Code of Conduct the matter will end there. At that point, the subject member will be given the option of requesting a public notification of the outcome.

If the Sub-committee finds that there is a failure to comply with the Code of Conduct of it will consider what action if any should be taken, this may or may not include the imposition of sanctions on the member concerned

### **Imposition of Sanctions**

The Audit & Standards Committee has delegated to the Hearings Sub-committee such of its powers to take action in respect of individual Members as may be necessary to promote and maintain high standards of conduct. Accordingly the Hearings Sub-committee may:

- a. Censure or reprimand the Member
- b. Publish its findings in respect of the Member's conduct;
- c. Report its findings for information;
- d. Recommend to the Member's Group Leader (or in the case of ungrouped Members, recommend to or to Committees) that he/she be removed from any or all Committees or Sub-Committees;
- e. Recommend to the Leader that the member be removed from the Cabinet, or removed from particular portfolio responsibilities;
- f. Instruct the Monitoring Officer to arrange training for the Member;
- g. Remove from all outside appointments to which he/she has been appointed or nominated by the Council;
- h. Withdraw facilities provided to the Member by the Council, such as a computer, website and/or email and internet access, or

## APPENDIX A

- i. Exclude the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Panel's Council, Committee and Sub-Committee meetings.

The Hearings Panel has no power to suspend or disqualify the Member, or to withdraw Members' or special responsibility allowances.

As soon as reasonably practicable thereafter, the Monitoring Officer shall prepare a formal Decision Notice in consultation with the Chair of the Hearings Sub-committee, and send a copy to the complainant, to the Member, and make that Decision Notice available for public inspection, and report the decision to the next convenient meeting of the Council.

### **Assessment & Hearing Sub-committees**

#### **Composition**

Any three elected members of the Audit & Standards Committee to sit as and when required. The Sub-committees shall be politically balanced and where possible will include representation from at least one of the opposition political groups, represented on the Council. The selection of members to form a sub-committee to deal with a particular matter or matters shall be made by the Chief Executive or his/her nominated deputy.

#### **Terms of Reference**

To consider complaints about members in relation to the Code of Conduct and determine whether or not there has been a failure to comply with the Code of Conduct



**Cabinet**

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**Report Summary Sheet**

**Date: 9<sup>th</sup> March 2022**

**Subject: Nuneaton and Bedworth Local Government Boundary Review**

**Portfolio: Finance & Corporate**

**From: Chair of the Nuneaton & Bedworth Electoral Review Cabinet Working Party**

**Summary:**

The Cabinet established a working party on the Local Government Boundary Commission for England (LGBCE) review on the NBBC wards. The working party has worked with officers to produce a proposed number of Councillors and forecasted electorate, ready for submission to the LGBCE.

**Recommendations:**

- a. That Cabinet recommend to Council that the 'Council Size' document, attached as Appendix A to this report, be approved for submission to the Local Government Boundary Commission for England. The document requests four additional Councillors, resulting in a total of 38 Councillors, elected in halves, representing 19 electoral wards in future.
- b. That Cabinet recommend to Council that the forecasted electorate methodology and proposed electorate per polling district be approved for submission to the Local Government Boundary Commission for England.
- c. That Cabinet approve a revision to the approach of the Working Party in Stage 2 of the consultation to closely mirror that of the budget/shadow budget setting process, to enable the different political groups and members of the Council to submit alternative warding arrangements, should they wish to.

d. That Cabinet recommend to Council that delegated authority be given to the Director for Planning and Regulation to submit a supplementary document to this response (following consultation with the Leader) to ensure the most up-to-date planning permissions and live applications can be considered when submitting the final electorate forecasts.

**Options:** To approve; not approve

**Reasons:**

The Council is not obligated to respond to the review, however not engaging fully could risk inaccurate forecasts of the electorate and a failure to agree sufficient numbers of Councillors for the Council to achieve its ambitions.

**Consultation undertaken with Members/Officers/Stakeholders**

The Working Party has met on three occasions and has representatives from the Controlling group and the Leader of the main opposition group. The Working Party has taken presentations and draft documents from officers to determine this consultation response.

**Subject to call-in:** Yes

**Ward relevance:** All wards

**Forward plan:** No

**Delivering Our Future Theme:**

**Delivering Our Future Priority:**

**Relevant statutes or policy:**

The whole review process is governed by S.56 of the Local Democracy, Economic Development and Construction Act, 2009.

**Equalities Implications:**

**(Does this require an Equalities Impact Assessment? If so please append.)**

**No**

**Human resources implications:**

**None**

**Financial implications:**

The final implementation of the LGBCE review may affect the total number of Councillors and Wards, which will have a potential increase in costs. This is not a decision that NBBC makes and will be imposed on the Council by the LGBCE.

**Health Inequalities Implications:**

None

**Section 17 Crime & Disorder Implications:**

None

**Risk management implications:**

None

**Environmental implications:**

None

**Legal implications:**

None

**Contact details:**

**Martyn Harris** [martyn.harris@nuneatonandbedworth.gov.uk](mailto:martyn.harris@nuneatonandbedworth.gov.uk)

**Wendy Bolton** [wendy.bolton@nuneatonandbedworth.gov.uk](mailto:wendy.bolton@nuneatonandbedworth.gov.uk)

## AGENDA ITEM NO.

### NUNEATON AND BEDWORTH BOROUGH COUNCIL

**Report to: Cabinet, 9<sup>th</sup> March 2022**

**From: Chair, Nuneaton & Bedworth Electoral Review Cabinet Working Party**

**Subject: Nuneaton and Bedworth Local Government Boundary Review**

**Portfolio: Finance & Corporate**

**Delivering our Future Theme:**

**Delivering our Future Priorities**

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#### **1.0 Purpose of the Report**

1.1 To update Cabinet Members on the findings and recommendations of the Nuneaton and Bedworth Council Electoral Review Cabinet Working Group.

#### **2.0 Recommendations**

2.1 That Cabinet recommend to Council that the 'Council Size' document, attached as Appendix A to this report, be approved for submission to the Local Government Boundary Commission for England. The document requests four additional Councillors, resulting in a total of 38 Councillors, elected in halves, representing 19 electoral wards in future.

2.2 That Cabinet recommend to Council that the forecasted electorate methodology and proposed electorate per polling district be approved for submission to the Local Government Boundary Commission for England.

2.3 That Cabinet approve a revision to the approach of the Working Party in Stage 2 of the consultation to closely mirror that of the budget/shadow budget setting process, to enable the different political groups and members of the Council to submit alternative warding arrangements, should they wish to.

- 2.4 That Cabinet recommend to Council that delegated authority be given to the Director for Planning and Regulation to submit a supplementary document to this response (following consultation with the Leader) to ensure the most up-to-date planning permissions and live applications can be considered when submitting the final electorate forecasts.

### 3.0 **Background**

- 3.1 The Local Government Boundary Commission have requested that an electoral review of Nuneaton and Bedworth Borough Council be carried out in 2022/23. The review is required:

- a) as Nuneaton and Bedworth's boundaries have not been reviewed since 1999; and
- b) to address the poor levels of electoral equality in Nuneaton and Bedworth.

- 3.2 At a meeting on 10th November, 2021, Cabinet resolved that a Cabinet Working Party be established to review the future electoral requirements of Nuneaton and Bedworth Borough Council by developing proposals for the total number of Councillors required and any necessary revised warding arrangements.

### 4.0 **The Working Party**

- 4.1 The Working Party comprises seven members: Councillor K. Wilson (Chair), C. Golby, J. Clarke, H. Walmsley, K. Evans, D. Brown and C. Watkins.

- 4.2 The Working Party met monthly in private session from December 2022 to February 2022 with the following objectives:

- a) To formulate and recommend to Cabinet proposed submissions to the Local Government Boundary Commission for England (LGBCE) relating to the total number of Councillors required and the electoral warding arrangements.
- b) To facilitate, coordinate, involve and consult Borough Councillors, community organisations, and any other relevant stakeholders in the review process to ensure effective consultation and participation in the Council's submissions to the LGBCE.

- c) To advise Council on the LGBCE's draft and final recommendations during the review process.
  - d) To coordinate the Council's responses to the LGBCE's review of Nuneaton and Bedworth Council's electoral arrangements.
- 4.3 The working party met on three occasions, in December 2021, January and February 2022, to consider presentations from officers and review draft consultation responses to stage 1 of the consultation.
- 4.4 Discussions were focussed on establishing the 'Council Size' (being the number of Councillors that NBBC should have in future) and agreeing a sensible approach to forecasting the electorate of the borough as predicted in 2028, within the framework set out by the LGBCE.
- 4.5 The Working Party noted that the borough clearly has a large number of ongoing housing developments in various stages of development, from pre-application to occupation, but noted that the LGBCE guidance stated that only sites with 'live' planning permission can be included in the forecast of the future electorate.
- 4.6 This could mean that applications that are likely to be considered by the Council in the period February-June could be given permission but the impact of those wouldn't be accounted for in this report. The Working Party felt that officers should therefore be given delegated authority to update these forecasts, to ensure they were as up-to-date as possible ahead of submission to the LGBCE.
- 4.7 These matters form stage 1 of the LGBCE consultation and must be submitted by 7<sup>th</sup> June, 2022.

## 5.0 **Conclusion**

- 5.1 Full details of the Council Size document and electorate forecasts are set out at Appendix A and B to this report.

In summary, the Working Party concluded that:

- a) the number of Councillors for NBBC should be increased by four, to a total of 38 Councillors;

- b) the electoral cycle should remain as halves, meaning 38 Councillors would represent 19 wards with two members per ward;
- c) the electorate in NBBC will grow significantly by 2028 (the end of the timeline for this review), from 99,481 in 2021 to an estimated 106,054 in 2028; and
- d) this number is subject to review in light of planning permissions granted between the publication of this report and final submission of the Council's response to the consultation, and therefore officers should be given delegated authority to review the electorate forecasts to ensure they are as up to date and as accurate as possible.

5.2 Following discussion, the Working Party also agreed that for the next stage of consultation, rather than the Working Party being the only vehicle for the Council to respond, that a process similar to the budget/shadow budget process be used.

5.3 In Stage 2 of the consultation, the LGBCE will ask NBBC and others to draw up proposals for ward boundaries. In this instance, there will likely be a need for different political groups or individual members to respond to the review, with differing levels of input from officers.

5.4 Councillors and political groups, local parties can also submit responses to this stage of consultation as the LGBCE welcomes warding proposals from a range of stakeholders.

# Council Size Submission: Template

Nuneaton and Bedworth Borough Council

## Contents

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The Context for your proposal .....	3
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Community Leadership .....	18
Summary .....	20

## How to Make a Submission

It is recommended that submissions on future governance arrangements and council size follow the guidance provided and use the format below as a template. Submissions should be treated as an opportunity to focus on the future needs of the council and not simply describe the current arrangements. **Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal and why you have discounted them.**

The template allows respondents to enter comments directly under each heading. It is not recommended that responses be unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

'Good' submissions, i.e. those that are considered to be most robust and persuasive, combine the following *key success components* (as set out in the guidance that accompanies this template):

- Clarity on objectives
- A straightforward and evidence-led style
- An understanding of local place and communities
- An understanding of councillors' roles and responsibilities

## About You

This response has been prepared by Officers on behalf of the Cabinet and was approved for submission at the Full Council meeting held on 20<sup>th</sup> April, 2022.

## Reason for Review (Request Reviews Only)

Not applicable.

## The Context for your proposal

The last Boundary Commission Review was carried out over 20 years ago, commencing on 3<sup>rd</sup> November 1998 with final recommendations published November 1999 and implemented at the election on 2<sup>nd</sup> May 2002. The Council size was reduced from 45 members to 34 and wards increased from 15 to 17. The Council moved from a Committee Structure to Executive arrangements in 2002 and from elections by thirds to biennial elections in 2004.

In terms of the local/national policy trends, continued pressure has been brought to bear on the Council's finances, with officers and members working closely together on closing budget gaps, delivering services in new ways and finding opportunities for revenue generation, whilst improving the key services that residents depend on. Like much of Local Government, the new administration is keen to explore new ways of delivering services, through shared services and working closely with other public and private sector partners to deliver services.

This move increases the complexity of the strategic management and scrutiny of service delivery, especially compared to the structures in place during the last Ward review of NBBC in 1999, where the Council managed a larger workforce, but with clearer lines of management and direct control over the vast majority of services.

Our proposal to increase the number of Councillors by a total of four will mean that:

- the Council maintains the right number of Councillors to act as community champions as the population continues to grow in size;
- the Council is able to meet its ambitions in terms of the transformation of our Town Centres, manage the process and importantly scrutinise this unprecedented level of investment in the Borough; and
- the Council has sufficient political resource to carry out the statutory responsibilities associated with planning, licensing and other quasi-judicial functions.

## Local Authority Profile

Largely urban in character, [Nuneaton and Bedworth](#) is a local government district in northern Warwickshire, consisting of the market towns of Nuneaton, which borders the district of North Warwickshire, and Bedworth, bordering Coventry, along with the large village of Bulkington and the green belt land in between.

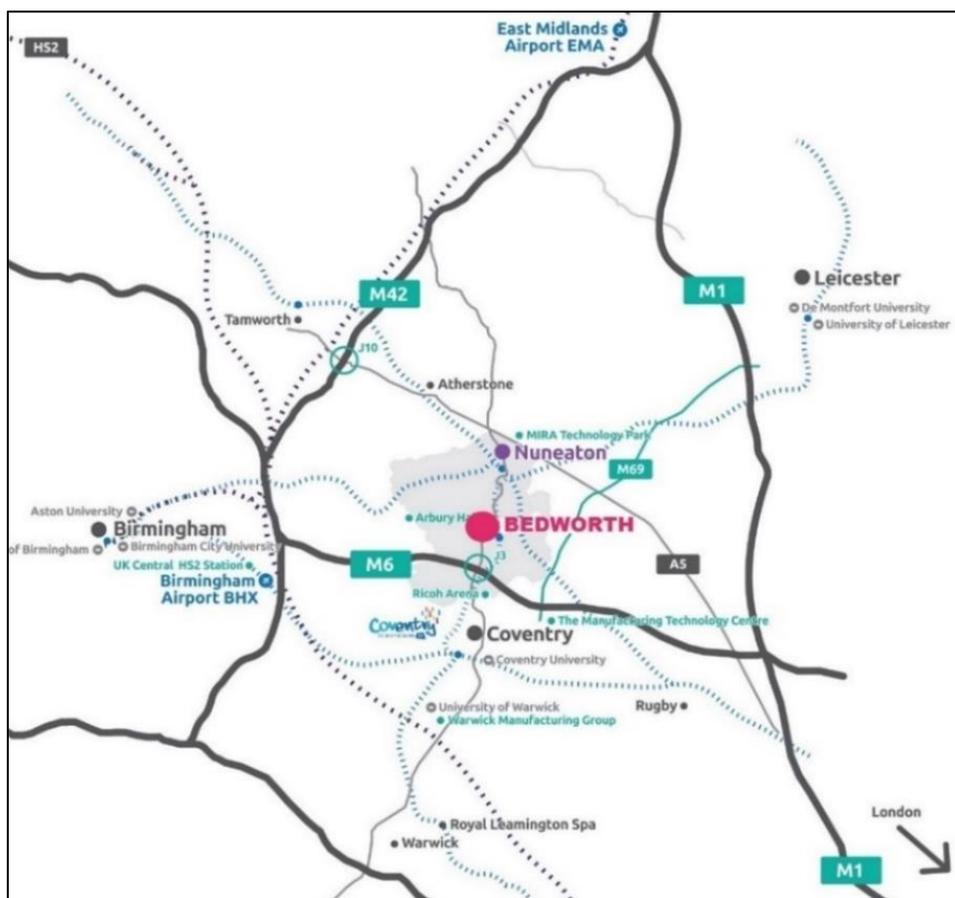
Brought together in 1974, as part of local government re-organisation, the borough

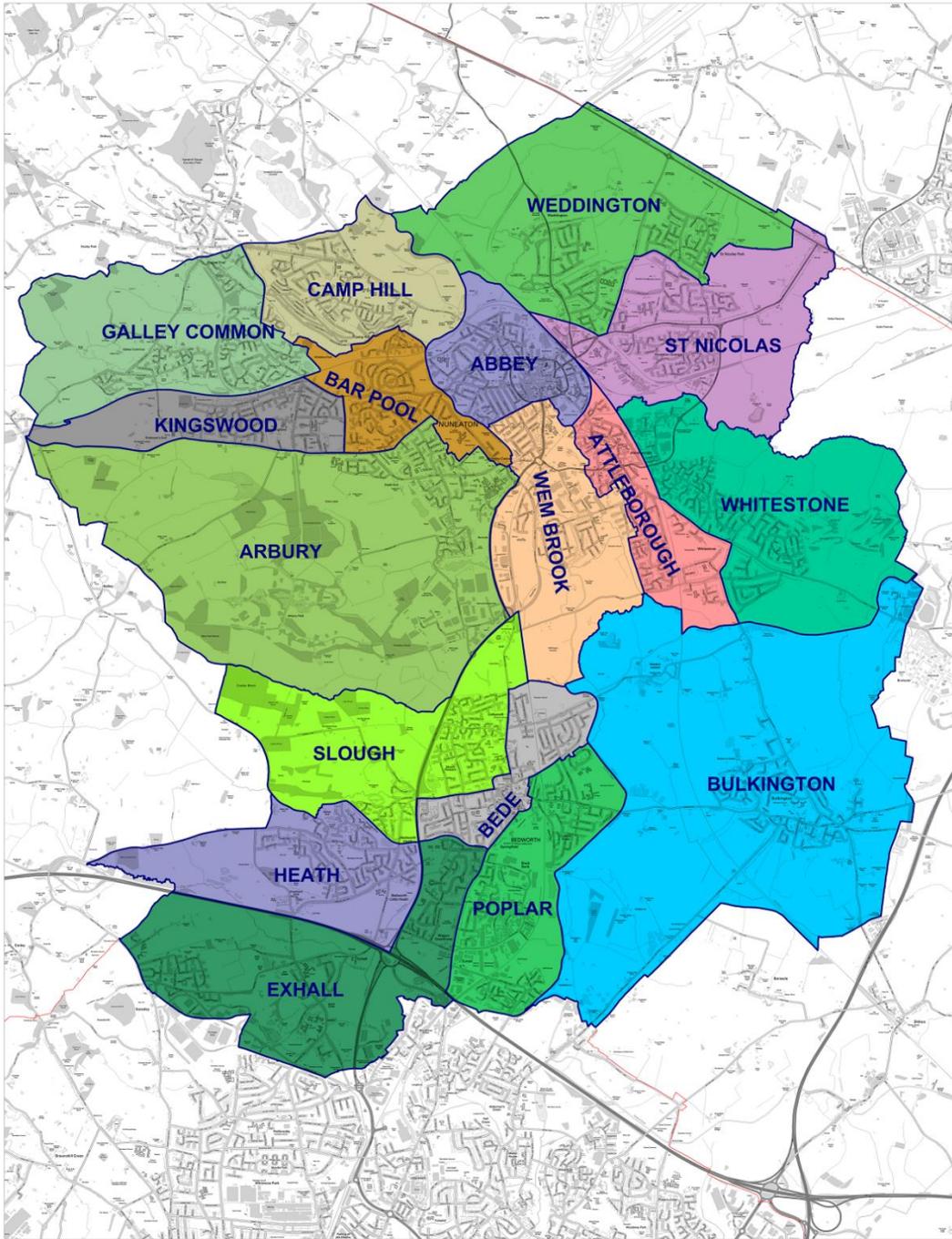
is a non-metropolitan district council operating as part of a 2 tier administrative structure, whereby [Warwickshire County Council](#) is responsible for social services, education and highways.

[Nuneaton](#) is the largest town within Warwickshire with a current population of over 90,000 and is made up of 12 wards. Nuneaton expanded rapidly during the industrial revolution developing significant industries in coal and textile manufacturing. The decline of these industries in the second half of the 20<sup>th</sup> century led to significant unemployment. It has faced many challenges since the decline of its traditional industries, most recently the impact upon the over reliance of A1 retail within its town centre. Nevertheless, an entrepreneurial spirit has led to the adoption of new manufacturing sectors, building upon the opportunities presented by the town's excellent position at the heart of the transport network.

[Bedworth](#) originally developed during the industrial revolution based on traditional industries in ribbon making and coal. Today, it is mainly a commuter town for Nuneaton and Coventry, composed mainly of large housing estates with a town centre and central park. Bedworth has a population of circa 38,000 and is made up of five wards.

Nearby, [Bulkington](#) is a village populated by around 6,000 people. The village is located to the south west of Nuneaton, six miles north east of Coventry. Historically the main industry in Bulkington was agriculture and ribbon weaving but today it is largely a commuter village for nearby urban centres.





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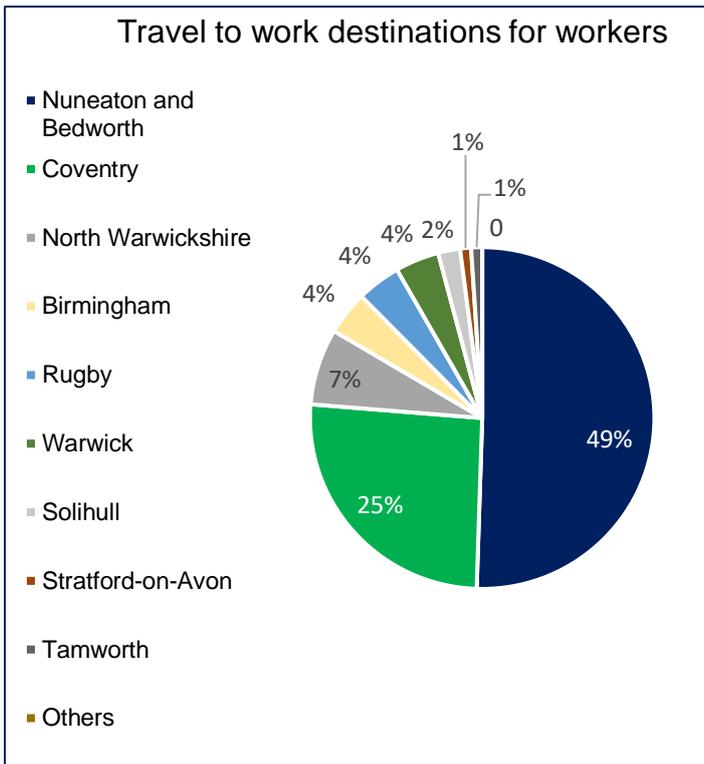
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Turnout at borough elections 2016-2021:

	<u>Total No. of electors</u>	<u>Turnout</u>
5 <sup>th</sup> May 2016	<b>94,044</b>	<b>32.47%</b>
3 <sup>rd</sup> May 2018	<b>97,732</b>	<b>32.49%</b>
6 <sup>th</sup> May 2021	<b>99,328</b>	<b>33.76%</b>



The borough is superbly well-positioned for commuters within the national transport network, with fast rail links to London and Birmingham and easy access to the M1, M6 and M42. The A5 runs along the northern boundary and the A444, A4254 and the B4114 are the major routes within the borough.

Nuneaton and Bedworth residents commute to all the local authorities in the West Midlands, however, the largest group of commuters work in the Borough (nearly half). A quarter commute to Coventry and less than 10% commute elsewhere with North Warwickshire being the most significant.

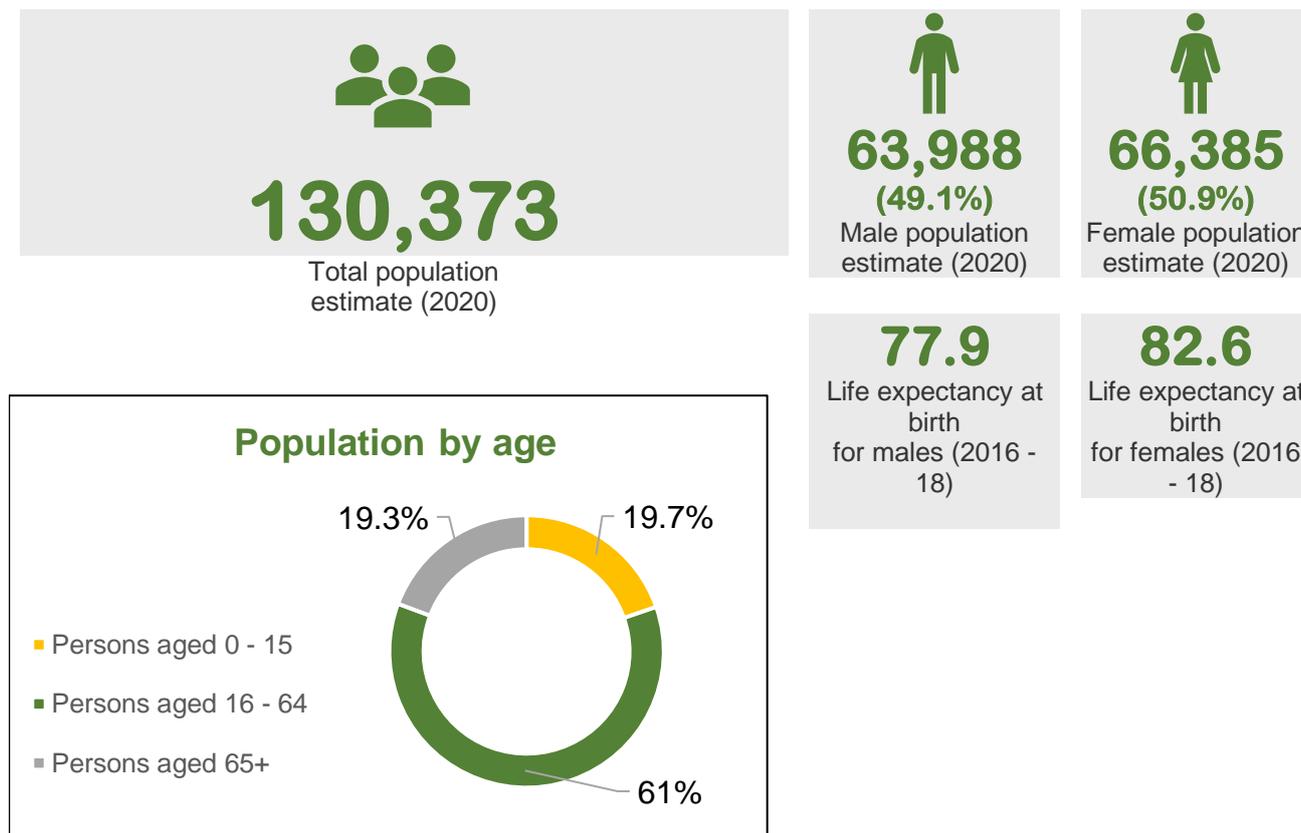
As reported in the Council's recent [2021 Local Government Association Peer Review report](#), we are an ambitious Council and it's an exciting time to work and live in Nuneaton and Bedworth. Having established the [Transforming Nuneaton](#) Programme, we are working in partnership with Warwickshire County Council to deliver the regeneration of Nuneaton town centre. More than **£160 million** of investment has been secured from partners and through our own financing. In addition, the Council has successfully bid for funding from the [Towns Fund](#), the [Future High Street Fund](#), and the [Levelling Up Fund](#), achieving additional public sector investment of **£51 million** over the next 5 years to deliver regeneration projects for both towns.

Developments that will be the catalyst to achieving a step change for the borough include a hotel, mixed leisure provision, a new public square and food hall in Nuneaton town centre and a green corridor in Bedworth; the development of the Bridge to Living Scheme which will replace poor 1970's retail provision with new Live to Work units, housing and will provide a green link from our destination Riversley Park, into Nuneaton town centre. Schemes also include the delivery of transport infrastructure and sustainable transport improvements; the remediation of land and removal of planning constraints, together with increased and improved training facilities and training offers; the provision of Full Fibre supported new incubation and grow on commercial spaces, combined with an improved leisure and heritage offer.

In their [2021 Vitality Index](#), Lambert Smith Hampton identified Nuneaton as topping the Opportunity Index as the location with the greatest opportunity to overcome current challenges and grow. We are the birthplace of the author George Eliot and we have three destination parks. We are in close proximity to [the MIRA Technology Park Enterprise Zone](#),

have a strong Third Sector and excellent, established partnerships. In terms of the business base of the borough's local economy, this is made up of a mixture of small and medium-sized firms along with a number of global and national company headquarters.

Whilst the borough is smallest in size at 7,895 ha, it has the second largest population in the county and is the most densely populated area with 1,592 persons per sq km, compared to the Warwickshire average of 277. The population has increased from 125,252 people (2011 Census) to over 130,000 in the last eight years, with the projection of further growth to 137,907 by 2030.



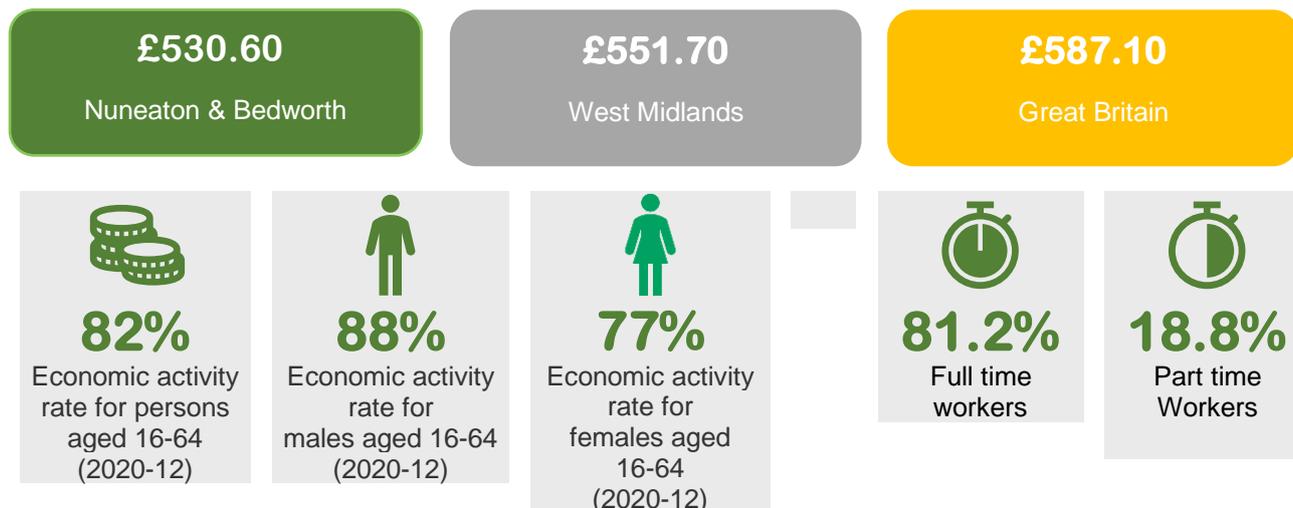
Life expectancy is the lowest in Warwickshire and lower than the national average.

Ethnicity	%		%
White: English/Welsh/Scottish/Northern Irish/British	88.9	Asian/Asian British: Pakistani	0.4
White: Irish	0.6	Asian/Asian British: Bangladeshi	0
White: Gypsy or Irish Traveller	0.1	Asian/Asian British: Chinese	0.2
White: Other White	1.8	Asian/Asian British: Other Asian	1
Mixed/multiple ethnic groups: White and Black Caribbean	0.5	Black/African/Caribbean/Black British: African	0.4
Mixed/multiple ethnic groups: White and Black African	0.1	Black/African/Caribbean/Black British: Caribbean	0.3
Mixed/multiple ethnic groups: White and Asian	0.3	Black/African/Caribbean/Black British: Other Black	0.1
Mixed/multiple ethnic groups: Other Mixed	0.2	Other ethnic group	0.4

There are many challenges facing the borough. Our socio-economic profile is less prosperous than the rest of Warwickshire. Our residents experience higher than average levels of poor health, lower than average educational attainment, lower than average household income, a low wage economy, higher than average unemployment and areas with disproportionately higher levels of crime than the rest of the county.

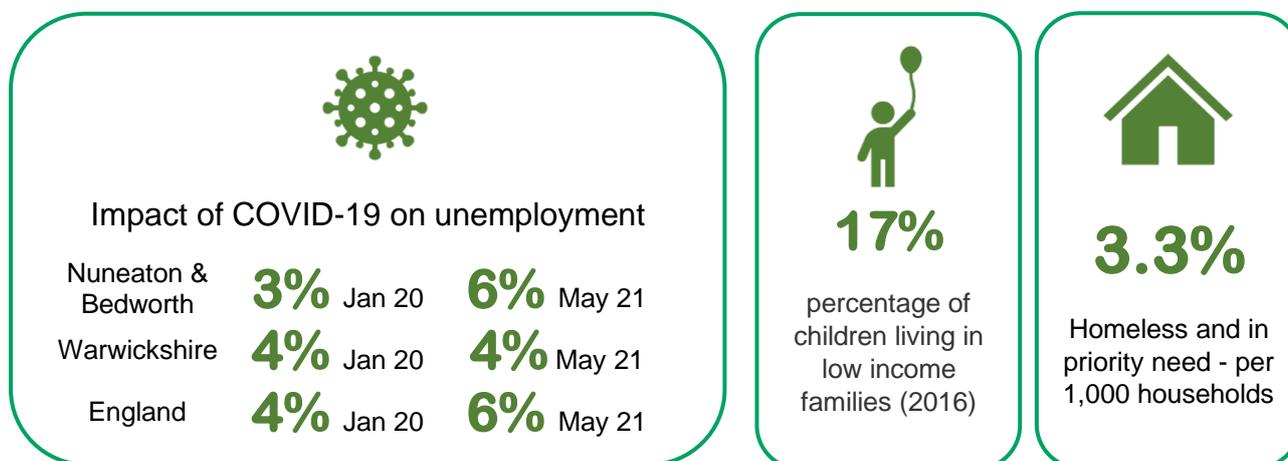
Residents of Nuneaton and Bedworth Borough have the lowest average weekly income of all the districts in Warwickshire. Their income is also well below the average for England.

### Average gross weekly pay



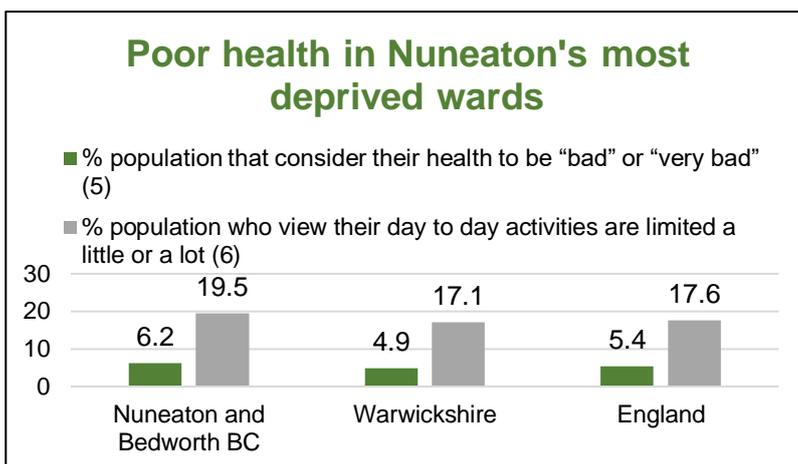
Nuneaton and Bedworth have some of the most deprived areas, both in the county and nationally, by a range of measures, some parts of the borough are below average in terms of socio-economic and health factors.

As a borough with areas of deprivation, the COVID-19 demand on services has increased since March 2020. There is increasing pressure on housing and homelessness, Council Tax support and support for small businesses. Residents increasingly look to the Borough Council as a provider of last resort and a lightning rod for concerns relating to NHS, County Council and other providers.



Some residents have a poor skills base. Educational attainment is the lowest in the county at both key stage 2 and 4 levels and 28 % of those of working age have no qualifications at all.

There is a need to tackle low aspirations in parts of the borough as this can limit educational achievement and contribute to low wages, deprivation and a dependency on benefits.



[The Borough Plan 2011-2031](#), was adopted by the Council on 11th June 2019. The plan identified that:

- the current housing stock is predominately semi-detached and terraced;
- the mix of housing tenure, types and sizes for different parts of the borough is uneven;
- population and housing projections suggest an on-going need for family accommodation;
- there is a need to cater for an increasing number of young people and older people living on their own;
- there is a particular need for housing options to enable older people to live independently.

A review of the Plan commenced in 2021 and a [Borough Plan Committee](#) has been established to oversee the review.



Average House prices

Bedworth  
**£209,537**

Nuneaton  
**£235,034**

Warwickshire  
**£326,626**

The Borough Plan, as a key strategic document, must reflect and support the overall social and economic aspirations and priorities for the borough. These include housing of the right type in the right places, employment land allocation to support our local economy and ecology and climate change matters.

Significant levels of consultation with all stakeholders is being undertaken to ensure their needs and opinions are thoroughly taken into account when preparing the final policy compliant Plan for inspection. The consultation is taking many forms, including face to face meetings and information video aimed at increasing the level of engagement of all stakeholders.

The Council retains its own Housing supply, acts as landlord for over 10,200 tenanted properties and manages its Housing Revenue Account. Management, political leadership and scrutiny of this area remains a high priority for the authority. Along with other local authorities, the Council has new duties under the Homelessness Reduction Act 2017 to act in all cases of homelessness, rather than just those in "priority need" – meaning that all eligible households are offered support, greatly increasing demand on our housing and homelessness services.

In all but a two-year period since 1974 a Labour administration has been in control and the Council has experienced very little political change until May 2021 when a Conservative administration took overall control. For the previous three years there was no overall control, with labour as the largest political group and having half the total number of councillors, forming holding power.

Following the local elections in May 2021 and a recent ward by-election, the Conservatives now hold 25 of the 34 seats available in the borough. This overall control has led to a number of areas being reviewed and refreshed with a new manifesto, fresh ideas and ways of working, including a review of the Council's Corporate Plan. The following new plan is currently undergoing consultation.

To support the new approach, once the plan is finalised and adopted, we will undertake a fundamental review of Key Performance Indicators (KPI's) to ensure they reflect the renewed focus and priorities, continuing to include both strategic and financial measures.

We acknowledge that there is a balance to be struck between our ambitions and the constraints within which we work, particularly as we emerge from the pandemic and experience emerging issues following the exit from the European Union.

Public finances and local government capacity are increasingly stretched, whilst demand for services is high.

# BUILDING a better BOROUGH

**LIVE** **WORK** **VISIT**

Nuneaton & Bedworth

UNITED TO ACHIEVE

Working in partnership, restoring pride in our borough

- Promote residents' health & wellbeing
- Enable appropriate housing development
- Sponsor a sustainable green approach
- Prioritise Community Safety & Empowerment

- Grow a strong & inclusive economy
- Champion education & skills
- Embrace new & emerging technology
- Support local businesses

- Create vibrant and diverse Town Centres
- Stimulate regeneration
- Celebrate and promote our heritage
- Improve the physical environment

Imaginative, Enterprising & Transparent

## Strategic Leadership

### **Governance Model:**

Since the last Ward Boundary Review in 1999, the model of political leadership in local authorities has changed significantly, away from Committee Chairs to visible, accountable Cabinet Members who lead the services in their portfolio and closely monitor the work of officers in their area. NBBC operates a strong Leader Cabinet model; the Council's 'Executive' for the purpose of the Local Government Act 2000. These arrangements are reflected in the Council's Constitution.

Following the election in May 2021, and subsequent by-election in November, the Conservatives gained power and now hold 25 of the 34 seats available in the Borough. The change in administration has seen a high proportion of relatively inexperienced Councillors take up their seats. It should also be noted that the majority of members are now considerably younger than the previous administration, many balancing their Council responsibilities with families and employment, with some being also elected as County Council Councillors.

The Full Council is responsible for setting the budget, considering recommendations from Cabinet and other regulatory committees, and making some decisions such as changes to the Constitution, determining electoral issues and dealing with matters which are not the responsibility of the Cabinet.

The Council elects a Leader for a four year term who then appoints Members to form a Cabinet. The current leader has appointed six members to serve on the Cabinet. This is an increase of one Cabinet member from the previous year and administration, allowing for portfolios to be realigned to address the increasing workload, especially in the area of economic development and regeneration, housing services, contract monitoring and the Council's response to COVID-19. It should be noted that the majority of Cabinet Members have not previously held an executive role and due to the continuing financial constraints, the Cabinet reduced their allowances to compensate for that extra Cabinet member.

Cabinet Members have individual executive decision-making powers within their portfolios and act as the Council's main representative and spokesperson for their nominated areas of responsibility. The Cabinet carries out all the local authority's functions which are not the responsibility of any other part of the authority. Some of these decisions / plans / policies / strategies require the approval of Full Council e.g. Corporate Plan, Medium Term Financial Strategy, Local Plan.

There are approximately 12 formal meetings of the Cabinet per year and the new administration has instigated a new Leadership Board which meets monthly and comprises of the Cabinet and Senior Management Team. Each Portfolio Holder also undertakes regular monthly and ad-hoc meetings with the relevant service Director(s) to facilitate more in-depth discussion in relation to both operational and strategic matters, ensuring that Cabinet Members are fully briefed and knowledgeable in relation to issues directly under their control.

Due to the continued financial pressures upon Local Authorities, there has been a 50% reduction in the Council's capacity of dedicated administrative support to Members. The Committee Services team has been reduced from a team of three Committee Services

Officers with a dedicated Overview and Scrutiny Officer, to just one full-time and one part-time Committee Services Officer.

In October 2021 Cabinet approved the appointment of Cabinet Support Members. The increase in the number of Councillors in the Cabinet, increase in frequency in meetings, appointment of Cabinet Support Members and instigating regular meetings between senior officers and Cabinet Members, demonstrates the increased level of oversight and strategic leadership that the current administration has put in place.

### **Work of Portfolio Holders:**

Following the election in May 2021, due to the increased volume in workload required to drive forward economic development and regeneration and the Council's response to COVID-19, the Council approved new Executive arrangements increasing the number of Cabinet portfolios from five to six and reallocating responsibilities between those portfolios:

- 1) Leader: Business and Regeneration
- 2) Deputy Leader: Housing and Communities
- 3) Cabinet Member: Finance and Corporate
- 4) Cabinet Member: Public Services
- 5) Cabinet Member: Planning and Regulation
- 6) Cabinet Member: Health and Environment

Cabinet portfolio holders are responsible for making the day-to-day executive decisions concerning the strategy of the Council (within the overall policy and budgetary framework agreed by Council) as set out in our Constitution.

Over the last two years, COVID-19 has unexpectedly added to the Cabinet's workload. The Council has responded by providing local testing and vaccination sites, administered the various business recovery grant schemes and also sought to provide support to the borough's vulnerable and at risk residents.

With specific reference to the Housing portfolio and the Housing Revenue Account, in 2003, the Council gave all tenants the opportunity to vote on whether it should transfer the ownership and management of its 6,300 properties to a newly established registered social landlord. On a 70% turnout of tenants, a decisive majority (60%) voted against the proposed transfer.

Self-financing for the Housing Revenue Account was introduced in 2012. Members, and the Portfolio Holder in particular, need to be aware of amended operating and accounting requirements in relation to this, along with the strategic and overall oversight for a significantly increased capital programme, which now includes new build homes.

The Housing White Paper introduces a number of requirements upon Registered Social Landlords, particularly around safety in the homes, landlord performance, complaint handling, treat tenants with respect, empowerment of tenants, provision of good quality homes and neighbourhoods. The accountability to the tenant will significantly increase with Members required to respond and be accountable across a range of service provision.

The numbers of households needing to be placed into temporary accommodation has increased year on year in the borough since 2017, rising from 117 cases to 359 cases in 2021. Increased levels of strategic input are required from the Housing Portfolio Holder in relation to considering prevention and other management of homelessness options to be taken through the policy route and adopted by the Council.

In 2013 the Council established a Local Authority Trading Company, [Nuneaton and Bedworth Community Enterprise Ltd](#), to provide a range of property-related services across Nuneaton, Bedworth and the West Midlands. The Enterprise continues to expand its range of services.

### **Delegated Responsibilities and Member/Officer relations**

There is a scheme of delegation for senior officers (see Part 3 of the Constitution). Matters which are the responsibility of the Executive are delegated to officers by the Leader and non-executive functions are delegated either by the Full Council or a Council Committee.

### **Accountability**

#### **Internal Scrutiny**

Since the last review in 1999 the Scrutiny function has been established and the work of members in carrying out scrutiny reviews, select committees and pre-decision scrutiny has grown.

NBBC has reviewed its Overview and Scrutiny arrangements on four occasions since 2015. The previous administration merged and simplified the scrutiny structure from four OS Panels and an Overview Joint Scrutiny Commission supported by a dedicated Overview and Scrutiny Officer, to only two OS Panels with no dedicated Overview and Scrutiny Officer support. This resulted in the Chairs of the OSPs taking the lead on developing and managing the Panel's work programme, and agenda setting.

In May 2021, following the change in administration, the Council approved that OS Panels be increased from two to three, aligned to the new Portfolios, with the aim of improving capacity, focus, governance and engagement, to facilitate the increasing economic development and regeneration workload and to improve the effectiveness of the scrutiny function.

All non-executive Councillors have an opportunity to take part in Scrutiny, supported by officers in the Council. However, the provision of an additional portfolio and Cabinet Member, and the introduction of Cabinet Support Members, has reduced the number of Councillors now available to engage in the increased overview and scrutiny work.

The current three OSP panels, comprising of nine members on each, are:

- Business, Regeneration and Planning OSP
- Housing, Environment and Health OSP
- Finance and Public Service OSP

The role of an OS Panel is to:

- hold the Cabinet to account by monitoring decisions that they make, checking whether they are successfully implemented, and exercising the right to 'call in' a decision which they consider needs to be reviewed;
- undertake scrutiny reviews and making recommendations for improvement;
- undertake performance management by monitoring council achievement of priorities as set out in the key strategic and business plans.

Each OS Panel meets a minimum of five times a year, agreeing a planned workload at the beginning of the municipal cycle and a rolling work programme which is reviewed at each meeting. Working groups (task and finish groups) are then established, at the request of each Panel as and when required, to carry out more detailed reviews on specific topics and issues.

Panels also receive quarterly performance reports and are invited to question and challenge the Council's progress in achieving its Corporate Plan commitments, as well as inviting representatives from external organisations to question services and hold them to account e.g., environment agency, leisure centre service providers, health service providers etc. Whilst as a district Council health, social and education services are provided by the county, given the recognised deprivation in borough, and the resulting issues in regards to health, welfare, education, employment, low aspiration and crime, focussed effective scrutiny is important.

The new administration introduced a new standing item onto the OSP agenda - Questions to Cabinet - where the relevant portfolio holders for each OSP attend and take questions from the panel as part of holding the executive to account.

The Council has had three call ins in 10 years.

As a result of the increase in the work of the Cabinet mentioned above, the level of scrutiny required of the executive has and will increase in future years. The large scale regeneration projects to be undertaken in Nuneaton and Bedworth will mean that the amount of scrutiny that will need to take place will also increase. In order for this work to be undertaken, there will be an increasing demand on a small pool of Scrutiny members. The Council therefore feels there is now a need to increase and strengthen the capacity of back bench members to ensure the effectiveness of future scrutiny work, task and finish reviews and performance monitoring.

### **Statutory Function**

In order to deliver the Council's core functions well going forward, the Executive feel additional representation is needed, as the increased workload is converted in terms of the number of functioning Committees. Strong and increased membership capacity, beyond the Executive, will be required as more responsibilities are delegated by the Executive to back bench members in order to share the workload.

## **Planning Committee:**

The Planning Committee comprises of 11 Members and operates as a single council-wide committee. Three Executive Members sit on the committee but do not hold chair or vice chair positions.

The committee meets approximately every three weeks and is quite a large time commitment from members with background papers and officer reports to read as well as site visits as required, usually taking place prior to the committee meeting. They are also required to have up-to-date training every two years.

As shown below approximately 6% of planning applications are determined by Planning Committee with the rest being delegated to officers. There has been an increase in cross boundary planning.

There has been a significant increase in our forecast housing with larger number of complicated planning applications coming through for determination as a result of the adoption of the Local Plan.

## **Licensing:**

The Licensing Committee is scheduled to meet seven to eight times a municipal year (these are pre-arranged at the start of the year) but likely to only meet approximately two or three times a year due to lack of business.

The Licensing Committee consists of 11 members who are the core members and regular attendees. From this there are Licensing Sub-Committees that are organised as and when required and the membership is made up of the wider committee.

## **Other Regulatory Bodies/Committees**

There are other committees appointed by the Council which deal with the functions of the Council that cannot be dealt with by the Cabinet.

These are:

- **Audit and Standards Committee** – 11 members plus an independent member.  
This committee oversees internal and external audit, helping to ensure efficient and effective assurance arrangements are in place. In addition to ensuring high standards of conduct and probity, the committee has a key part to play in strengthening and maintaining the highest standards of ethical conduct which the public is entitled to expect from both Members and Officers of the Council.
- **Appeals Committee** – 10 members  
Hears appeals on any employment issues, i.e. grievances, disciplinary action and on decisions made by the authority.
- **Borough Plan Committee** – nine members.  
Responsibility for completing a review of the adopted Borough Plan and make recommendations to Cabinet.
- **Nuneaton and Bedworth Community Enterprise Limited (NABCEL) Shareholder Panel** – six members.

NABCEL is a Local Authority Trading Company, wholly owned by Nuneaton and Bedworth Council, which delivers a variety of services to other organisations, private businesses and individuals such as property maintenance and gas services. The panel oversee the work of NABCEL.

Since May 2021 the new administration has established the following new committees in order to help manage workloads:

- **Employment Committee** – five members.  
Responsibility for the policies that affect staff employment, conditions of service in addition to reviewing pay for locally determined pay scales such as the Chief Executive and Directors.
- **Civic Honours Sub-Committee** – five members.  
Responsible for nominations of national awards in addition to community awards, Freedom of the Borough and Honorary Aldermen.
- **Platinum Jubilee Working Group** – five members.  
Working on the preparation for the celebration of the upcoming Platinum Jubilee.

### **External Partnerships**

The Council recognise that they cannot tackle the borough's challenges without their partners and stakeholders across all sectors. Partnership working is a fundamental element of the new administration's current and developing Corporate Plan. As a relatively small second tier authority the Council recognise that building effective collaborations, through a variety of mechanisms, is integral to supporting the delivery of its priorities for the borough and its residents. The range of partners is expansive and continues to grow, covering strategic, operational, economic and community themes (see figure below).

Council members are involved in key external partnerships including:

**Coventry and Warwickshire Local Enterprise Partnership** set up in 2011 as an alliance of private and public sector organisations working towards a common shared purpose: to grow the local economy, attract new jobs and investment and increase prosperity. Our membership allows us to help determine local economic priorities, via the Strategic Economic Plan, and supports our connections with local businesses to improve communications and understanding of issues and priorities in our area. We have successfully attracted more than **£8 million** of funding from CWLEP to support the regeneration of Nuneaton. We continue to recognise CWLEP as a major partner in relation to our place-shaping aspirations.

**Town Deal Board** - Nuneaton's Town Deal Board was established in January 2020 in response to, and as a requirement of the Ministry of Housing, Communities and Local Government's (MHCLG) Town Fund. The objective of the fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through urban regeneration, planning and land use, skills and enterprise infrastructure and connectivity. The Nuneaton Town Deal Board is the vehicle through which the vision and strategy for the town is defined, by identifying opportunities to align or rationalise public investment around key local priorities, as part of agreeing a Town Deal.

Nuneaton and Bedworth Borough Council are the Lead Authority for Nuneaton's Town Deal and the Town Deal Board is made up of representatives from across the public, private and third sectors. The Government has awarded **£23m** to Nuneaton for the delivery of 11 regeneration projects to be delivered over the next five years.

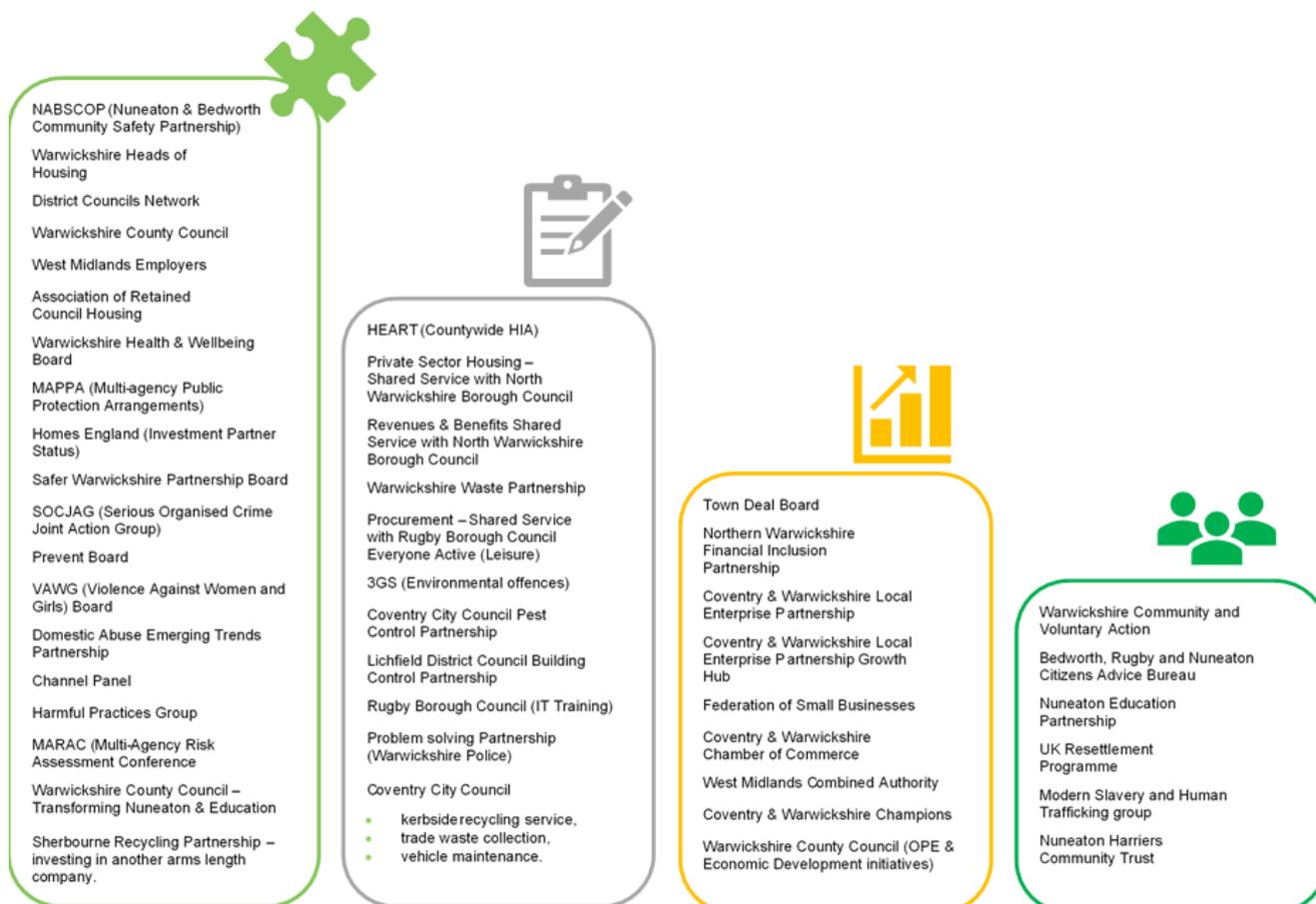
**Sherbourne Recycling Ltd Shareholder Panel** - The Council was one of the five founding 'Partner Councils' in a ground breaking project to jointly fund, build, own and operate a Sub-Regional Materials Recycling Facility (MRF) located across our border in Coventry. That project has progressed to a point where there are now eight partner councils (Coventry City Council, Solihull MBC, Walsall MBC, Rugby Borough Council, North Warwickshire Borough Council, Stratford on Avon District Council, Warwick District Council and ourselves) and construction has commenced on site following a major procurement exercise for building and equipment suppliers. The facility will cost some **£58 million** to build and fit out and will be able to handle 175,000 tonnes of dry recycle per annum. We have committed **£4.5 million** to the project, mostly by way of a loan on commercial terms and we hold a 7.7% share in the arms length company Sherbourne Recycling Ltd – that has been established to operate the MRF on behalf of the Partner Councils. The MRF is on track to be constructed by mid-2023 and operational in autumn 2023.

**West Midlands Combined Authority** - We are one of only ten Non-Constituent (Non-Cons) members of the West Midlands Combined Authority (WMCA). Whilst our status does not allow voting rights, we do have access to various funding streams and networks that have proved beneficial for us. Given the strength of our approach in terms of regeneration, we have successfully attracted land remediation funding of more the **£1 million** to support the regeneration of the Abbey Street site. Our ability to attract co-funding was a significant factor for our successful Future High Streets Fund bid.

Our alliance with the WMCA has proved beneficial in other strategic areas, such as homelessness. Having launched the Homelessness Taskforce, initially aimed at the Constituent authorities, we made contact with the Head of the Taskforce and agreed to represent the other Non-Cons.

Our involvement has allowed us to both receive and share our own best practice, a mutually beneficial approach to tackle an area that possesses some of our most difficult challenges. For example, during lockdown, we were able to share our 'direct matching' approach which allowed us to move families out of costly and inappropriate shared temporary accommodation, directly into single family homes as they became available. We have benefited from access to the Tenancy Recovery pilot. Aimed at sustaining tenancies, the pilot provides wrap around support and funding via the Department of Work and Pensions.

Outside Bodies – Memberships of other committees outside of this local authority, or different charities with local connections and neighbourhood watch groups are assigned to Members. Time commitment varies as some of these will meet quite frequently whilst others will be once a year. There are a certain number that are delegated to a cabinet role, eg Warwickshire Waste Partnership delegated to the Cabinet Member for Public Services.



## Community Leadership

### Community Leadership

Members carry out a wide range of duties ranging from helping to develop the Council’s long term strategic vision to dealing with issues raised by their constituents. They represent their communities in debates around specific local issues and engage with those that affect entire wards or the whole of Nuneaton and Bedworth. Resident awareness of the work of Local Authorities has increased as a result of the COVID-19 pandemic.

Ward work is a key aspect of the representational role of an elected member and includes dealing with resident’s concerns and interests of individual constituents and the ward more generally. Pre-covid some members held monthly surgeries but increasingly, even before COVID-19, many members were moving away from surgeries and offering appointments to meet constituents at mutually convenient times and locations. Members are also active on social media channels which allows them to reach further and also gives the public closer and more instant access to their councillor.

Increasingly, members act as community leaders, and have influence by bringing people together around issues and helping to resolve them. Members are often involved in community litter picking, attending residents’ association meetings, become a school governor in their relevant wards and meetings with local authority housing officers.

Unlike the other District/Borough Council areas in Warwickshire, currently in Nuneaton and Bedworth there are no parish councils. This means that NBBC members are the closest representative to the electorate.

## **Casework**

The Council does not have a case management system, however there is one Member and Committee Services Officer who provides help to members in terms of signposting or retrieving information as requested. The majority of members take responsibility for monitoring cases and resolving any issues.

Councillors consistently report that the volume of contacts they receive has greatly increased in recent years, with residents being able to contact them 24/7 in ever-increasing ways via email, phone and social media. There is evidence of increasing complexity in the cases that are brought to members, with residents caught between different public sector, private sector and charity providers of services, meaning more time is needed per piece of casework.

It is difficult to calculate the average number of hours per week that members spend on case work and this will vary according to the type of ward the Councillor represents in terms of the issues raised by constituents and the numbers of hours the Councillor can make available due to other commitments. The most up-to-date source of what time is required to be an effective Member is from the Local Government Association (LGA) Census of Councillors 2018 which shows that on average an elected Member of a district council who does not hold any positions of significant responsibility puts in 14.3 hours per week on 'Council business'.<sup>1</sup> This is equivalent of 743.6 hours per year.

As mentioned previously technology has influenced the way the electorate and members interact, the use of email and social media has increased. Social media is regularly used not just by members but by the Council as way of providing more engagement with the customer and is effective in resolving issues in a timely manner. Most council information now is available online through the council's website and any urgent information can be spread via social media channels which have a much further reach than paper notices and is twice the speed. The Leader and Cabinet members are engaged in the preparation of frequent press releases and the Council has recently introduced video shorts to their social media channels, with members presenting news stories, latest developments or highlighting issues of concern.

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<sup>1</sup> This does not include on average an additional 3.7 hours per week on group/party business. Breakdown of means hours by type of council and by positions held supplied to Chair of IRP in email from S. Richards, LGA 21<sup>st</sup> November 2019

## Summary

Nuneaton and Bedworth is an ambitious Council and it's an exciting time to work and live in Nuneaton and Bedworth. Our elected members are engaged in everything the Council does, from Transforming Nuneaton and securing millions of pounds of investment money from Central Government or our local partnerships, down to helping residents fix local problems.

Externally, our Councillors represent the borough so we can punch above our weight and secure the funding needed to transform our town centres and Build a Better Borough.

Internally Councillors play a pivotal role in ensuring the organisation has good political leadership, with Councillors working hard via Scrutiny and other committees to ensure officers and the executive are held to account.

However, we are a growing borough – with large development sites in the North of Nuneaton our wards are no longer equal and we recognise that for some Councillors, they are representing more residents than ever before. We support the implementation of a review of our ward boundaries and look forward to making our submissions in the next stage of the review as to what they should be.

Due to the challenges our borough faces; with some areas of deprivation and the impact of the COVID-19 pandemic, but more importantly the opportunities that our transformation agenda is bringing, we believe that Nuneaton and Bedworth should be represented by a further four Councillors, serving two additional Wards, bringing the total Wards to 19 and the total Councillors to 38.

## LGBCE Polling District Forecasting – Methodology and Considerations

### Step 1: Electorate Forecasts – using Elector Data as a baseline

- Initially, we made projections of estimated 2028 electorate using the LGBCE forecasting tool. This uses a number of factors to make an estimate, including:
  - Growth in electorates looking at 2019, 2020 and 2021 data
  - Comparison of this against ONS population estimates (as a check against the completeness of our electoral register)
  - Formula for natural logarithmic population growth
- We found these estimates produced some anomalies, including vast underestimates of growth in areas where there had been sustained population growth (e.g. polling district SNE with historic year on year growth of ~250 electors showing a fall in electorate in 2028 compared to now).
- Following conversations with LGBCE, we found a new methodology using only the population growth ratio for the last 3 years (i.e. by how much, on average, each polling district has changed between 2019-2021).
- This methodology gave us overly-optimistic estimates and so after discussion with the LGBCE, we have developed a hybrid model using both approaches above.

### Step 2: Applying current full/outline planning permission data to each polling district

- The LGBCE guidance only allows us to consider future development where planning permission has been granted at the time of the submission
- Therefore, strategic housing sites which have been identified in the Borough Plan, (regardless of whether they are likely to come forward) have to be excluded, unless they have been granted planning permission
- Planning Policy have mapped out the existing permissions, where the application is for more than 10 dwellings, to each polling district.
- We have then used a ratio of 1.8 electors per property to estimate the increase in electors related to each application, to be added to the polling district total at Step 1 above, giving us a final estimate for each polling district in 2028.

### Considerations

- Members quite rightly have considered that large-scale developments that are very nearly ready to be considered by officers/Planning Committee could be excluded from the forecasts and therefore under-estimate the impact in a particular area
- In order to mitigate this, we will seek delegated authority from Cabinet/Council for officers to continue to update these forecasts up until the LGBCE final deadline for submission and provide an addendum to LGBCE with any additional planning permissions granted.

Select Authority

Nuneaton and Bedworth

Supply data for: <enter month>

Don't delete entire rows in this document, just right click and clear content

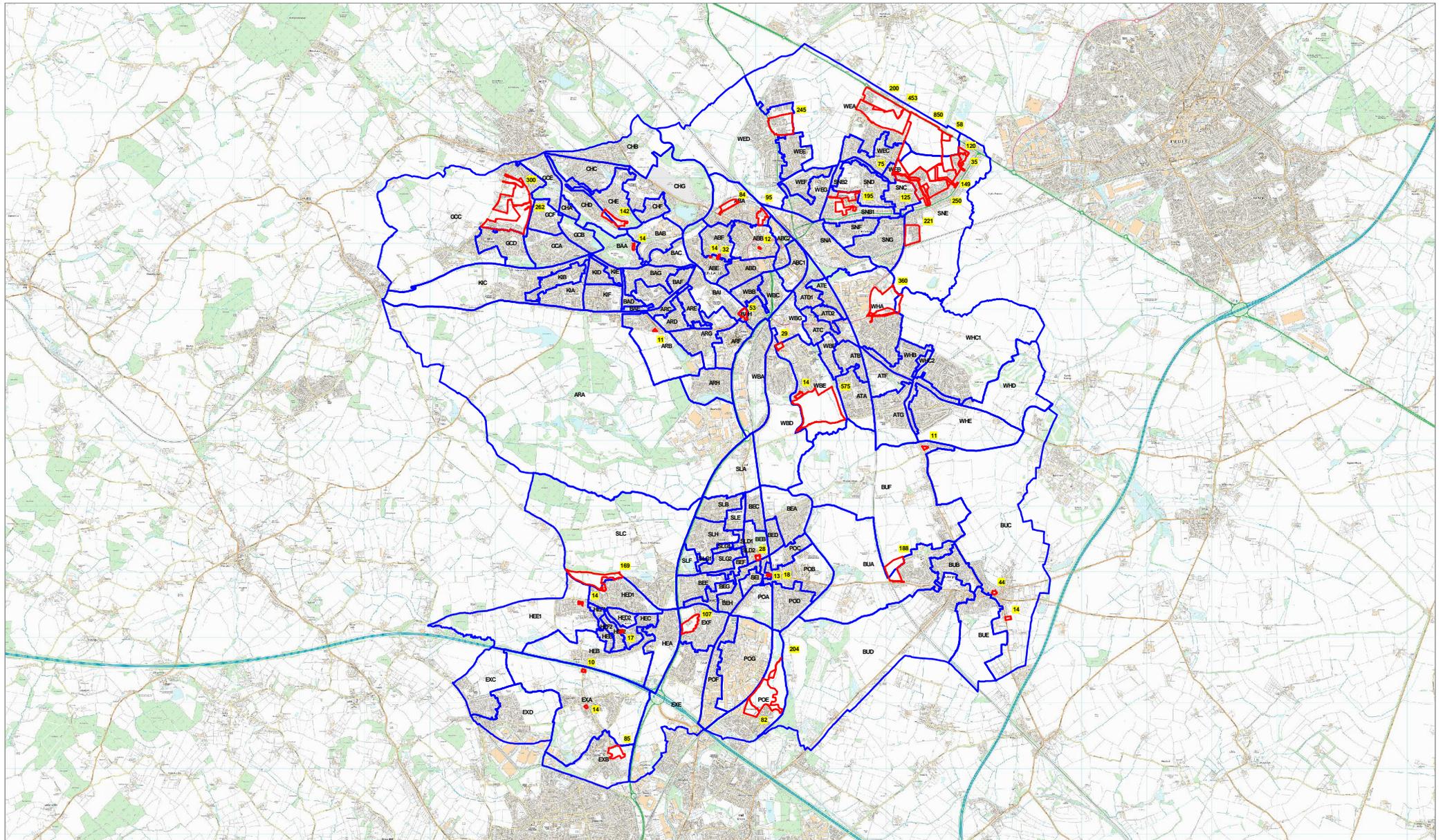
Please complete all columns with black headers. Grey columns will update automatically, and green ones are for our use only.

1	5	6	7	8				9	10
Polling District Code	Which ward is it in? Name it	Electorate in 2019	Electorate in 2020	Electorate in 2021	Polling District Code	Our polling district forecast	Difference from 2021	Do you wish to challenge this forecast? (Y/N)	Whats is your predicted electorate?
Polling District	Existing Ward	Electorate 2019	Electorate 2020	Electorate 2021	PD	Standardised 2028 Electorate Forecast	Difference	Challenge?	Your 2028 Electorate Forecast
ABA	Abbey	1144	1150	1161	ABA	1196	35	Yes	1443
ABB	Abbey	995	1002	980	ABB	989	9	Yes	1011
ABC(1)	Abbey	498	511	536	ABC(1)	576	40	No	576
ABC(2)	Abbey	11	15	7	ABC(2)	8	1	No	8
ABD	Abbey	1574	1602	1555	ABD	1570	15	No	1570
ABE	Abbey	984	997	998	ABE	1026	28	Yes	481
ABF	Abbey	1029	1025	1000	ABF	1002	2	Yes	406
ARA	Arbury	469	473	471	ARA	481	10	No	481
ARB	Arbury	731	728	728	ARB	741	13	Yes	719
ARC	Arbury	401	409	400	ARC	406	6	No	406
ARD	Arbury	657	673	677	ARD	703	26	No	703
ARE	Arbury	707	712	706	ARE	719	13	No	719
ARF	Arbury	79	81	76	ARF	76	0	No	76
ARG	Arbury	1169	1182	1176	ARG	1202	26	No	1202
ARH	Arbury	1107	1163	1173	ARH	1238	65	No	1238
ATA	Attleborough	1359	1384	1371	ATA	1403	32	No	1403
ATB	Attleborough	834	846	831	ATB	844	13	No	844
ATC	Attleborough	667	675	664	ATC	674	10	No	674
ATD (1)	Attleborough	696	706	695	ATD (1)	707	12	No	707
ATD (2)	Attleborough	332	333	344	ATD (2)	360	16	No	360
ATE	Attleborough	660	670	674	ATE	696	22	No	696
ATF	Attleborough	249	250	252	ATF	259	7	No	259
ATG	Attleborough	913	911	902	ATG	913	11	No	913
BAA	Barpool	479	483	479	BAA	488	9	Yes	150
BAB	Barpool	709	705	702	BAB	712	10	No	712
BAC	Barpool	561	582	566	BAC	578	12	No	578
BAD	Barpool	381	375	364	BAD	362	-2	No	362
BAE	Barpool	146	151	147	BAE	150	3	No	150
BAF	Barpool	1128	1135	1124	BAF	1143	19	No	1143
BAG	Barpool	1316	1337	1329	BAG	1361	32	No	1361
BAH	Barpool	17	17	17	BAH	17	0	Yes	1156
BAI	Barpool	663	694	709	BAI	754	45	No	754

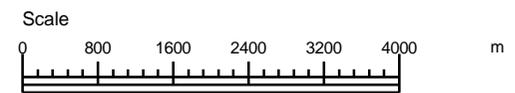
BEA	Bede	1086	1125	1096	BEA	1119	23	No	1119
BEB	Bede	299	295	304	BEB	315	11	Yes	696
BEC	Bede	671	689	677	BEC	692	15	No	692
BED	Bede	544	572	552	BED	565	13	No	565
BEE	Bede	1131	1152	1134	BEE	1156	22	No	1156
BEF	Bede	101	100	102	BEF	105	3	No	105
BEG	Bede	542	539	544	BEG	557	13	No	557
BEH	Bede	705	706	691	BEH	696	5	No	696
BEI	Bede	46	48	46	BEI	47	1	No	47
BUA	Bulkington	1086	1087	1073	BUA	1086	13	Yes	634
BUB	Bulkington	879	879	888	BUB	912	24	No	912
BUC	Bulkington	922	932	923	BUC	941	18	Yes	867
BUD	Bulkington	932	953	957	BUD	991	34	No	991
BUE	Bulkington	627	636	645	BUE	670	25	No	670
BUF	Bulkington	604	592	602	BUF	615	13	Yes	1584
CHA	Camp Hill	319	320	310	CHA	310	0	No	310
CHB	Camp Hill	788	837	851	CHB	910	59	No	910
CHC	Camp Hill	1126	1158	1136	CHC	1161	25	No	1161
CHD	Camp Hill	1114	1187	1239	CHD	1358	119	Yes	853
CHE	Camp Hill	1310	1331	1345	CHE	1394	49	Yes	873
CHF	Camp Hill	601	619	615	CHF	634	19	No	634
CHG	Camp Hill	961	958	968	CHG	993	25	No	993
EXA	Exhall	1198	1209	1220	EXA	1259	39	Yes	322
EXB	Exhall	586	607	614	EXB	644	30	Yes	258
EXC	Exhall	877	881	861	EXC	867	6	No	867
EXD	Exhall	1221	1253	1269	EXD	1325	56	No	1325
EXE	Exhall	1139	1138	1129	EXE	1145	16	Yes	1415
EXF	Exhall	1211	1242	1249	EXF	1297	48	Yes	1509
GCA	Galley Common	1595	1616	1571	GCA	1584	13	No	1584
GCB	Galley Common	454	459	452	GCB	459	7	No	459
GCC	Galley Common	1457	1548	1689	GCC	1929	240	Yes	873
GCD	Galley Common	1175	1194	1181	GCD	1206	25	No	1206
GCE	Galley Common	631	649	653	GCE	679	26	No	679
GCF	Galley Common	828	828	833	GCF	853	20	No	853
HEA	Heath	841	853	851	HEA	873	22	No	873
HEB	Heath	742	748	728	HEB	733	5	No	733
HEC	Heath	739	744	750	HEC	772	22	Yes	22
HED (1)	Heath	1382	1433	1381	HED (1)	1401	20	Yes	1387
HED (2)	Heath	174	179	180	HED (2)	187	7	No	187
HEE (1)	Heath	770	793	771	HEE (1)	784	13	Yes	17
HEE (2)	Heath	326	332	320	HEE (2)	322	2	No	322
HEF (1)	Heath	255	255	254	HEF (1)	258	4	No	258
HEF (2)	Heath	580	582	584	HEF (2)	598	14	No	598
KIA	Kingswood	899	916	898	KIA	913	15	No	913
KIB	Kingswood	901	912	887	KIB	894	7	No	894
KIC	Kingswood	1443	1472	1467	KIC	1509	42	No	1509
KID	Kingswood	728	737	731	KID	746	15	No	746
KIE	Kingswood	372	388	375	KIE	382	7	No	382
KIF	Kingswood	817	843	842	KIF	873	31	No	873
POA	Poplar	214	216	219	POA	227	8	Yes	810

POB	Poplar	1143	1177	1125	POB	1132	7	No	1132
POC	Poplar	659	663	633	POC	629	-4	No	629
POD	Poplar	1069	1085	1070	POD	1090	20	No	1090
POE	Poplar	1244	1305	1281	POE	1324	43	Yes	1839
POF	Poplar	838	846	820	POF	824	4	No	824
POG	Poplar	669	691	678	POG	695	17	No	695
SLA	Slough	25	25	23	SLA	22	-1	No	22
SLB	Slough	1359	1375	1361	SLB	1387	26	No	1387
SLC	Slough	1149	1159	1175	SLC	1216	41	Yes	1497
SLD (1)	Slough	128	134	132	SLD (1)	137	5	No	137
SLD (2)	Slough	12	12	14	SLD (2)	17	3	No	17
SLE	Slough	395	403	394	SLE	400	6	No	400
SLF	Slough	77	78	76	SLF	77	1	No	77
SLG (1)	Slough	289	285	288	SLG (1)	294	6	No	294
SLG (2)	Slough	698	708	691	SLG (2)	699	8	No	699
SLH	Slough	1289	1289	1290	SLH	1317	27	No	1317
SNA	St. Nicolas	499	543	547	SNA	590	43	No	590
SNB (1)	St. Nicolas	640	651	648	SNB (1)	665	17	Yes	1016
SNB (2)	St. Nicolas	80	80	79	SNB (2)	80	1	No	80
SNC	St. Nicolas	663	670	676	SNC	698	22	No	698
SND	St. Nicolas	834	841	832	SND	846	14	No	846
SNE	St. Nicolas	1300	1540	1847	SNE	2629	782	Yes	3613
SNF	St. Nicolas	738	758	772	SNF	810	38	No	810
SNG	St. Nicolas	1346	1355	1338	SNG	1358	20	No	1358
WBA	Wem Brook	877	876	864	WBA	873	9	No	873
WBB	Wem Brook	955	971	967	WBB	992	25	No	992
WBC	Wem Brook	1155	1152	1122	WBC	1124	2	No	1124
WBD	Wem Brook	984	1003	981	WBD	996	15	No	996
WBE	Wem Brook	898	918	923	WBE	956	33	Yes	2065
WBF	Wem Brook	472	478	472	WBF	481	9	No	481
WBG	Wem Brook	71	69	66	WBG	65	-1	No	65
WEA	Weddington	925	923	1003	WEA	1094	91	Yes	2993
WEB	Weddington	168	165	157	WEB	154	-3	No	154
WEC	Weddington	995	1019	1007	WEC	1032	25	Yes	1124
WED	Weddington	2124	2420	2502	WED	2854	352	Yes	2953
WEE	Weddington	864	866	882	WEE	913	31	No	913
WEF	Weddington	858	860	848	WEF	858	10	No	858
WEG	Weddington	875	892	879	WEG	897	18	No	897
WHA	Whitstone	1750	1788	1764	WHA	1803	39	Yes	2372
WHB	Whitstone	940	955	969	WHB	1007	38	No	1007
WHC (1)	Whitstone	1309	1346	1300	WHC (1)	1315	15	Yes	1394
WHC (2)	Whitstone	126	126	124	WHC (2)	125	1	No	125
WHD	Whitstone	270	281	287	WHD	304	17	No	304
WHE	Whitstone	1084	1083	1103	WHE	1140	37	No	1140

# Polling districts and permitted housing developments



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**Council**

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**Report Summary Sheet**

**Date:** April 2022

**Subject:** Building a Better Borough

**Portfolio:** Portfolio holder for Business and Regeneration (Cllr Kristofer Wilson)

**From:** Tom Shardlow, Director for Customer and Corporate Services, Deputy Chief Executive

**Summary:**

The report presents to Council the Building a Better Borough corporate plan following Cabinet approval. The document was finalised after due consultation with stakeholders, elected members, and the public. The report is presented to Council for formal adoption.

**Recommendations:**

- the final draft of the corporate plan and associated delivery plan be approved; and
- the corporate plan and associated delivery plan be adopted.

**Options:**

- Approve the recommendations.

- Ask for the recommendations to be amended.
- To reject the recommendations.

**Reasons:**

The Building a Better Borough corporate plan outlines the strategic and operational trajectory of the organisation for the next period.

**Consultation undertaken with Members/Officers/Stakeholders**

Consultation has been undertaken with:

- Elected members
- General public
- Stakeholders

All feedback has been reviewed and where appropriate feedback has resulted in changes to the corporate plan. Feedback will also be taken into account when developing the detailed delivery plan.

**Subject to call-in:** Yes

**Ward relevance:** All.

**Forward plan:** Yes

**Delivering Our Future:**

Delivering Our Future Theme: 1: Transformation 2: Collaboration

Delivering Our Future Priority: 2: People 1: Communities

**Relevant statutes or policy:**

The document recommends the corporate plan for the organisation.

**Equalities Implications:**

The activity undertaken through the delivery of the new corporate plan will have direct impact on all sections of our society. As work is delivered through the subsequent delivery plan, due regard will be taken to ensure that there is not disproportionate impact to those with protected characteristics, in line with the Equalities Act 2010 and the associated Public Sector Equality duty.

**Human resources implications:**

Any Human Resource implications will be managed individually as the work within the subsequent delivery plan is delivered.

**Financial implications:**

The corporate plan and subsequent delivery plan will be produced alongside a Medium-Term Financial Strategy to ensure that service delivery is underpinned and harmonious with due financial planning, affordability, and efficiency.

**Health Inequalities Implications:**

The corporate plan seeks to directly overcome health inequality within the local community.

**Section 17 Crime & Disorder Implications:**

The corporate plan seeks to improve the safety and cohesion of communities.

**Risk management implications:**

None at this point. All subsequent work will be delivered in line with best risk management practice.

**Environmental implications:**

The corporate plan sets out an ambition related to managing and improving our local environment.

**Legal implications:** None

**Contact details:** Tom Shardlow, Tel: 02476 376004  
e-mail [tom.shardlow@nuneatonandbedworth.gov.uk](mailto:tom.shardlow@nuneatonandbedworth.gov.uk)

**AGENDA ITEM NO.**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to: Council April 2022**

**Date: April 2022**

**Subject: Corporate Plan: Building a Better Borough**

**From: Tom Shardlow, Director for Customer and Corporate Services,  
Deputy Chief Executive**

**Portfolio: Portfolio holder for Business and Regeneration (Cllr Kristofer  
Wilson)**

**Delivering Our Future Theme: 1: Transformation 2: Collaboration**

**Delivering Our Future Priority: 2: People 1: Communities**

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2. Purpose of Report

- The report presents to Council the proposed Building a Better Borough corporate plan (appendix 1).
- The plan provides the strategic and operational direction for the Council for the next period.
- The draft corporate plan was approved in principle in 2021 subject to consultation, which has now been undertaken.

3. Consultation

- A consultation has been undertaken, with elected members, the general public and key stakeholders.

4. Recommendations

- the final draft of the corporate plan and associated delivery plan be approved; and

- the corporate plan and associated delivery plan be adopted..

5. Appendices

**Appendix 1**

Building a Better Borough document

## BUILDING A BETTER BOROUGH DELIVERY PLAN

### Aim 1 - LIVE

We want to make our Borough a place where residents enjoy living and where others chose to make their home.

Working alongside our partners, we want to transform the Borough into a place that recognises the challenges and opportunities for our residents, by reducing the number and types of barriers they face, and which maximises all opportunities to improve their lives.

### Priority 1: Promote residents' health & wellbeing

Supporting an improvement to the health and wellbeing of residents is a fundamental priority. The Council will work to ensure facilities and services take advantage of opportunities to realise that improvement. Reducing the levels of poorer health experienced by our residents, including both mental and physical health.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Have implemented action plan and achieved Bronze Level Thrive at Work accreditation	Have established an Action plan and achieved Foundation level accreditation for Thrive at Work; engaged with relevant partners and stakeholders to support our actions in relation to the wellbeing of our workforce	Customers and Corporate Services	Thrive at work accreditation
2.	Support delivery of the recommendations for the Borough arising from the Warwickshire Joint Strategic Needs Assessment (JSNA)	Support Warwickshire County Council (WCC) to review and refresh work plans to address priority actions from the amalgamated actions within Waves 1, 2 and 3	Public Services  Sports Development	Quarterly review meetings with WCC and Health Partners, reported to Overview and Scrutiny Panel (OSP)
3.	Delivered Royal Institute of British Architects (RIBA) Stage 7 for the new Bedworth Physical Activity Hub and RIBA Stage 2 for Pingles Physical Activity Hub site	Appoint construction contractor to deliver Bedworth Physical Activity Hub	Public Services  Sports Development	Project timetable reviews and completed work on site

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
<b>4.</b>	Have an updated Leisure Management Contract specification, procurement of leisure operator complete and mobilisation of new contractor agreed	Have all Partnership Documentation approved and signed off through Full Cabinet	Public Services  Sports Development	Procurement project plan timetable evaluation, reports to OSP / Cabinet
<b>5.</b>	To ensure the actions of the Playing Pitch Strategy are actioned	To review and adoption of the revised Playing Pitch Strategy 2022/23	Public Services  Sports and Parks and Greenspaces	Review of PPS action plans and outcomes reported to OSP / Cabinet
<b>6.</b>	Working with Bulkington and Heckley Committees / partners to achieve infrastructure refurbishment and seek external funding by lead organisations	To have plans in place to review self-management / agreements and work towards future enhancement of facilities	Public Services  Sports Development	Delivery of self-management agreements in place and Bids submitted
<b>7.</b>	Continued event delivery for health and well-being around the delivery of 5k and 10k events in the Borough working with partners	Continued event delivery for health and well-being around the delivery of 5k and 10k events in the Borough working with partners	Public Services  Sports Development	Annual Sports Development reviews
<b>8.</b>	Working with Public Health reviewed our planning policies relating to health, specifically our Health Supplementary Planning Document	Drafted a revised planning policies related to health	Planning and Regeneration	Measured against Local Development Scheme timetable
<b>9.</b>	Have improved the take-up of Disabled Facility Grants (DFG) in the Borough to better enable people to live independently in their own homes for longer	Have refreshed the Home Environment Assessment and Response Team (HEART) Partnership agreement and are implementing the HEART Service Improvement Plan	Planning & Regulation	DFG data
<b>10.</b>	Have embedded the use of Health in all Policies (HiAP) in all new Policies and Procedures Corporately	Delivered a HiAP workshop working with NW Borough Council, WCC Health and Local Government Association	All	A HiAP section on all Report templates

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
<b>11.</b>	Have eradicated Rough Sleeping in the Borough	Have secured Rough Sleeping Initiative (RSI) funding for a 'Housing First' provision to commence in 2023	Regeneration & Housing	Funding secured, and Support service provider procured
<b>12.</b>	Maintained the Decent Homes Standard within the Public Sector Housing stock	Undertaken capital improvement programmes	Regeneration & Housing	Types of work undertaken across numbers of units of accommodation

## Priority 2: Enable appropriate housing development

Our residents deserve an excellent quality of life, fundamental to which is the homes that are available. We will seek to provide the right homes, with the right services, in the right places, to meet the needs of our residents. This means homes that are affordable to both buy and rent, and which are of good quality.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Ensure collection of section106 from all housing development sites (above 10 dwellings) in relation to impact of Leisure and Parks & Greenspaces services	Ensure collection of section106 from all housing development sites in relation to impact of Leisure and Parks and Green Spaces services	Public Services  Sports Development & Parks & Greenspaces	Infrastructure Delivery Plan requirements and S106 submissions
2.	Be enabling the delivery of affordable housing via a range of options eg: (a) S106 opportunities/(b) NBBC New Build/other partnerships	NBBC New Build – can give accumulative Homes England (HE) funding – linking into number 1 above	Regeneration & Housing	No of affordable housing units delivered each year  No of planning approvals for affordable housing units each year  Housing Strategy 2023-28 in place
3.	Identify and allocate land to meet identified housing need	Produced a Housing and Economic Development Needs Assessment which identifies housing need	Planning and Regulation	Production of Housing and Economic Development Needs Assessment

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
				Development of planning policy related to housing need
<b>4.</b>	Have identified affordable housing needs and established an up-to-date policy to meet needs	Have produced a Housing and Economic Development Needs Assessment which identifies housing need	Planning and Regulation	Production of Housing and Economic Development Needs Assessment  Development of planning policy related to housing need
<b>5.</b>	Have worked with Partners to enable delivery of specialised housing for certain residents requiring specific housing: Learning Disability and Autism, Elderly, Physical and Mental health disabilities	Be working with WCC Social Care, Health, specialist providers and service users toward establishing a pipeline of specialised housing to meet specific housing needs	Regeneration & Housing	No of specialised housing accommodation units delivered in the Borough
<b>6.</b>	Have a resilient private rented sector provision in the Borough	Be working with Private Sector Landlords to enable more affordable private rented options available in the Borough.  Have returned to hosting 'in person/hybrid' Landlords Forum meetings at the Town Hall, to enable appropriate stakeholders to present their services available to support local Landlords, and to facilitate closer working with private rented sector Landlords	Regeneration & Housing	No of private rented units Let at Local Housing Allowance (LHA) rates accessible in the Borough  Landlords Forums hosted in the council chamber- with dynamic and

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
				relevant agenda topics for delegates
<b>7.</b>	Deliver new / remodelled Public Sector Housing units of accommodation that reflect the needs of Borough residents	Have submitted planning applications for 30 new Public Sector homes  Have commenced the build of 26 new Public Sector homes	Regeneration & Housing	Planning applications submitted Start on site details
<b>8.</b>	Improve the quality of private homes within the Borough	Enforcement of regulations and standards to reduce the number of hazards within private rented homes  Continued provision of financial assistance grants and loans to improve owner-occupied loans	Planning and Regulation	Number of hazards reduced

### Priority 3: Sponsor a sustainable green approach

The Climate Change Emergency cannot be ignored. We will proactively identify ways in which the Council and the Borough as a whole can minimise our impact upon the environment supporting residents and businesses alike.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Continue to work with partners to reduce NBBC's environmental impact, taking advantage of funding opportunities that arise	Continue to work with partners to reduce NBBC's environmental impact, taking advantage of funding opportunities that arise.  Have delivered carbon reduction measures via the Social Housing Decarbonisation Fund, to public sector homes	Customer & Corporate Services  Regeneration & Housing	Number properties retrofitted
2.	Work with Warwickshire partners to establish a trajectory and plan for decarbonisation of the Borough, in line with the national 2050 commitment	Produce an Environmental Strategy alongside Warwickshire partners to reduce our energy costs (in real terms), environmental and impact of NBBC and the Borough	Customer & Corporate Services	
3.	Have procured and installed sufficient infrastructure and undertaken appropriate vehicle fleet procurements to enable the transition from diesel to Electric Vehicle purchasing for both Housing Revenue Account (HRA) and General Fund (GF) vehicles. (10%/ 20% fleet target)  Have recruited and promoted green champions to work alongside service professionals to facilitate the transition from the current procurement and fleet	Have assessed, demonstrated, and costed suitable market innovations for electric and alternate fuel vehicles suitable for future HRA and GF fleet replacement requirements.  Ensure vehicle replacements comply with our corporate climate change and carbon footprint reduction commitments, where possible	Public Services  Waste and Transport	Procured Fleet numbers supporting percentage targets

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
	management arrangements to a cleaner and greener approach			
<b>4.</b>	Have introduced a co-mingled material recycling collection service, in line with the Martial Recycling Facility (MRF) code of conduct and subject to Resource and Waste Strategy direction for consistency of collections	Have reviewed dual stream recycling collection provision in NBBC and consulted on changes to co-mingled. Will have undertaken an analysis of service cost delivery for both services	Public Services Waste and Transport	Collection changes within the Borough
<b>5.</b>	Developed new leisure facilities to have energy efficient features included within the specification	Ensure the internal plans and developments of the BPAH incorporate energy saving features where possible	Public Services Sports Development	Energy features
<b>6.</b>	Delivered the Green Corridor works as part of the Levelling Up Fund (LUF) funding into the Miners' Welfare Park	Approved scope of work with WCC and set dates for delivery in 2023/24	Sports Development	Completion of project and within budget
<b>7.</b>	Commenced implementation of the action plan developed as part of the Bio-Diversity Recovery Strategy	As an integral part of the new Greenspace Strategy produce a Bio-Diversity Recovery Strategy	Public Services Parks & Greenspaces	Adoption by Council and monitoring of action plan delivery via annual report to relevant OSP
<b>8.</b>	Review and update planning policy relating to climate change and ensure new development incorporates climate change requirements	Prepared evidence to support the development of new planning policy	Planning and Regeneration	Adoption of Borough Plan  Decision making targets will be established for planning applications as part of the

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
				Borough Plan review.
<b>9.</b>	Continue to ensure Building Control embeds statutory design standards as part of new development	Continue to ensure Building Control embeds statutory design standards as part of new development	Planning and Regeneration	Compliance with Part L of Building Regulations
<b>10.</b>	Improve the energy efficiency of the private sector housing stock by taking advantage of funding opportunities on behalf of residents	<p>Bid for and delivered Local Authority Delivery Phase 3 (LAD 3) retrofit project, if successful.</p> <p>Considered working with funding providers on domestic retrofit projects within the Borough</p>	Planning and Regulation	Improvements installed in private homes facilitated by the Council

## Priority 4: Prioritise Community Safety & Empowerment

We recognise that our residents deserve to feel safe in their neighbourhood and supported to contribute towards the improvements.

Protecting vulnerable people and groups, we will work to ensure that voices are heard, that everyone has the opportunity and support to become active members of the community. Working with our partners, we will use the legal powers we have to tackle those issues that cause harm in our Borough.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Modernise our customer experience to reflect our customer demand and modern expectations	Achieve the cabinet offices' Customer Service Excellence accreditation for Customer Service Team  Establish a renewed modernisation strategy for our customer facing services	Customer and Corporate	
2.	Have an established enforcement team working with other local authorities and partners to undertake a cross collaborative approach to environmental crime across Warwickshire	Have a functioning enforcement team and partner, working towards common goals to reduce the amount of environmental crime committed and observed by residents and visitors to the Borough, using all necessary tools and legislation at their disposal. Including covert camera deployment and data footage capture, fly tip investigations and eyewitness management	Public Services  Waste and Transport	Implementation of a cross-Warwickshire Authority enforcement team
3.	Established a long-term plan for the Civic Hall - Bedworth	Use of the Civic Hall as a Vaccination Centre for the NHS	Public Services  Sports Development	Licence agreement in place
4.	Continue to work with community groups to deliver sustainable community focused benefits	Have transferred our community centres to new community management	Customer and Corporate	Transfer / budget
5.	Have a new Refuge Provision in the Borough for victims of Domestic Abuse	Be fully implementing the Domestic Abuse Act legislation, and delivering the	Regeneration & Housing	New Refuge open and supporting

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
		Warwickshire Safe Accommodation Strategy with partners		Domestic Abuse victims  Actions within the Safer Accommodation Working Group (SAWG) delivered
<b>6.</b>	Adopt a refreshed ASB Strategy	<ul style="list-style-type: none"> <li>• Have consulted with partners and stakeholders</li> <li>• Have promoted a Strategy to encourage residents to use green spaces and show them to be a safe environment</li> </ul> <p>Have developed a residents' survey and mechanism to contribute</p>	Regeneration & Housing	<p>Consultation feedback that stakeholders and partners have provided.</p> <p>Number of responses received.</p>
<b>7.</b>	Adopt a Tenant Engagement Strategy	<ul style="list-style-type: none"> <li>• Have consulted with partners and stakeholders</li> <li>• Explore different methods of encouraging resident involvement</li> <li>• Work with tenants to influence and shape the services that we deliver in Regeneration &amp; Housing</li> </ul>	Regeneration & Housing	<p>Consultation feedback that stakeholders and partners have provided.</p> <p>Housemark data</p> <p>Feedback from tenant questionnaires.</p>

## Aim 2 - WORK

Using our prime location within the national road and rail networks and responding to the needs of private companies, we want to make our Borough a place where businesses choose to locate and where our residents enjoy a range of employment options.

### Priority 1: Grow a strong & inclusive economy

The Borough is open for business and we want to create the right environment for businesses to locate and expand within our Borough. Creating a strong, inclusive and diverse economy that encompasses a range of types and sizes of businesses, and which benefits everyone with a wealth of employment opportunities for residents.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Reviewed our land supply and economic planning policies which support business retention and growth	Undertaken evidence relating to economic planning policy such as the Housing and Economic Development Needs Assessment	Planning and Regulation	Publication of evidence and review of Borough Plan
2.	Deliver against our Economic Development Strategy for Nuneaton and Bedworth	Adopt an Economic Development Strategy for the Borough  Finalise a delivery plan to achieve against stated outcomes  Commence delivery of the action plan	Regeneration & Housing	Completed strategy and progress of action plan
3.	Deliver Phase 2 of Transforming Nuneaton	Commenced all Towns Fund projects  Progressed all Future High Street Fund projects in line with the delivery programme	Regeneration & Housing	Programme delivery reports  Programme delivery reports

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
		Commenced build out of the Abbey Street Development		
<b>4.</b>	Deliver the Bridge to Living Scheme via Future High Streets funding	Obtained Planning Permission Procured a construction partner	Regeneration & Housing	
<b>5.</b>	Work with Warwickshire County Council to deliver the Nuneaton Transport Strategy	Commenced work on the Wheat Street junction	Regeneration & Housing	
<b>6.</b>	Support the delivery of the delivery of the Transforming Nuneaton and Bedworth projects to improve the appeal of both our town centres Increase the leisure and events offer to attract more visitors. Focusing on town centre events, markets as a key attractor	Address with partners issues of anti-social behaviour within our town centres	Finance and Enterprise	

## Priority 2: Champion education & skills

Improving educational outcomes for our young people and improving skills for all is essential to improve residents' ability to overcome barriers to obtaining employment. We will work with partners across all sectors to support the development of a range of learning methods to deliver improved outcomes.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Will have met the government's target for new start apprenticeships and maximised use of levy funds by sharing with other local businesses	Meet the government's target for new start apprenticeships by working with manager, Human Resources (HR) will assist in reviewing all new/vacant posts and current training requirements	Customers and Corporate Services	
2.	Have a defined 'Pathway to work' placement scheme for students with learning difficulties and provide work placements to students using a multi service approach  To build skills and confidence and develop experience, raise aspirations, and provide steps onto the career ladder for students with special educational needs. supported by a Job Coaches	To develop our current partnership with Oakwood School and others to offer students an avenue to experience the working environment in a safe and coordinated manner supported by one or more job coaches. Have expanded the areas of work where placements can work and learn within the waste management	Public Services  Waste and Transport	Increased work placements within the Waste and Transport service areas.
3.	Support annual careers events in partnership with partners	First event will take place in May 2022	Regeneration & Housing	Number of businesses and schools attending
4.	Improve links between industry and schools locally to raise aspirations of young people	Teentech planned for June 2022	Regeneration & Housing	Number of businesses and

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
				schools attending
<b>5.</b>	Deliver the Digital Skills and Innovation Hub as part of the Abbey Street Development	Have obtained full planning permission and procured a construction partner	Regeneration and Housing	Successful planning application and construction partner in place
<b>6.</b>	Deliver The Saints project, supporting skills improvement, as part of the Town Deal	Have commenced refurbishment works to deliver skills and entrepreneurial spaces	Regeneration and Housing	Delivery Programme
<b>7.</b>	Have worked with partners to support the delivery of the Nuneaton Education Strategy	Have adopted a refreshed governance model and action plan  Have delivered the Student Lounge project	Regeneration and Housing	

### Priority 3: Embrace new & emerging technology

The way the world does business is changing. We will embrace new and emerging technology, to move forward and lead the way. Working with partners in the public and private sectors to create and improve the infrastructure, to open up more opportunities for both existing and new businesses, we will also address the issues regarding digital inclusion, to ensure our residents have the right skills to take advantage of these exciting new opportunities.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Optimise cloud delivery of IT infrastructure and services	<p>Migrate on-premises infrastructure to cloud solution</p> <p>Identify resources that can be delivered as SaaS and create plan to migrate those services</p> <p>Review software in use to ensure applications are fit for purpose and provide best value</p>	Customer & Corporate Services	
2.	Maximise availability and take-up of online services using a suite of channels to provide customers with access to all services capable of being delivered digitally	<p>Increase proportion of self-serve transactions by 10% on 21/22 volumes</p> <p>Identify and deliver campaigns to promote online services</p> <ul style="list-style-type: none"> <li>- Increase customer Direct Debit take up by 5%</li> <li>- Increase e-billing/Open Portal use by 10%</li> </ul>	Customer & Corporate Services	

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
		<p>Work with service areas to improve processes and to simplify and enhance the customer experience</p> <p>Review and replace/refresh website to deliver better customer experience</p>		
<b>3.</b>	Maintain relevant compliance and accreditations for Cyber Security standards	<p>Achieve and maintain Cyber Essentials accreditation</p> <p>Maintain annual Public Services Network (PSN) security accreditation</p>	Customer & Corporate Services	
<b>4.</b>	Have scrutinised all elements of telematic software development and market innovations and outlined all suitable adoptions to enhance customer experiences and streamline service provision in order to be more efficient and effective	<p>Have developed and fully implemented a customer 'in cab' management data system for the use in all waste management services vehicles. To send and receive real time data updates</p> <p>Enable risk assessment access and update capacity, problem area reporting, customer flags for missed bin issues and pull outs, fly tip mapping and a dashboard facility to highlight percentage drawdown of works remaining</p>	Public Services Waste and Transport	<p>All vehicles instillation of the 'in cab' data management systems.</p> <p>Reviewed and implemented new technological advancements into the waste and transport service areas</p>
<b>5.</b>	Have an established and sound working relationship within the Sherbourne management group, having realised increased income	Have commenced the use of the new 'state of the art' Material Recycling Facility (MRF) in Coventry, for the processing and	Public Services Waste and Transport	Lower contamination disposal costs and higher

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
	generation and lower cost pressures on NBBC for the processing and on sale of 'feed stock' material into the facility	management of NBBC recycling material along with other stake holder partners		increased generation, by comparison

## Priority 4: Support local businesses

Our local businesses are important to us. We will improve upon and expand our communications and champion their cause. We will work with partners to respond to their requirements and better to identify new support systems that will encourage them to, stay, re-locate and grow in the Borough. As a Council, we will adopt a 'local by default' approach, using our procurement methods to support all local businesses.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Increase the level of Social Value requirements within our major works contracts	Have incorporated specific social value clauses related to spend with businesses within the Borough's administrative area, into all major works contract specifications	Finance & Enterprise	
2.	Establish engagement mechanisms with businesses and stakeholders in the Borough	Establish quarterly business networking events and workshops	Regeneration & Housing	Businesses attending and feedback from participants
3.	Increase the level of Think Local First spending to support Small and Medium Enterprises (SME) within the Borough	<p>Continue to internally promote the initiative to increase the level of NBBC local SME spend</p> <p>Undertake a further campaign with local businesses and residents to increase spend with local businesses within the Borough</p> <p>Incorporate Think Local First onto Contract Procedure Rules (CPR) and Procurement Training</p>	<p>Regeneration &amp; Housing and Finance &amp; Enterprise</p> <p>Regeneration &amp; Housing and Finance &amp; Enterprise</p> <p>Regeneration &amp; Housing and Finance &amp; Enterprise</p>	<p>No. of internal promotions</p> <p>Campaign completed – nos of businesses involved</p> <p>Updated CPR's</p>

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>

### Aim 3 - VISIT

Taking advantage of our open green spaces, our heritage and our location within the West Midlands, we want our Borough to be a destination for residents and visitors alike. A place where people and families want to spend time relaxing, socialising and taking part in leisure activities.

#### Priority 1: Create vibrant and diverse Town Centres

We have great ambitions for our towns to become vibrant centres of community life. With a varied retail, business and leisure offering, we will respond to the needs of modern life, ensuring that our buildings and other physical assets sympathetically integrate to create a welcoming and attractive place to be.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Have developed a projected plan to reconfigure all waste management services providing appropriate planned maintenance and dynamic waste removal within the Town Centre catchment area to increase night-time economy visitor experiences and maintain the corporate regeneration vision	Have reviewed Town Centre operations for street cleansing and enforcement provision to ensure resource deployment is sufficient to provide our best response to the current night-time economies, for sweeping, litter picking, litter bin emptying, littering and duty of care waste offences	Public Services  Waste and Transport	Street cleansing monitoring, customer satisfaction assessments and lower Fixed Penalty issued (FPN) by comparison
2.	Have delivered a capital scheme at Nuneaton Museum & Art Gallery and Riversley Park which will enhance the offer for residents and visitors alike.	Have submitted business case to Towns Fund for Phase 1 of the Scheme, Reimagining Nuneaton Museum & Art Gallery and Revitalising Riversley Park	Public Services  Museum & Arts Development and Parks & Greenspaces	Increased footfall and visitor evaluation
3.	Have delivered Phase 1 of a capital scheme at Nuneaton Museum & Art Gallery which will enhance the offer for residents and visitors alike	Have submitted a bid for development funds to National Heritage Lottery Fund for Phase 2 Reimagining Nuneaton Museum & Art Gallery	Public Services  Museum and Arts Development	Bid submitted

4.	Have delivered Phase 2 of the Abbey Street Development	Entered into Heads of Terms with Cinema, Leisure and Food Hall Operators	Regeneration and Housing	Heads of Terms in place
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## Priority 2: Stimulate regeneration

Reflecting modern lifestyles and the modern economy, we will exploit our location and opportunities, recognise our residents' needs, our homegrown talent and proactively engage with the private sector to promote our Borough.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Ensure the planning application service is fit for purpose to support regeneration within the Borough	Reviewed the operations within the service and identified ways to overcome declining performance standards	Planning and Regeneration	Decision making time.  Take up of pre application service and Planning Performance Agreements
2.	Have developed and disseminated targeted strategic marketing material for the Borough	Have developed comprehensive marketing material for inward investment  Have reviewed the viability / ROI of the NBBInvest website	Regeneration and Housing	Marketing pack in place
3.	Have adopted Town Centre Strategies for both Nuneaton and Bedworth	Have adopted the Nuneaton Town Centre Strategy	Regeneration and Housing	Strategy in place
4.	Developed robust links with the West Midlands Combined Authority (WMCA)	Have established a lead liaison officer within WMCA	Regeneration and Housing	
5.	Work with partners to identify and take advantage of all opportunities, including funding to promote and deliver regeneration within the Borough	Have established a Strategic Advisory Group, comprising external partners and stakeholders to support the identification and delivery of regeneration projects	Regeneration and Housing	

6.	Have developed a cohesive vision and delivery plan for Transforming Bedworth	<p>Confirmed and communicated the overarching strategic vision for Bedworth</p> <p>Have identified opportunity sites to deliver the strategic vision</p> <p>Have established a robust communications and engagement strategy</p>	<p>Regeneration and Housing</p> <p>Regeneration and Housing</p> <p>Regeneration &amp; Housing and Customer &amp; Corporate Services</p>	<p>Vision in place</p> <p>Opportunity / Developer packs in place</p> <p>Strategy in place</p>
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### Priority 3: Celebrate and promote our heritage

We have a rich heritage and culture within our Borough. Exploiting our location, preserving our heritage buildings, supporting, and promoting local traditions and events, we will breathe new life into our history making it enjoyable and relatable in the modern day.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Create two new galleries, one celebrating local history and the other the history of the Park and the Museum	Have carried out a consultation and produced a brief for external designers to work up schemes	Public Services Museum & Arts Development	Brief produced Galleries in place
2.	Deliver a capital scheme at Nuneaton Museum & Art Gallery and Riversley Park which will enhance the offer for residents and visitors alike	Have submitted business case to Towns Fund for Phase 1 of the Scheme, Reimagining Nuneaton Museum & Art Gallery and Riversley Park	Public Services Museum & Arts Development and Parks & Greenspaces	Increased footfall and visitor evaluation
3.	Deliver Phase 1 of a capital scheme at Nuneaton Museum & Art Gallery which will enhance the offer for residents and visitors alike	Have submitted bid for development funds to National Heritage Lottery Fund for Phase 2 Reimagining Nuneaton Museum & Art Gallery	Public Services Museum & Arts Development	Bid submitted
4.	Have used work in the creation of a new Local History Gallery	Have completed the Arts Council-funded Nuneaton Abbey project working with partners and the community	Public Services Museum & Arts Development	Evaluation submitted to the Arts council
5.	Procure and adopt the Culture Strategy utilising bids for funding from the Heritage Lottery Fund (in the case of the Museum & Art Gallery), Arts Council and developer contributions for the Civic Hall which supports future strategy for the Museum & Art Gallery, Civic Hall and Nuneaton & Bedworth Arts delivery	Have an approved Borough-wide Cultural strategy for adoption by NBBC	Public Services Museum & Arts Development	Adoption of Cultural Strategy

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
<b>6.</b>	Updated and adopted a Local List for the Borough	Commenced work on reviewing the Local List	Planning and Regeneration.	Adoption of Local List.

## Priority 4: Improve the physical environment

Supporting the location of the Borough and its aim to become a destination place, we will build upon our treasured destination parks, green spaces and nature reserves and make them accessible to all. We will enhance and protect those spaces, working with partners to improve bio-diversity and cleanliness across the Borough and the view to the River Anker, to provide more recreational opportunities and events for the enjoyment of all.

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
1.	Adopted and delivering actions within the Greenspaces strategy	Work with partners to identify locations for tree planting, native wildflower planting or where biodiversity can be promoted	Public Services  Parks & Greenspaces	Adoption of Parks & Greenspaces strategy
2.	Air Quality Ensure that we will not exceed 40 µg/m <sup>3</sup> in any relevant receptor in the Borough	Annual Screening Report (ASR) will be produced 1 July 2022 which will reflect levels in 2021  Monitor Trends in Air Quality AQMA1 (Leicester Road gyratory) to ensure ongoing compliance with Air Quality objectives set nationally	Planning and Regulation	Monthly monitoring of Nitrogen Dioxide Diffusion Tube Data as reported in the Annual Screening report.
3.	Have an 'in house' trained and resourced standalone river / waste removal team to respond to all aspects of environmental concern, including fly tip removal, river Anker clearance etc  Will have promoted, marketed, and communicated the service to other local authorities and external	Have reviewed the current riverside clearance team and assessed marketing opportunities to promote the work and look to provide waste removal assistance to potential customers	Public Services  Waste and Transport	Have a dedicated response team.  Customer satisfaction  Income targets

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
	bodies to enhance income generation, supporting waste management external services			
<b>4.</b>	Have negotiated, resourced and adopted waste management undertakings for internal services and contracts	Have undertaken a review of current arrangements for fly tip, street litter removal and litter bin emptying and adopted a partnership approach to support waste management requirements internally and within current contractual arrangements	Public Services  Waste and Transport	Income targets  Customer Satisfaction
<b>5.</b>	Have an 'in house' market tested and resourced, jet wash service to assist internal and external customers with both dynamic clearance and planned maintenance works	Have reviewed the current jet washing work commitments and assessed marketing opportunities to promote the work and look to provide graffiti, and floor staining clearance assistance for potential customers	Public Services  Waste and Transport	Income targets  Customer Satisfaction
<b>6.</b>	Work with communities to enable self-management of community and sporting facilities	On-going Identify facilities and partners for discussion with community groups and develop plans for management options	Public Services  Sports Development and Parks & Greenspaces	Sustainable Self-management agreements in place
<b>7.</b>	Commenced implementation of the Greenspaces strategy and action plan developed as part of the Play Strategy	Produce a revised Play Strategy to inform our Medium Term Financial Plan (MTFP) and drive forward improvements to our Parks & Green Spaces	Public Services  Parks & Greenspaces	Adoption by Council & monitoring of action plan delivery via annual report to relevant OSP
<b>9.</b>	Commenced implementation of the action plan developed as part of the Allotment Strategy	Produce a revised Allotment Strategy to inform our Allotment Association Stakeholders	Public Services  Parks & Greenspaces	Adoption by Council and monitoring of action plan

	<b>By 2025 We Will:</b>	<b>By March 2023 We Will:</b>	<b>Relevant Directorate</b>	<b>Measured By</b>
				delivery via all members briefing note annual report to relevant OSP
<b>10.</b>	Commenced implementation of the action plan developed as part of the Tree Strategy	Produce a draft Tree Strategy to inform the emerging Borough plan and take forward for formal adoption	Public Services Parks & Greenspaces	Adoption by Council and monitoring of action plan delivery via annual report to relevant OSP
<b>11.</b>	In line with the GSS increase the number of Greenspaces that meet the Green Flag standard criteria from nine to 12	Continue to maintain the nine sites to the Green Flag standard	Public Services Parks & Greenspaces	Monitoring of annual Assessments via annual report to relevant OSP
<b>12.</b>	Complete delivery of the Parks Revival Programme in Riversley Park (linked with Museum capital re-imagining project)	Complete delivery of the Parks Revival Programme in Riversley Park	Public Services Parks & Greenspaces	Reported as part of the TN programme.
<b>13.</b>	Implement the final approved Capital Scheme for the Marston Lane Cemetery extension	Complete development of Marston Lane Cemetery Extension design and seek approval for a capital business case for the extension to proceed	Public Services Parks & Greenspaces	Adoption by Council and monitoring of action plan delivery via annual report to relevant OSP

# BUILDING a better BOROUGH



In undertaking all this work, the Borough Council will be  
**IMAGINATIVE, ENTERPRISING & TRANSPARENT**





Council - 20th April 2022



**BUILDING**  
a better   
**BOROUGH**

## Introduction from Leader, Cllr Kris Wilson

Nuneaton and Bedworth is a borough that is made up of communities that want to build a better life for themselves, their families and their loved ones. To deliver this, as a council we need to have the vision, ambition and aspiration to build a better borough for all.

That is why this new and exciting corporate plan – Building a Better Borough – is designed to put the needs of our residents first. We want to make Nuneaton and Bedworth the place for our residents to live, work and visit.

Our towns have so much potential for all of us – for this generation and the next. But we need to unlock that potential to deliver the building blocks for our future success. As a council and new Conservative administration, we want to work with our communities and other interested partners to deliver the regeneration and renewal that will restore the sense of civic pride in Nuneaton and Bedworth.

In order to build a better Borough, we need to have firm foundations of being objective and transparent in what our council does on behalf of its residents. We also need to find new enterprising ways of delivering the essential services that so many people in our borough rely upon. These principles will drive everything that this council does.

This plan sets out the three key pillars of live, work and visit that will make building a better Borough a reality. The action plan will set out the detail behind each of the priorities for the council.

We have exciting opportunities ahead and I am looking forward to the challenges ahead.

As Leader of the Council, I can assure you that all of my Cabinet team have the vision, ambition and aspiration to improve Nuneaton and Bedworth, and we truly are committed to Building a Better Borough.

Cllr Kris Wilson  
Leader of the Council



# BUILDING a better BOROUGH

## COVID recovery

The COVID-19 pandemic has been an extremely challenging time for all. There has been great sadness – the loss of loved ones, the financial and economic challenges presented by the virtual close down of many sectors that make up the economy - both on businesses and individuals, and the social isolation that has impacted negatively on our mental health and overall wellbeing. But there have been so many positive stories that have been told during the pandemic. Communities and businesses have come together to support each other, from our frontline key workers to the most vulnerable amongst us. This brings great hope for the future of our borough and its residents.

The new corporate plan is purposefully named 'Building a Better Borough'. It sets out the Council's ambitions and actions to improve our local economy, support our residents to gain skills and employment, enhance their physical and mental health, their living environment, and overall prospects for the future.

“ Communities and businesses have come together to support each other ”





# BUILDING a better BOROUGH



**We want to make our borough a place where our residents enjoy living and in which others choose to make their home.**

Working alongside our partners, we want to transform the borough into a place that recognises the challenges and opportunities for our residents, by reducing the number and types of barriers they face, and which maximises all opportunities to improve their lives.

### **Promote residents' health and wellbeing**

Supporting an improvement to the health and wellbeing of residents is a fundamental priority. The Council will work to ensure facilities and services take advantage of opportunities to realise that improvement. Reducing the levels of poorer health experienced by our residents, including both mental and physical health.

**“We will seek to provide the right homes, with the right services, in the right places, to meet the needs of our residents.”**

### **Enable appropriate housing development**

Our residents deserve an excellent quality of life, fundamental to which is the homes that are available. We will seek to provide the right homes, with the right services, in the right places, to meet the needs of our residents. This means homes that are affordable to both buy and rent, and which are of good quality.

### **Sponsor a sustainable green approach**

The Climate Change Emergency cannot be ignored. We will proactively identify ways in which the Council and the borough as a whole can minimise our impact upon the environment supporting residents and businesses alike.

### **Prioritise community safety and empowerment**

We recognise our residents deserve to feel safe in their neighbourhood and supported to contribute towards improvements. Protecting vulnerable people and groups, we will work to ensure that voices are heard, that everyone has the opportunity and support to become active members of the community. Working with our partners, we will use the legal powers we have to tackle issues that cause harm in our borough.



# BUILDING a better BOROUGH

Using our prime location within the national road and rail networks and responding to the needs of private companies, we want to make our borough a place in which businesses choose to locate and where our residents enjoy a range of employment options.

### Grow a strong and inclusive economy

The borough is open for business and we want to create the right environment for businesses to locate and expand within our borough. Creating a strong, inclusive and diverse economy that encompasses a range of types and sizes of businesses, and which benefits everyone with a wealth of employment opportunities for residents.

### Champion education and skills

Improving educational outcomes for our young people and improving skills for all is essential to improve residents' ability to overcome barriers to obtaining employment. We will work with partners across all sectors to support the development of a range of learning methods to deliver improved outcomes.

### Embrace new and emerging technology

The way the world does business is changing. We will embrace new and emerging technology, to move forward and lead the way. Working with partners in the public and private sectors to create and improve the infrastructure, to open up opportunities for both

existing and new businesses, we will also address the issues regarding digital inclusion, to ensure our residents have the right skills to take advantage of these exciting new opportunities.

### Support local businesses

Our local businesses are important to us. We will improve upon and expand our communications and champion their cause. We will work with partners to respond to their requirements and better to identify new support systems that will encourage them to, stay, relocate and grow in the borough. As a Council, we will adopt a 'local by default' approach, using our procurement methods to support all local businesses.

“ We will work with partners across all sectors to support the development of a range of learning methods to deliver improved outcomes. ”



# BUILDING a better BOROUGH



VISIT

Taking advantage of our open green spaces, our heritage and our location within the West Midlands, we want our borough to be a vibrant destination for residents and visitors alike. A place where people and families want to spend time relaxing, socialising and taking part in leisure activities.

### Create vibrant and diverse town centres

We have great ambitions for our towns to become vibrant centres of community life. With a varied retail, business and leisure offering, we will respond to the needs of modern life, ensuring that our buildings and other physical assets sympathetically integrate to create a welcoming and attractive place to be.

### Stimulate regeneration

Reflecting modern lifestyles and the modern economy, we will exploit our location and opportunities, recognise our residents' needs, our homegrown talent and proactively engage with the private sector to promote our borough.

### Celebrate and promote our heritage

We have a rich heritage and culture within our borough. Exploiting our location, preserving our heritage buildings, supporting and promoting local traditions

and events, we will breathe new life into our history making it enjoyable and relatable in the modern day.

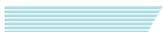
### Improve the physical environment

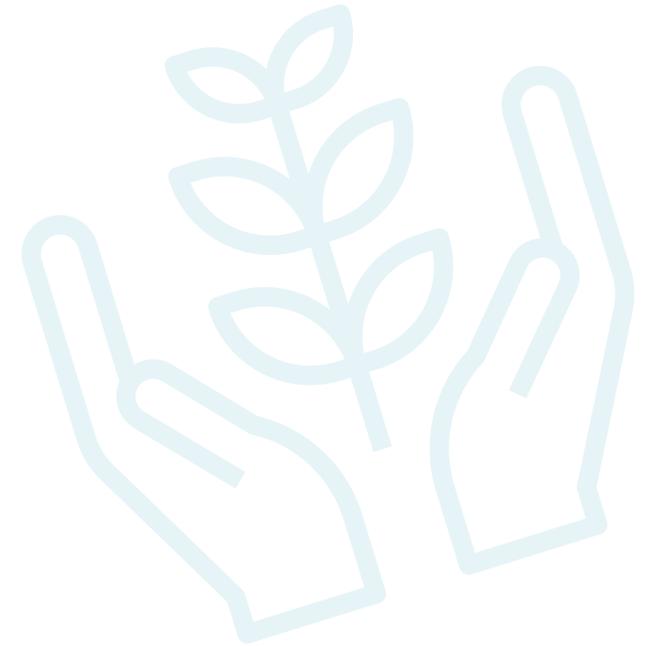
Supporting the location of the borough and its aim to become a destination place, we will build upon our treasured destination parks, green spaces and nature reserves and make them accessible to all. We will enhance and protect those spaces, working with partners to improve biodiversity and cleanliness across the borough and the view to the River Anker, to provide more recreational opportunities and events for the enjoyment of all.

“ We will build upon our treasured destination parks, green spaces and nature reserves and make them accessible to all. ”





BUILDING  
a better   
BOROUGH



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