

Enquiries to: Kelly Baxter
Direct Dial: 024 7637 6204
Direct Email:
member.services@nuneatonandbedworth.gov.uk
Date: 25th February 2025

Dear Sir/Madam,

A meeting of the **CABINET** will be held in the Council Chamber, Town Hall, Nuneaton,
on **Wednesday, 5th March 2025** at **6.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

To: Members of Cabinet

Councillor Chris Watkins (Leader)	-	Housing
Councillor Jill Sheppard (Deputy Leader)	-	Environment and Public Services
Councillor Steve Hey	-	Resources and Customer Service
Councillor Tim Jenkins	-	Leisure, Communities and Health
Councillor Nicola King	-	Business and Regeneration
Councillor Robert Roze	-	Planning and Enforcement

Observer

Councillor Kris Wilson	-	Leader of the Main Opposition Group
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AGENDA

PART I

PUBLIC BUSINESS

1. EVACUATION PROCEDURE

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

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

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

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

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

3. DECLARATIONS OF INTEREST

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

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

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 6**). 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.

4. MINUTES - To confirm the minutes of the Cabinet meeting held on the 19th February 2025 (**Page 9**).

5. PUBLIC CONSULTATION – Members of the Public will be given the opportunity to speak on specific agenda items, if notice has been received.

Members of the public will be given three minutes to speak on a particular item and this is strictly timed. The Chair will inform all public speakers that: their comments must be limited to addressing issues raised in the agenda item under consideration: and that any departure from the item will not be tolerated.

The Chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the Chair, the speaker persists, they will be asked to stop speaking by the Chair.

The Chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the Chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

6. CLIMATE CHANGE AND SUSTAINABILITY ACTION PLAN a report from Strategic Director – Place and Economy attached (**Page 18**)

7. LOCAL COUNCIL TAX SUPPORT SCHEME 2025/26 a report from the Assistant Director – Finance attached (**Page 49**)
8. NON-DOMESTIC RATES – POLICY UPDATES a report from the Assistant Director – Finance attached (**Page 54**)
9. GENERAL FUND BUDGET MONITORING Q3 a report from the Assistant Director – Finance attached (**Page 85**)
10. HRA BUDGET MONITORING Q3 a report from the Assistant Director – Finance attached (**Page 95**)
11. CAPITAL MONITORING Q3 a report from the Assistant Director – Finance attached (**Page 103**)
12. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANELS
None
13. ANY OTHER ITEMS - which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified)

Nuneaton and Bedworth Borough Council

Building A Better Borough

Nuneaton and Bedworth 2032: working in partnership, restoring pride in our borough

AIM 1: LIVE

We want to make our borough a place where our residents enjoy living and in which others choose to make their home.

Priority 1: Promote residents' health and wellbeing

Priority 2: Enable appropriate housing development

Priority 3: Sponsor a sustainable green approach

Priority 4: Prioritise community safety and empowerment

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 in which businesses choose to locate and where our residents enjoy a range of employment options.

Priority 1: Grow a strong and inclusive economy

Priority 2: Champion education and skills

Priority 3: Embrace new and emerging technology

Priority 4: Support local businesses

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 vibrant destination for residents and visitors alike. A place where people and families want to spend time relaxing, socialising and taking part in leisure and cultural activities.

Priority 1: Create vibrant and diverse town centres

Priority 2: Stimulate regeneration

Priority 3: Celebrate and promote our heritage

Priority 4: Improve the physical environment

Cabinet - Schedule of Declarations of Interests – 2024/2025

	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"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	S. Hey	Director – - Heywire Ltd - Brilliant Bookings Ltd	Member of the Labour Party, National Trust, CAMRA (Campaign for Real Ale), Royal Photographic Society. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Employers Board (NBBC representative) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers • Nuneaton and Bedworth Older People’s Forum 	
	T. Jenkins	Managing Partner – Gribblybugs LLP Employed by Mary Creagh MP (Coventry East)	The Labour Party (sponsorship) - Committee Member of Warwickshire Amphibian & Reptile Team - Member of Warwickshire Wildlife Trust - Member of Equity – Trade Union Members of National Trust and English Heritage Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum, 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> • Safer Warwickshire Partnership Board, • Warwickshire Health and Wellbeing Board, • Warwickshire Police and Crime Panel, • Biodiversity Champion • Committee of Management of Hartshill and Nuneaton Recreation Ground • Exhall Education Foundation • Foleshill Charity Trustee – Proffitt's Charity 	
	N. King	Employed by Love Hair and Beauty	Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Town Deal Board 	
	R. Roze	Director – InfiniTEN Ltd	Representative on the following Outside Bodies: <ul style="list-style-type: none"> • A5 Member Partnership • Nuneaton and Bedworth Community Enterprises Ltd • PATROL (Parking and Traffic Regulations Outside of London) Joint Committee Services. • Building Control Partnership Steering Group • Bedworth Town Deal Board 	
	J. Sheppard		Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Sherbourne Asset Co Shareholder Committee • Warwickshire Direct Partnership • Warwickshire Waste Partnership • Nuneaton Neighbour Watch Committee 	
Director of Wembrook Community Centre.			Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre	
Member of Labour Party				
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> • Local Government Association • Nuneaton and Bedworth Home Improvement Agency • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Warwickshire Housing Support Partnership • West Midlands Combined Authority Board (WMCA) • West Midland Combined Housing and Land delivery Board 	

NUNEATON AND BEDWORTH BOROUGH COUNCIL

CABINET

19th February 2025

A meeting of Cabinet was held on Wednesday 19th February, 2025 in the Council Chamber at the Town Hall.

Present

Councillor C. Watkins (Leader and Housing)
Councillor S. Hey (Resources & Customer Services)
Councillor T. Jenkins (Leisure, Communities and Health)
Councillor R. Roze (Planning & Enforcement)
Councillor N. King (Business and Regeneration)

CB86 **Apologies**

None received

CB87 **Declarations of Interest**

RESOLVED that the Declarations of Interest for this meeting are as set out in the Schedule attached to these minutes.

CB88 **Minutes**

RESOLVED that the minutes of the Cabinet meeting held on 29th January 2025, be approved, and signed by the Chair

CB89 **Updates to the Local Development Scheme**

The Assistant Director - Planning submitted a report to Cabinet recommending to Council that the Local Development Scheme be amended to reflect the future work required and the changes required due to the National Planning Policy Framework which was published on 12th December 2024.

RESOLVED that it be recommended to Council that

- a) the amendments to the report be noted; and
- b) the amended Local Development Scheme be adopted

Speakers:

Mr Keith Kondakor

Options

- a) To endorse the recommendations and adopt the amended Local Development Scheme.
- b) To not endorse the recommendations but recommend an alternative timetable.

Reasons

To enable the Council to comply with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and align the Local Plan with the new National Planning Policy Framework.

CB90 Procurement of a Legal Services Framework Agreement 2025 - 2029

The Assistant Director – Democracy and Governance submitted a report to Cabinet seeking approval to procure and award a Legal Services Framework Agreement 2025 - 2029

RESOLVED that

- a) the procurement of a Legal Services Framework Agreement be approved; and
- b) Delegated Authority be granted to the Assistant Director – Democracy and Governance to award and enter into a Framework Agreement.

Speakers:

Mr Keith Kondakor
Councillor Michele Kondakor

Options

- a) To approve the recommendations
- b) To reject the recommendations and propose alternative actions

Reasons

Professional service roles across the Council have proven difficult to retain and recruit staff compared to larger public sector organisations and/or the private sector despite applying market supplements. Throughout 2024, the Legal Team has had at least two vacant solicitor positions and has relied upon agency cover for minimum levels of cover despite changing recruitment approaches such as applying market supplements.

Over the last few years, the Council has relied upon external legal advice for a range of matters of strategic nature (regeneration, leisure operator contract, property matters and construction matters).

Furthermore, the Council is in the process of setting its new Corporate Plan which will require the support of all services under the Corporate Resources directorate to deliver the aims under the finalised plan.

CB91 General Fund Budget 2025/26

The Strategic Director – Corporate resources submitted the General Fund Budget for 2025/26 report for Cabinet approval and to recommend to Council.

Councillor Hey moved the addition of the following recommendation:

‘the report be marked not subject to call-in due to the timescales for setting the budget and Council Tax for 2025/26 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution’

This was seconded by Councillor Watkins.

RESOLVED that

- a) the forecast outturn position for the General Fund for 2024/25 be noted;

- b) the Council Tax requirement for 2025/26 of £11,078,501, an increase of 2.99% on a Band D, be recommended to Council for approval in accordance with the Local Government Finance Act 1992;
- c) the NNDR1 has been completed and submitted to the Ministry of Housing, Communities and Local Government (MHCLG) and included within the Budget for 2025/26 with a precept for Nuneaton and Bedworth Borough Council (NBBC) of £18,079,252 in 2025/26 be noted;
- d) any increases in Fees and Charges for 2025/26 be approved (Appendix 3 of the addendum);
- e) the net General Fund revenue expenditure budget of £20,783,704 be agreed and recommended to Council for approval (Appendix 1 of the report);
- f) the changes to cost centres and service areas as a result of the Constitution review approved at Annual Council in May 2025 be agreed and recommended to Council for approval (Appendix 1 of the report); and
- g) the report be marked not subject to call-in due to the timescales for setting the budget and Council Tax for 2025/26 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution

Speakers

Mr Keith Kondakor

Options

- a) Accept the recommendations
- b) Request further information

Reasons

To comply with regulations.

CB92 Housing Revenue Account (HRA) Budget 2025/26 (inc. 30 year Business Plan)

The Assistant Director – Finance and the Strategic Director – Housing and Community Safety submitted the HRA budget for Cabinet approval and make recommendations to Council.

RESOLVED that

- a) the forecast outturn position for the HRA for 2024/25 be noted.
- b) the net budget position of £0 for 2025/26 be agreed and recommended to Council for approval.
- c) a rent increase on dwellings of 2.7%.be agreed and recommended to Council for approval.

- d) Fees and Charges for the HRA (Appendix 2 of the report) be recommended to Council for approval.
- e) the HRA Business Plan 2025/55, attached as Appendix 3 of the report be approved.
- f) the report be marked not subject to call-in due to the timescales for setting the budget and Council Tax for 2025/26 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

Speakers

Mr Keith Kondakor

Options

- a) Accept the recommendations
- b) Request further information having regard to the legal deadlines for setting of budgets

Reasons

To comply with recommendations

CB93 Capital Budget 2025/26

The Strategic Director – Corporate Resources submitted the proposed General Fund and Housing Revenue Account Capital Programme for 2025/26 for consideration and submission to Council for approval.

RESOLVED that

- a) the budget for 2025/26 be recommended to Council for approval.
- b) the forecasted capital programme for 2024/25 be noted.
- c) delegated authority be given to the Strategic Director – Housing & Communities, Strategic Director – Public Services, Strategic Director – Place & Economy and Strategic Director – Corporate Resources to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme.
- d) delegated authority be given to the Strategic Director – Place & Economy, Strategic Director – Public Services and Strategic Director – Corporate Resources to approve any new funding opportunities that arise to support the regeneration projects.
- e) the report be marked not subject to call-in due to the timescales for setting the budget and Council Tax for 2025/26 as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

Speakers

Mr Keith Kondakor

Options

- a) Accept the recommendations
- b) Request further information having regard to the legal deadlines for setting of budgets

Reasons

To comply with the regulations.

CB94 **Recommendations from Overview and Scrutiny Panels**

- a) **Environment and Leisure OSP – 30th January 2025**
Revocation of Leicester Road Gyratory Air Quality Management Area

Speakers:

Mr Keith Kondakor
Councillor M. Kondakor

A Cabinet report regarding the revocation of Leicester Road Gyratory AQMA had previously been submitted in November 2024 but a decision was deferred in order for the above panel to consider the data regarding the monitoring of Air Quality in the Borough.

At the Environment and Leisure OSP meeting held on 30th January 2025 the panel considered the data contained in the report from the Senior Environment Health Officer and put forward the following recommendation:

It be recommended to Cabinet that the revocation of Leicester Road Gyratory AQMA 1 be approved.

Cabinet considered the OSP report and the above recommendation.

It was **RESOLVED** that the revocation of Leicester Road Gyratory AQMA 1 be approved.

CB95 **Any Other Items**

None

CB96 **Exclusion of Public and Press**

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

CB97 **Sherbourne Recycling**

A report of the Strategic Director – Public Services was submitted to Cabinet for consideration.

RESOLVED that

- a) the revised gate fee per tonne for 25/26 financial year as per 5.5 of the report, for its residents recycling material be approved;

- b) provision be made in the 25/26 budget setting for the gate fee and delegated authority be given to Chief Executive in consultation with the Portfolio Holder Environment and Public Services, to approve any contractual changes; and
- c) the report be marked not for call in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution due to the timeframes in meeting budget setting deadlines and implementation for 1st April 2025

Options

- a) Accept the recommendations
- b) Do not accept the recommendations

Reasons

To provide Cabinet with an update on the gate fee costs for Nuneaton and Bedworth, as one of eight shareholders for its recycling material to be processed at the Sherbourne Recycling facility.

Chair

PUBLICATION DATE: 25th FEBRUARY 2025

DECISIONS COME INTO FORCE: 5th MARCH 2025

Cabinet - Schedule of Declarations of Interests – 2024/2025

	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"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	S. Hey	Director – - Heywire Ltd - Brilliant Bookings Ltd	Member of the Labour Party, National Trust, CAMRA (Campaign for Real Ale), Royal Photographic Society. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Employers Board (NBBC representative) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers • Nuneaton and Bedworth Older People's Forum 	
	T. Jenkins	Managing Partner – Gribblybugs LLP Employed by Mary Creagh MP (Coventry East)	The Labour Party (sponsorship) - Committee Member of Warwickshire Amphibian & Reptile Team - Member of Warwickshire Wildlife Trust - Member of Equity – Trade Union Members of National Trust and English Heritage Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum, 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> • Safer Warwickshire Partnership Board, • Warwickshire Health and Wellbeing Board, • Warwickshire Police and Crime Panel, • Biodiversity Champion • Committee of Management of Hartshill and Nuneaton Recreation Ground • Exhall Education Foundation • Foleshill Charity Trustee – Proffitt's Charity 	
	N. King	Employed by Love Hair and Beauty	Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Town Deal Board 	
	R. Roze	Director – InfiniTEN Ltd	Representative on the following Outside Bodies: <ul style="list-style-type: none"> • A5 Member Partnership • Nuneaton and Bedworth Community Enterprises Ltd • PATROL (Parking and Traffic Regulations Outside of London) Joint Committee Services. • Building Control Partnership Steering Group • Bedworth Town Deal Board 	
	J. Sheppard		Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Sherbourne Asset Co Shareholder Committee • Warwickshire Direct Partnership • Warwickshire Waste Partnership • Nuneaton Neighbour Watch Committee 	
Director of Wembrook Community Centre.			Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre	
Member of Labour Party				
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> • Local Government Association • Nuneaton and Bedworth Home Improvement Agency • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Warwickshire Housing Support Partnership • West Midlands Combined Authority Board (WMCA) • West Midland Combined Housing and Land delivery Board 	

Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

Date: 5th March 2025

Subject: Climate Change and Sustainability Action Plan

Portfolio: Environment and Public Services

From: Strategic Director for Place and Economy

Summary:

In order to address the council's declared climate emergency of 4th December 2019, it is essential that the council adopts a Climate Change and Sustainability Action Plan. This would help the council tackle the climate crisis, whilst also safeguarding the property and services of the council in a future climate.

Recommendations:

It be recommended to Cabinet that:

The Climate Change and Sustainability Action Plan be approved for public consultation.

Options:

To recommend with or without amendments, or to not recommend.

Reasons:

To address the council's declared climate emergency of 4th December 2019.

Consultation undertaken with Members/Officers/Stakeholders

This action plan has taken into consideration the comments made by Strategic Directors, Assistant Directors and officers responsible for the actions set out in the action plan. It has had substantial input from the relevant portfolio holder

Subject to call-in: Yes

Ward relevance: All

Forward plan: Yes

Building a Better Borough Aim: Live

Building a Better Borough Priority: Sponsor a sustainable green approach

Relevant statutes or policy: n/a

Equalities Implications: None undertaken at this stage but will be completed post consultation and prior to going back to Cabinet for adoption.

Human resources implications: Responsible officers' time to carry out actions.

Financial implications: As set out in actions.

Health Inequalities Implications: Impact assessment to be undertaken following consultation and prior to the document coming back to members.

Section 17 Crime & Disorder Implications: None

Risk management implications: Seeks to create a Climate Risk and Vulnerability Plan (CVRA) in order to ensure continued service delivery in a future climate.

Environmental implications: Seeks to address various sustainability issues in the borough, for example flood risk and excess heat.

Legal implications: None

Contact details:

Maria Bailey

Strategic Director for Place and Economy

Telephone: 024 7637 6144

Email: maria.bailey@nuneatonandbedworth.gov.uk

AGENDA ITEM NO. 6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet 5th March

From: Strategic Director for Place and Economy

Subject: Climate Change and Sustainability Action Plan

Portfolio: Environment and Public Services (Councillor J. Sheppard)

Building a Better Borough Aim 1: Live

Building a Better Borough Priority 3: Sponsor a sustainable green approach

1. Purpose of Report

1.1 The purpose of this report is to seek approval of a Climate Change and Sustainability Action Plan for public consultation alongside the Borough Plan Review Proposed Modifications.

2. Recommendations

2.1 The Climate Change and Sustainability Action Plan be approved for public consultation.

3. Background

3.1 The purpose of this action plan is to give direction to the council on actions it can take to ensure the council is operating as sustainably as possible, and on the actions the council can take to achieve carbon neutrality within the borough as a whole. In order to achieve this, it is recommended that the council use Sustainability West Midlands's Sustainability Benchmarking (WMSB) questionnaire to inform the actions the council can take in respect of sustainability.

3.2 By using Sustainability WMSB questionnaire, the council would be using independent criteria for setting sustainability targets, ensuring the Council would be responding to best practice in this field. In addition to the questions posed by Sustainability West Midlands (SWM), this action plan has also had regard to Warwickshire County Council's Sustainable Futures Strategy (WCCSFS), which sets sustainability targets for the County as a whole. Further to this, the action plan seeks to address the UK Climate Change Risk Assessment (2020), which sets out the risks posed by climate change to the country, and presents questions which will need to be answered in order to address the Council's declared

climate emergency of 4th December 2019.

4. Climate Change and Sustainability Action Plan

- 4.1 The Sustainability Benchmarking questionnaire we are assessed on as a Council is run by SWM, who are the sustainability advisor for the leaders of the West Midlands. Their vision includes addressing health inequality and inclusive growth, which are priorities set out within the Council's Corporate Plan. This vision is reflected in the West Midlands Sustainability Roadmap (WMSR) to 2030, and by following this roadmap, we can make changes to our activities in the knowledge that we will be contributing to the wider regional ambition in terms of sustainability.
- 4.2 Sustainability West Midlands focus on enabling the public sector to demonstrate innovation and leadership on sustainability, and this is something that Nuneaton and Bedworth Borough Council are also fully committed to.
- 4.3 In order to achieve the WMSR to 2030, SWM have created a benchmarking system which helps local authorities to progress a sustainability agenda to improve their areas in various ways. The action plan will use good practice from other local authorities that can be replicated in the Borough to influence our activities. The action plan also aims to identify gaps in progress where further support or funding is required through reports into specific areas.
- 4.4 The advantage of using the benchmark is that we can annually assess our progress on sustainability and quickly identify where we should be taking further action.
- 4.5 The benchmarking system covers various themes, which include the following.
- Resource efficiency: Supporting a system that minimises resources whilst maximising productivity
 - Clean and active travel: Promoting an active, accessible and connected lifestyle for everyone regardless of demographics
 - Clean air and water: Creating a cleaner environment for all generations to come
 - Natural environment: Protecting and conserving the environment so that it thrives with our presence
 - Sustainable growth: Empowering the economic development of the borough whilst encouraging environmental improvement
 - Social equity and health: Addressing health inequality to give everyone an equal opportunity in life
 - Sustainable energy use: Meeting the energy demand of today and tomorrow

- 4.6 In order to ensure the action plan is delivered, timescales for completion have been placed against all actions. The timescales fall into three categories as follows.
- Short term – to be completed by 2026 (within one year)
 - Medium term – to be completed by 2028 (within three years)
 - Long term – to be completed by 2031 (within five years)
- 4.7 In addition to the timescales for the action plan, estimated costs have been included, with costings described as low, moderate, moderate/high and high. The estimates for these descriptions are as follows.
- Low – up to £1,000
 - Moderate – up to £10,000
 - Moderate/High – between £10,000 and £100,000
 - High – more than £100,000
- 4.8 To ensure the action plan is driven forwards, responsibility for each action has been assigned to the most appropriate role within the Council.
- 4.9 The officer responsible for each action would need to ensure progress is made on each action they have, and as part of this, the action plan would be reviewed every year to check on progress against all actions.
- 4.10 As the action plan contains a wide range of actions, priority actions have been highlighted in yellow. The priority actions are those which are either required before further actions can be advanced, or those which will deliver the biggest benefits in relation to sustainability. It is essential that these actions are given priority, and progress against these priorities would be a key aspect of the yearly Climate Change and Sustainability Action Plan progress reports.
- 4.11 To achieve community and stakeholder buy in to deliver on these actions it is proposed to undertake a full consultation exercise on the document in conjunction with that to be undertaken on the Proposed Modifications to the Borough Plan Review. The document will be able to view on the website with hard copies made available at central locations in the Borough. Other consultation methods may include the following.
- Notify stakeholders
 - Press releases
 - Raising awareness through social media
 - Providing additional guidance on our website
 - Drop-in sessions

5. Conclusion

- 5.1 In order to address the council's declared climate emergency of 4th December 2019, it is essential that the council adopts a Climate Change and Sustainability Action Plan following public and stakeholder consultation. This would help the council tackle the climate crisis, whilst also safeguarding the property and services of the Council in a future climate.

6. Appendices

- 6.1 Climate Change and Sustainability Action Plan.

7. Background Papers

- 7.1 Declared Climate Emergency report to Cabinet – 4th December 2019 minute number CL46.

Climate Change and Sustainability Action Plan

February 2025

Nuneaton
&
Bedworth
United to Achieve



Introduction

The purpose of this action plan is to give direction to the council on actions it can take to ensure the council is operating as sustainably as possible, and on the actions the council can take to achieve carbon neutrality within the borough as a whole. In order to achieve this, the council is using Sustainability West Midlands's Sustainability Benchmarking questionnaire to inform the actions the council is going to take in respect of sustainability.

By using Sustainability West Midlands' Sustainability Benchmarking questionnaire, the council are using independent criteria for setting sustainability targets, ensuring the council are responding to best practice in this field. In addition to the questions posed by Sustainability West Midlands, this action plan has also had regard to Warwickshire County Council's Sustainable Futures Strategy, which sets sustainability targets for the county as a whole. Further to this, Nuneaton and Bedworth Borough Council's action plan seeks to address the UK Climate Change Risk Assessment (2020), which sets out the risks posed by climate change to the country, and presents questions which will need to be answered in order to address the council's declared climate emergency of 4th December 2019.

Sustainability West Midlands

Sustainability West Midlands is the sustainability advisor for the leaders of the West Midlands. Their vision includes addressing health inequality and inclusive growth, which are priorities set out within the council's corporate plan. This vision is reflected in the West Midlands Sustainability Roadmap to 2030, and by following this roadmap, we can make changes to our activities in the knowledge that we will be contributing to the wider regional ambition in terms of sustainability.

Sustainability West Midlands focus on enabling the public sector to demonstrate innovation and leadership on sustainability, and this is something that Nuneaton and Bedworth Borough Council are also fully committed to.

Sustainability West Midlands Benchmarking

In order to achieve the West Midlands Sustainability Roadmap to 2030, Sustainability West Midlands have created a benchmarking system which helps local authorities to progress a sustainability agenda to improve their areas in various ways. This action plan will use good practice from other local authorities that can be replicated in the borough to influence our activities. The action plan also aims to identify gaps in progress where further support or funding is required through reports into specific areas.

The advantage of using the benchmark is that we can annually assess our progress on sustainability and quickly identify where we should be taking further action.

The benchmarking system covers various themes, which include the following.

- Resource efficiency: Supporting a system that minimises resources whilst maximising productivity
- Clean and active travel: Promoting an active, accessible and connected lifestyle for everyone regardless of demographics
- Clean air and water: Creating a cleaner environment for all generations to come
- Natural environment: Protecting and conserving the environment so that it thrives with our presence
- Sustainable growth: Empowering the economic development of the borough whilst encouraging environmental improvement
- Social equity and health: Addressing health inequality to give everyone an equal opportunity in life
- Sustainable energy use: Meeting the energy demand of today and tomorrow.

Corporate Plan

The aims of the Climate Change Sustainability Action Plan are closely aligned to the corporate plan, in particular, the following aims of the corporate plan will be met through this strategy.

- Promote residents' health and wellbeing
- Enable appropriate housing development
- Sponsor a sustainable green approach
- Grow a strong and inclusive economy
- Embrace new and emerging technology
- Support local businesses
- Create vibrant and diverse town centres
- Stimulate regeneration
- Improve the physical environment

For each Climate Change and Sustainability Action Plan action in the table below, their links to the above corporate aims have been set out. The purpose of this is to show how the actions are necessary in order to achieve the ambitions of the corporate plan.

Climate Change and Sustainability Action Plan delivery

In order to ensure the action plan is delivered, timescales for completion have been placed against all actions. The timescales fall into three categories as follows.

- Short term – to be completed by 2026 (within one year)
- Medium term – to be completed by 2028 (within three years)
- Long term – to be completed by 2031 (within five years)

In addition to the timescales for the action plan, estimated costs have been included, with costings described as low, moderate, moderate/high and high. The estimates for these descriptions are as follows.

- Low – up to £1,000
- Moderate – up to £10,000
- Moderate/High – between £10,000 and £100,000
- High – more than £100,000

To ensure the action plan is driven forwards, responsibility for each action has been assigned to the most appropriate role within the council.

The officer responsible for each action will need to ensure progress is made on each action they have, and as part of this, the action plan will be reviewed every year to check on progress against all actions.

Priority actions

As the action plan contains a wide range of actions, priority actions have been highlighted in yellow. The priority actions are those which are either required before further actions can be advanced, or those which will deliver the biggest benefits in relation to sustainability. It is essential that these actions are given priority, and progress against these priorities will be a key aspect of the yearly Climate Change and Sustainability Action Plan progress reports.

Climate Change and Sustainability Actions

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
1	A1	Has your local authority declared a climate emergency, and when did it declare?	Add the following text to the council's climate emergency declaration: "Make decisions and take actions which will help deliver the government's target for the UK to reach Net Zero by 2050"	The council's current climate emergency declaration refers to making the council's activities carbon neutral by 2030, however there are decisions and actions the council can take to reach Net Zero for the whole borough, which will cover a wider range of issues than the council's own activities.	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
2	A2	Does your local authority have a clear picture of its carbon emissions within its control?	Hire a consultant to assess the council's and borough's carbon footprint, and our capacity to reduce it. This should include the use of the Local Government Association's Greenhouse Gas Accounting Tool.	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Moderate	2026	Assistant Director – Planning
3	A4	Has your local authority set a carbon reduction target for its own estate and functions?	Review the carbon footprint assessment and set a carbon reduction target for our estate and functions	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
4	A4	Has your local authority set a carbon reduction	Investigate and report on the viability of	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	High	2028	Service Manager – Regeneration and Economic

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		target for its own estate and functions?	offsetting embodied carbon of all new development undertaken by the council / on the behalf of the council					Development; Capital Projects Investment Manager
5	A4	Has your local authority set a carbon reduction target for its own estate and functions?	Re-route all waste collection rounds in the most efficient way possible. This will require the use of traffic modelling and simulation software by a consultant.	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Moderate	2028	Service Manager - Neighbourhoods
6	A9	Does your local authority's planning policy include sustainability / climate change targets and mandatory sustainability requirements?	Create new policy preventing development on the best and most versatile agricultural land within the next review of the Borough Plan	<p>The UK Climate Change Risk Assessment (2020) states that there is a risk to UK food availability as a result of climate change overseas, therefore we need the best and most versatile agricultural land to be able to meet the UK's food needs.</p> <p>There is also a risk to agricultural land from sea level rise and saltwater intrusion, therefore protecting the best and most versatile agricultural land as far away from</p>	<ul style="list-style-type: none"> Enable appropriate housing development Sponsor a sustainable green approach 	Low	2031	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
				the coast as possible reduces this risk. Additionally, there will be increased opportunities for exports when other countries' agricultural land is reduced as a result of climate change.				
7	A9	Does your local authority's planning policy include sustainability / climate change targets and mandatory sustainability requirements?	Update Green Infrastructure and Open Space SPD to integrate climate adaptation into the design and specification for new public open space and green infrastructure assets	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Improve the physical environment 	Low	2028	Assistant Director – Planning; Parks and Open Spaces Manager
8	A10	Has your local authority implemented targets for waste reduction, recycling, composting or digestion for your own estate?	Investigate and report on appropriate targets for the council for waste reduction, recycling, composting and digestion	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Service Manager - Neighbourhoods
9	A13	Has your local authority set targets to reduce air, water and/or noise pollution in your local area?	Investigate and report on capacity to carry out additional tree planting in the borough's Air Quality Management Areas.	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Improve the physical environment 	Low	2026	Parks and Open Spaces Manager
10	A14	Has your local authority defined and implemented	Define a target for tree planting, utilising land	The 2025 Biodiversity Duty Report may set	<ul style="list-style-type: none"> Promote residents' 	Low	2026	Parks and Open Spaces Manager

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		any targets that focus on improving biodiversity, natural capital or tree planting?	supplied by Warwickshire Wildlife Trust or the Woodland Trust	specific targets on tree planting, therefore this target should be used if established. There is potential to deliver woodland in a new country park using biodiversity offsetting money, in addition to woodland grant schemes.	health and wellbeing <ul style="list-style-type: none"> • Sponsor a sustainable green approach • Improve the physical environment 			
11	A14	Has your local authority defined and implemented any targets that focus on improving biodiversity, natural capital or tree planting?	Investigate feasibility of meeting the Woodland Trust's Emergency Tree Plan by requiring a minimum 30 % tree canopy cover target for new development, for example requiring a minimum of 10 trees planted for every new house. This could be achieved through a Net Zero DPD.	n/a	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Enable appropriate housing development • Sponsor a sustainable green approach • Improve the physical environment 	Low	2028	Assistant Director – Planning
12	A14	Has your local authority defined and implemented any targets that focus on improving biodiversity, natural capital or tree planting?	Investigate the potential to use the Forestry Commission's Woodland Creation Offer to fund tree planting in the borough, with £10,200 funding for every hectare planted, and £8,000 for public benefits.	n/a	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Sponsor a sustainable green approach • Improve the physical environment 	Low	2026	Parks and Open Spaces Manager

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
13	A14	Has your local authority defined and implemented any targets that focus on improving biodiversity, natural capital or tree planting?	Apply to the Local Authority Treescape Fund in order to gain capital funding for tree planting.	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Improve the physical environment 	Low	2026	Parks and Open Spaces Manager
14	A16	Has your local authority implemented targets to strengthen the low carbon and environmental goods and services sector in the local area?	Review business rates charged for businesses adding solar panels to their property, and whether they can be reduced.	The addition of solar panels to a business site causes a change in the property's business rates, which can lead to the scheme becoming financially unviable.	<ul style="list-style-type: none"> Sponsor a sustainable green approach Grow a strong and inclusive economy Embrace new and emerging technology Support local businesses 	Low	2026	Service Manager-Regeneration and Economic Development
15	A19	Does your local authority have targets on using energy sourced from renewables on your own estate?	Review capacity within our own estate for the installation of renewables	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Embrace new and emerging technology 	Low	2026	Service Manager – Regeneration and Economic Development; Plant Maintenance and Energy Officer
16	A20	Has your local authority established any targets that focus on climate adaptation in your area, such as reducing flood risk or excess heat-related deaths?	Increase tree planting in town centres to reduce urban heat island effect	With the increasing move towards the conversion of retail/office properties to residential properties in town centres, many of these residential properties will only be single-aspect. Single-aspect buildings only have windows on one side of the building, which reduces residents'	<ul style="list-style-type: none"> Promote residents' health and wellbeing Enable appropriate housing development Sponsor a sustainable green approach Create vibrant and diverse town centres Improve the physical environment 	Low	2028	Service Manager – Regeneration and Economic Development

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
				<p>ability to cool the property in hot weather. This is because as opposed to dual-aspect properties, within single-aspect properties, air cannot flow through the building from one side to the other, which makes it more difficult to cool single-aspect properties.</p> <p>As a result of this effect, these properties will therefore be more susceptible to the effects of climate change in the form of extreme heat.</p> <p>Increased tree planting would help reduce the urban heat island effect in town centres, and therefore would help reduce the incidences of heat stress / heat exhaustion for residents in town centres.</p>				
17	A20	Has your local authority established any targets that focus on climate adaptation in your area, such as reducing flood risk	Investigate and report on the potential effectiveness of increased tree planting in flood zones in order to reduce the	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		or excess heat-related deaths?	severity of flooding events		<ul style="list-style-type: none"> • Improve the physical environment 			
18	A20	Has your local authority established any targets that focus on climate adaptation in your area, such as reducing flood risk or excess heat-related deaths?	Investigate and report on the potential to increase tree planting and natural flood defences along new riverside park as part of the Nuneaton Train Station Masterplan in order to reduce flood risk	Reducing the flood risk to riverside land/properties could increase their attractiveness for investment. This would be as a result of both the reduced risk of damage to the buildings, and the reduced insurance premiums on the properties.	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Sponsor a sustainable green approach • Grow a strong and inclusive economy • Support local businesses • Create vibrant and diverse town centres • Stimulate regeneration • Improve the physical environment 	Low	2026	Service Manager – Regeneration and Economic Development
19	A20	Has your local authority established any targets that focus on climate adaptation in your area, such as reducing flood risk or excess heat-related deaths?	Ensure climate adaptation is a consideration within any review of the Open Space Strategy	One aspect that can be addressed in the next review of the Open Space Strategy is the diversification of tree, shrub and plant species needed for the purposes of climate adaptation.	<ul style="list-style-type: none"> • Sponsor a sustainable green approach • Improve the physical environment 	Low	2031	Parks and Open Spaces Manager
20	B2	Does your local authority ensure that sustainability objectives are considered by Councillors when they are committing to implementing any project or programme?	Add climate change impacts to templates for business cases and cabinet summaries, including guidance on how to appropriately assess climate change impacts.	n/a	<ul style="list-style-type: none"> • Sponsor a sustainable green approach 	Low	2028	Assistant Director for Democracy and Governance

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
			As part of this, review Warwickshire County Council's new cabinet summaries, which include consideration of climate change impacts, and provide guidance on how to assess this.					
21	B4	Are sustainability objectives and tackling climate change key priorities within your local authority's strategic/corporate plan?	<p>Add "Address the council's declared climate emergency" to the council's values, and reduce the overall number of values to give climate change action more prominence.</p> <p>Also update values posters in all offices to reinforce the importance of taking action on climate change.</p>	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Chief Executive
22	B4	Are sustainability objectives and tackling climate change key priorities within your local authority's strategic/corporate plan?	Produce a yearly report on progress against the Climate Change and Sustainability Action Plan	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Enable appropriate housing development Sponsor a sustainable green approach Grow a strong and inclusive economy 	Low	Yearly	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
					<ul style="list-style-type: none"> • Embrace new and emerging technology • Support local businesses • Create vibrant and diverse town centres • Stimulate regeneration • Improve the physical environment 			
23	B6	Is your local authority preparing, or had already adopted, a specific Climate Change focused Planning Policy document such as a Supplementary Planning Document (SPD)?	Create a Net Zero Development Plan Document (DPD)	n/a	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Enable appropriate housing development • Sponsor a sustainable green approach • Embrace new and emerging technology • Improve the physical environment 	Low	2028	Assistant Director – Planning
24	B7	Does your local authority have sustainability champions allocated across a variety of delivery teams to support the implementation of sustainability outcomes across the organisation?	Create sustainability champions in each team, whose role is to ensure all office equipment is turned off when not in use, and remind others of their responsibilities to turn equipment off	n/a	<ul style="list-style-type: none"> • Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
25	B7	Does your local authority have sustainability champions	Add climate change item to all team meetings	n/a	<ul style="list-style-type: none"> • Sponsor a sustainable green approach 	Low	2026	People Service Manager

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		allocated across a variety of delivery teams to support the implementation of sustainability outcomes across the organisation?						
26	B7	Does your local authority have sustainability champions allocated across a variety of delivery teams to support the implementation of sustainability outcomes across the organisation?	Create an awareness campaign around energy saving within council buildings	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
27	B9	Does your local authority provide training to staff about climate change and sustainability issues?	Ensure all officers responsible for Climate Change and Sustainability Action Plan actions take the IEMA "Environmental Sustainability for Managers" course	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Moderate	2026	All officers responsible for Climate Change and Sustainability Action Plan actions
28	B9	Does your local authority provide training to staff about climate change and sustainability issues?	Ensure Planning team attend climate change and sustainability training sessions provided by the RTPi and other planning organisations	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
29	B10	Does your local authority lead or contribute to a district/county-wide sustainability working group with external local partners that aims	Ensure a member of the Planning team engages with the West Midlands Public Sector Sustainability Energy Network,	There are a lot of aspects of climate change that can be tackled through Planning, and the Planning team need to be fully involved in all	<ul style="list-style-type: none"> Sponsor a sustainable green approach Embrace new and emerging technology 	Low	2026	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		to identify opportunities for joint working to accelerate and implement sustainability activities at a district/county level?	and attends their events	high-level discussions the council has on climate change.				
30	B16	Does your local authority have a waste management policy or plan in place that details how waste will be reduced and how recycling can be improved across the area?	Use the Local Government Association (LGA) Waste Routemap	The Waste Routemap helps to identify interventions which can embed sustainability in council's waste services.	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Service Manager - Neighbourhoods
31	B17	Does your local authority have a sustainable procurement policy in place, including targets and tangible actions around sustainable and ethical sourcing of products and services?	Update procurement policy to include assessment of climate change impact of tenders	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Grow a strong and inclusive economy 	Low	2028	Assistant Director for Democracy and Governance
32	B17	Does your local authority have a sustainable procurement policy in place, including targets and tangible actions around sustainable and ethical sourcing of products and services?	Update procurement policy to assess circular economy specifications of tenders	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Grow a strong and inclusive economy 	Low	2028	Assistant Director for Democracy and Governance

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
33	B22	Does your local authority have a renewable energy implementation plan, or contribute actively to a local area plan produced by the LEP/WMCA?	<p>Create a renewable energy implementation plan.</p> <p>The outline of this plan should follow Woking Borough Council's Renewable Energy Plan as an example from a long-time leading council in this field.</p> <p>The plan should also follow the goals of the Low Carbon Energy Plan (March 2016), published by the Greater Birmingham & Solihull Local Enterprise Partnership, in addition to the goals of Powering Up Britain: Energy Security Plan (March 2023), published by central government.</p>	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Embrace new and emerging technology 	Moderate	2026	Plant Maintenance and Energy Officer
34	B27	Has the local authority implemented an adaptation action plan to ensure continuity of service delivery in a future climate?	Create a Climate Risk and Vulnerability Plan (CVRA)	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach Improve the physical environment 	Moderate	2026	Chief Executive
35	B27	Has the local authority implemented an adaptation action	Report on what should be planted and where, in order to ensure	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Parks and Open Spaces Manager

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		plan to ensure continuity of service delivery in a future climate?	continuity of service. This will include consideration of issues such as treespace resilience, reducing the effect of droughts and fire safety borders.		<ul style="list-style-type: none"> Improve the physical environment 			
36	C1	Has the local authority mapped out current and future funding options that could help with the implementation of sustainability projects?	Research and identify suitable funding and financing opportunities using the Crown Commercial Service's "Carbon net zero funding and grants" webpage on a quarterly basis.	Funding and financing opportunities need to be checked regularly in order to ensure the council do not miss out, therefore quarterly checks should ensure opportunities are not missed.	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	Quarterly	Strategic Director – Place and Economy
37	C1	Has the local authority mapped out current and future funding options that could help with the implementation of sustainability projects?	Apply for HUG and ECO grants in order to assist with the delivery of energy efficiency measures for residents in the council's private sector housing. The funding will be targeted towards those residents in the poorest housing stock who are experiencing fuel poverty, or are vulnerable due to physical or mental ill health.	ECO is the Energy Company Obligation, which a government energy efficiency scheme offering financial assistance to support energy saving measures in households and in turn help climate change. It is paid for by energy companies, and the heating measures covered include boiler upgrades; air source heat pumps with solar panels; electric storage heater	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	Yearly	Home Energy Team Leader

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
				upgrades with solar panels; and insulation measures. HUG is the Home Upgrade Grant, which is a government funded scheme designed to improve the comfort and energy efficiency of lower income homes that are off gas heating.				
38	C2	Does the local authority encourage staff participation in sustainability / low carbon activities via implementation of behaviour change programmes?	Provide recycling bins in each individual office within council buildings	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Head of Waste and Transport; Service Manager – Corporate Assets and Surveying
39	C2	Does the local authority encourage staff participation in sustainability / low carbon activities via implementation of behaviour change programmes?	Designate space within the Town Hall and Depot for the storage of bulky waste, and arrange transport to a recycling facility on a minimum bi-yearly basis	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Head of Waste and Transport; Service Manager – Corporate Assets and Surveying
40	C2	Does the local authority encourage staff participation in sustainability / low carbon activities via implementation of	IT team to provide laptops and IT training to all councillors, so that paper copies are not needed for any council meetings	A large amount of paper is used in printing agendas for council meetings, and as these papers are only used once, this is a very unsustainable use	<ul style="list-style-type: none"> Sponsor a sustainable green approach Embrace new and emerging technology 	Moderate/High	2026	ICT Client Manager

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		behaviour change programmes?		of paper. In contrast, laptops could be used to access these documents, which would greatly reduce the carbon footprint of council meetings.				
41	C4	Does your local authority insist on high sustainability standards in new builds (e.g. Passivhaus, renewables) and existing housing (e.g. retrofit, energy efficiency)?	Review "Retrofit Technical Briefings" and "Building Housing Retrofit Skills Leadership and Learning" as part of the Local Retrofit Action Planning Resources through the Local Government Association	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Enable appropriate housing development Sponsor a sustainable green approach 	Low	2026	Service Manager Capital Investments; Home Energy Team Leader.
42	C6	Has your local authority delivered projects that have notably contributed to the reduction in waste or better recycling of waste?	Carry out a waste composition analysis to understand the make-up of waste across the area, the capture rates for current recycling schemes, and the opportunity to divert more waste from landfill or incineration	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Service Manager - Neighbourhoods
43	C6	Has your local authority delivered projects that have notably contributed to the reduction in waste or better recycling of waste?	Run an awareness campaign on what can and can't be recycled in the borough, including posters/stickers for residents to keep	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Moderate	2026	Service Manager - Neighbourhoods

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
44	C6	Has your local authority delivered projects that have notably contributed to the reduction in waste or better recycling of waste?	Run an awareness campaign on what can and can't be recycled in council buildings, including posters at recycling points	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Assistant Director – Planning
45	C6	Has your local authority delivered projects that have notably contributed to the reduction in waste or better recycling of waste?	Introduce food waste collection from all properties	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	High	2026	Assistant Director – Environment and Enforcement
46	C7	Is your local authority involved in a re-use scheme, designed to ensure that products and consumables (stationery, furniture, electronics, etc.) that are no longer needed can be re-used elsewhere?	Create a list of local charities who accept the types of products and consumables we replace, and contact them whenever items are available	n/a	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2026	Customer and Client Services Manager
47	C8	Has the local authority introduced low emission vehicles into its own fleet?	Investigate and report on feasibility of increasing the number of low emission vehicles into the council's fleet. As part of this, apply to the government's OVEZ electric vehicle chargepoint and infrastructure grants programme	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Embrace new and emerging technology 	Low	2026	Service Manager - Neighbourhoods

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
			to accelerate the rollout of a cleaner fleet.					
48	C8	Has the local authority introduced low emission vehicles into its own fleet?	Investigate and report on feasibility of using HVO bin lorries.	<p>HVO bin lorries are powered solely by waste oil not used by supermarkets, restaurants, and other suppliers.</p> <p>HVO is a diesel-quality drop-in fuel, meaning it can be utilised in almost any vehicle that runs on traditional diesel without affecting the day-to-day running of the vehicles. While HVO does not lead to a 100 % reduction in emissions, this makes it a perfect interim option for the council to use in current diesel vehicles whilst the feasibility of ultra-low emission vehicles is considered for future years.</p> <p>The use of HVO reduces carbon emissions from bin lorries by 90 % and nitrous oxide emissions by up to 26 %. As well as reducing emissions, the switch to HVO improves air</p>	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Sponsor a sustainable green approach • Embrace new and emerging technology 	Low	2026	Service Manager - Neighbourhoods

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
				quality, particularly for waste collection workers.				
49	C9	Is the local authority embarking on any projects to encourage uptake of low emissions vehicles in the community, such as installation of rapid EV charging points?	Undertake surveys of the average number of electric vehicles using each of the council's car parks, and allocate and acquire funding to install enough EV charging points for the average number of electric vehicles using each council car park	<p>Providing EV charging points in council car parks will attract more electric car users to the town centres.</p> <p>As electric cars are on average more expensive than petrol/diesel cars, these drivers will likely be more affluent and have more disposable income, which will in turn help sustain businesses within the town centres.</p>	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Grow a strong and inclusive economy Embrace new and emerging technology Support local businesses Create vibrant and diverse town centres Stimulate regeneration 	Moderate/High	2026	Assistant Director – Economy
50	C9	Is the local authority embarking on any projects to encourage uptake of low emissions vehicles in the community, such as installation of rapid EV charging points?	Allow electric vehicles to park for a reduced charge in council car parks	<p>Reducing charges for electric vehicles in council car parks will attract more electric car users to the town centres.</p> <p>As electric cars are on average more expensive than petrol/diesel cars, these drivers will likely be more affluent and have more disposable income, which will in turn help sustain businesses within the town centres.</p>	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Grow a strong and inclusive economy Embrace new and emerging technology Support local businesses Create vibrant and diverse town centres Stimulate regeneration 	Low	2026	Assistant Director – Economy

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
51	C9	Is the local authority embarking on any projects to encourage uptake of low emissions vehicles in the community, such as installation of rapid EV charging points?	Remove time limits on electric vehicle parking spaces at council car parks	<p>Currently electric vehicle charging points can only be parked at for a maximum of two hours.</p> <p>This is off-putting for people considering purchasing electric vehicles, as they know if they wanted to charge their car and park for more than two hours, they have to go back to the car park after two hours to move it, which is very inconvenient.</p> <p>Additionally, as electric cars are on average more expensive than petrol/diesel cars, these drivers will likely be more affluent and have more disposable income. Consequently, providing electric car owners with more dwell-time in the town centres will help sustain businesses through increased spending.</p>	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Grow a strong and inclusive economy Embrace new and emerging technology Support local businesses Create vibrant and diverse town centres Stimulate regeneration 	Low	2026	Assistant Director – Economy
52	C12	Is the local authority involved in any community schemes or development of	Report on WCC's cycle network plans for the borough, setting out what	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing 	Low	2026	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		infrastructure projects aimed at encouraging the population at large to travel more sustainably, such as by public transport or walking and cycling?	proportion of the plans have been delivered, and how the delivery of the remaining routes can be accelerated.		<ul style="list-style-type: none"> • Enable appropriate housing development • Sponsor a sustainable green approach • Improve the physical environment 			
53	C20	Has the local authority ensured that its actions related to sustainability benefit all areas of society, including more vulnerable and socially deprived residents?	Report on the level of insulation in all council owned buildings, and take action to improve insulation in buildings which are poorly insulated	n/a	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Sponsor a sustainable green approach 	High	2031	Assistant Director – Social Housing and Community Safety
54	C26	Is the local authority committed to installing energy efficiency measures across its own estate and where relevant, street lighting?	Repair all windows in the Town Hall	<p>According to the Carbon Trust, 35 % of heat in offices is lost through ventilation and air infiltration. With the windows in the Town Hall being nearly 90 years old, and closing mechanisms having come loose over the years, there are considerable drafts from these windows.</p> <p>Repairing all windows and ensuring no air infiltration is occurring would greatly reduce the need for heating in</p>	<ul style="list-style-type: none"> • Promote residents' health and wellbeing • Sponsor a sustainable green approach 	High	2026	Principal Building Surveyor

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
				the Town Hall, thereby reducing the Town Hall's energy bills and carbon footprint.				
55	C26	Is the local authority committed to installing energy efficiency measures across its own estate and where relevant, street lighting?	As part of the renovation of Bedworth Market, investigate the use of transparent solar PV glass roofs	Transparent solar PV glass roofs can generate renewable electricity and help to keep the market cool in hot weather, as has been achieved at West Bromwich's outdoor market.	<ul style="list-style-type: none"> Promote residents' health and wellbeing Sponsor a sustainable green approach Grow a strong and inclusive economy Embrace new and emerging technology Support local businesses Create vibrant and diverse town centres Stimulate regeneration 	Low	2026	Service Manager – Regeneration and Economic Development
56	C28	Has your local authority considered resilience measures to cope with high energy price rises and/or does it have a plan in place to combat such rises?	Create a carbon reduction and renewable inclusion plan to decarbonise the council's housing stock, prioritising those who are most vulnerable to fuel poverty	n/a	<ul style="list-style-type: none"> Promote residents' health and wellbeing Enable appropriate housing development Sponsor a sustainable green approach Embrace new and emerging technology Stimulate regeneration 	High	2031	Assistant Director – Social Housing and Community Safety
57	C28	Has your local authority considered resilience measures to cope	Undertake an assessment of solar farm opportunities in the borough	This can be used to identify council owned land suitable for solar farms, which if	<ul style="list-style-type: none"> Sponsor a sustainable green approach 	Low	2028	Assistant Director – Planning

Action no.	Sustainability West Midlands' Sustainability Benchmarking target reference	Target description	Action	Additional explanation (where necessary)	Corporate plan aims	Estimated cost	Timescale for completion	Responsible role/s
		with high energy price rises and/or does it have a plan in place to combat such rises?		<p>developed, would generate cheaper energy for both residents and businesses.</p> <p>Additionally, the results of this assessment can be used to attract investment in the form of private solar farms, which would help create even more cheap energy for the borough.</p>	<ul style="list-style-type: none"> • Grow a strong and inclusive economy • Embrace new and emerging technology • Support local businesses 			

Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

Date: 5th March 2025

Subject: Local Council Tax Support Scheme 2025/26

Portfolio: Resources & Customer Services

From: Assistant Director - Finance

Summary:

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

Recommendations:

1. That the Local Council Tax Support Scheme for financial year 2025/26 be approved.
2. That the report be marked not for call in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

Options:

To accept the report.

Reasons:

Legislative requirements

Consultation undertaken with Members/Officers/Stakeholders

S151 Officer and Portfolio holder

Subject to call-in:

No this is not subject to call-in due to the amendments being legislative and the Council requiring this to be approved by 11th March.

Ward relevance:

All

Forward plan:

Yes

Building a Better Borough Aim:

Work

Building a Better Borough Priority:

Grow a strong and inclusive economy

Relevant statutes or policy:

Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Equalities Implications:

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

None

Human resources implications:

None

Financial implications:

The 2024/25 scheme will remain in place without approval of the latest policy which could put residents in the scope of support at financial risk.

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

None

Environmental implications:

None

Legal implications:

If the report was not to be approved, the Council would be in a non-compliant position with regards to the legislation and the Council's Local Council Tax Support Scheme.

Contact details:

Vicki Summerfield,

Strategic Director – Corporate Resources

Victoria.summerfield@nuneatonandbedworth.gov.uk

Liam Brown,

Assistant Director – Finance

Liam.brown@nuneatonandbedworth.gov.uk

AGENDA ITEM NO. 7

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

From: Assistant Director - Finance

Subject: Local Council Tax Support Scheme 2025/26

Portfolio: Resources & Customer Services

Building a Better Borough Aim: Work

Building a Better Borough Priority: Grow a Strong & Inclusive Economy

1. Purpose of Report

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

2. Recommendations

2.1 That the Local Council Tax Support scheme for financial year 2025/26 be approved.

2.2 That the report be marked not for call in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

3. Background

3.1 The Local Council Tax Support Scheme (LCTS) is applicable to both pension credit age and working age members of the public. The scheme specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2025 for a period of one financial year.

3.2 As in previous years, the government has amended the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 to ensure that pension age Local Council Tax Support (LCTS) schemes are updated in line with changes in the wider benefits system.

3.3 Billing authorities must ensure that the requirements of the updated regulations are reflected in their LCTS schemes for 2025-26 by 11 March 2025.

4. Body of Report

4.1 The Regulations which were laid out on 17th January 2025 for inclusion in the 2025/26 policy outline the need for billing authorities to reflect the changes in their LCTS Scheme by 11th March 2025.

4.2 ACS Benefits Guidance & Legislation have updated our LCTS Scheme to ensure the Council is compliant and reflects the Regulations set out.

5. Conclusion

5.1 The Regulations were updated and laid out on 17th January 2025 for Local Council Tax Support (LCTS) schemes to be updated in relation to pension age changes in-line with the wider benefits system.

6. Appendices

6.1 Nuneaton & Bedworth S13A 202526 Final.pdf -

(Listed separately to the agenda pack)

7. Background Papers (if none, state none)

7.1 None



Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

Date: 5th March 2025

Subject: Non-Domestic Rates – Policy updates

Portfolio: Resources & Customer Services

From: Assistant Director - Finance

Summary:

To present the Non-Domestic Rates policies for approval effective from 1st April 2025.

Recommendations:

That changes to the Retail, Hospitality and Leisure policy as mandated in the Autumn Budget 2024 are approved.

That the updates to the Supporting Small Businesses policy is approved.

That the policy outlining the Council's approach to awarding discretionary rate relief is approved.

That the report be marked not for call in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

Options:

To approve the policies

Reasons:

1. Legislative requirements
2. To provide a clear, robust, and transparent approach to dealing with applications for Discretionary rate relief

Consultation undertaken with Members/Officers/Stakeholders

S151 Officer

Subject to call-in:

No

Ward relevance:

All

Forward plan:

Yes

Building a Better Borough Aim:

Work

Building a Better Borough Priority:

Grow a strong and inclusive economy

Relevant statutes or policy:

Section 44a of the Local Government Finance Act 1988

Section 47 of the Local Government Finance Act 1988 as amended by Section 69 of the Localism Act 2011

Equalities Implications:

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

None

Human resources implications:

None

Financial implications:

None

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

None

Environmental implications:

None

Legal implications:

None

Contact details:

Vicki Summerfield,
Strategic Director – Finance & Governance
Victoria.summerfield@nuneatonandbedworth.gov.uk

Liam Brown,
Assistant Director – Finance
Liam.brown@nuneatonandbedworth.gov.uk

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet

From: Assistant Director - Finance

Subject: Non-Domestic Rates – Policy updates

Portfolio: Resources & Customer Services

Building a Better Borough Aim: Work

Building a Better Borough Priority: Grow a strong and inclusive economy

1. Purpose of Report

1.1 To present the Non-Domestic Rates policies for approval effective from 1st April 2025.

2. Recommendations

2.1 That changes to the Retail, Hospitality and Leisure policy as mandated in the Autumn Budget 2024 are approved.

2.2 That the updates to the Supporting Small Businesses policy is approved.

2.3 That the policy outlining the Council's approach to awarding discretionary rate relief is approved.

2.4 That the report be marked not for call in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution

3. Background

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

3.2 In the case of discretionary relief, the basic provisions are laid down by Section 47 of the Local Government Finance Act 1988. The decision whether to grant relief is at the discretion of each Council.

3.3 Councils are required to develop their approach to granting the relief in line with the legislative framework. Each Council has full discretion to

develop its own policy if required, and relief can be awarded to any ratepayer the Council deems eligible.

- 3.4 Discretionary relief which is wholly defined and reimbursed by the Government. Where Council's adopt the suggested approach, the full amount of relief is recovered through a Section 31 grant.

4. Financial Implications

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

5. Conclusion

- 5.1 The Council's approach to discretionary rate relief, hardship relief and partly occupied relief is provided by a clear, robust, and transparent policy. How ratepayers apply for the relief or how decisions are made remains unchanged. The Council will continue to support key businesses within the area with a comprehensive and aligned policy.

6. Appendices

Appendix A – Retail, Hospitality and Leisure Scheme 2025/26

Appendix B – Supporting Small Business Relief 2023/24 – 2025/26

Appendix C – Discretionary Rate Relief 2025/26

7. Background Papers (if none, state none)

None



Retail, Hospitality and Leisure Scheme 2025/26

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Introduction

At the Autumn Statement in October 2024, the Chancellor announced the extension of the business rates relief scheme for retail, hospitality, and leisure properties, worth an estimated £1.9 billion in 2025/26. This will support the businesses that make our high streets and town centres a success and help them to evolve and adapt to changing consumer demands.

The 2025/26 Retail, Hospitality and Leisure Business Rates Relief scheme will provide eligible, occupied, retail, hospitality, and leisure properties with a 40% relief, up to a cash cap limit of £110,000 per business.

This document provides guidance about the operation and delivery of the policy.

1. How will the relief be provided?

- 1.1 As this is a temporary measure for 2025/26, the Government has not changed the legislation relating to the reliefs available to properties. Instead, the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers under Section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. It is for individual local billing authorities to adopt a local scheme and determine in each individual case when to grant relief under Section 47.
- 1.2 Nuneaton and Bedworth Borough Council will apply and grant relief to qualifying ratepayers from the start of the 2025/26 billing year.

2. Which properties will benefit from relief?

- 2.1 Hereditaments which benefit from the relief will be those which for a chargeable day in 2025/26:
 - a. meet the eligibility criteria at Part 7,
 - and
 - b. the ratepayer for that chargeable day has not refused the relief for the eligible hereditament. The ratepayer may refuse the relief for each eligible hereditament at anytime up to 30 April 2026. The ratepayer cannot subsequently withdraw their refusal for either all or part of the financial year.
- 2.2 For the purposes of section 47 of the 1988 Act, where the ratepayer has refused the relief for a hereditament, it cannot be reclaimed at a later date.
- 2.3 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish or county council) or a functional body, within the meaning of the Greater London Authority Act 1999.

3 How much relief will be available?

3.1 Subject to the £110,000 cash cap per business, the total amount of government-funded relief available for each property for 2025/26 under this scheme is:

a. For chargeable days from 1 April 2025 to 31 March 2026, 40% of the chargeable amount.

3.2 The relief will be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, but before Nuneaton and Bedworth Borough Council have used their wider discretionary relief powers introduced by the Localism Act 2011, which are not funded by section 31 grants. However, as required in the NNDR guidance notes, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e. charitable/CASC and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before Retail, Hospitality and Leisure relief.

In instances where Nuneaton and Bedworth Borough Council apply a locally funded relief under section 47, this will be applied after the Retail, Hospitality and Leisure relief. The ordering should be applied in following sequence:

- Improvement Relief
- Transitional Relief
- Other mandatory Reliefs (as determined in legislation)
- S.47 Discretionary Relief in the following order:
 - I. 2023 Supporting Small Business (SSB)
 - II. Former categories of discretionary relief available prior to the Localism Act 2011 (i.e. charitable, CASC, not for profit) should be applied first in the sequence of discretionary reliefs, after SSB
 - III. Other discretionary (centrally funded) including Freeport relief
 - IV. 2025/26 Retail Hospitality and Leisure relief scheme
 - V. Other locally funded schemes

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

Amount of relief to be granted = V x 0.40 where:

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any certain other discretionary reliefs in line with the guidance in paragraph 15 above.

3.4 This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

- 3.5 The total value of relief available per business, whether occupying one or more properties, is capped at £110,000. Any ratepayer who would be eligible for a sum of relief above £110,000 if there were no cap in place, should be awarded relief up to the full value of £110,000 (as has been the policy for previous years). Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, up to a total value of £110,000.

4 The Cash Cap and Subsidy Control

- 4.1 Under the cash cap, no ratepayer can in any circumstances exceed the £110,000 cash cap across all of their hereditaments in England.
- 4.2 Where a ratepayer has a qualifying connection with another ratepayer then those ratepayers should be considered as one ratepayer for the purposes of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:
- a. where both ratepayers are companies, and
 - i. one is a subsidiary of the other, or
 - ii. both are subsidiaries of the same company; or
 - b. where only one ratepayer is a company, the other ratepayer (the “second ratepayer”) has such an interest in that company as would, if the second ratepayer were a company, result in its being the holding company of the other*.
- *“company” has the meaning given by section 1(1) of the Companies Act 2006. “holding company” and “subsidiary” have the meanings given by section 1159 of the Companies Act 2006.
- 4.3 The Retail Hospitality and Leisure Scheme is likely to amount to subsidy. Any relief provided by local authorities under this scheme will need to comply with the UK’s domestic and international subsidy control obligations (See the [BEIS guidance for public authorities](#) which contains guidance and information for the UK subsidy control regime).
- 4.4 To the extent that a Local Authority is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2025-26 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of ‘Minimal or SPEI financial assistance’. BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted towards the £315,000 allowance.
- 4.5 In those cases where it is clear to Nuneaton and Bedworth Borough Council that the ratepayer is likely to breach the cash cap or the MFA limit then we will automatically withhold the relief.
- 4.6 Ratepayers, on a self-assessment basis, are required to inform Nuneaton and Bedworth Borough Council if they are in breach of the cash caps or MFA limit.

A ratepayer declaration to confirm there is/ is not a breach of the cash cap is available to download on our website or can be supplied upon request.

- 4.7 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, Nuneaton and Bedworth Borough Council needs to include details of the subsidy on the subsidy control database. This can be found at: <https://manageuksubsidies.beis.gov.uk>.

5 Splits, mergers, and changes to existing hereditaments

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

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6 Recalculations of relief

- 6.1 The amount of relief awarded should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year. Previous restrictions in law concerning backdating have been removed.

7 Eligibility for the Retail, Hospitality and Leisure Relief Scheme

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

a. they are wholly or mainly being used:

- i. as shops, restaurants, cafes, drinking establishments, cinemas or live music venues,
- ii. for assembly and leisure; or
- iii. as hotels, guest & boarding premises or self-catering accommodation,

- 7.2 We consider shops, restaurants, cafes, drinking establishments, cinemas and live music venues to mean:

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

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

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

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

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

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops -Pubs
- Bars

iv. Hereditaments which are being used as cinemas

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

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

Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003. (The [statutory guidance can be accessed here](#))

7.3 We consider assembly and leisure to mean:

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

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

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

- Public halls
- Clubhouses, clubs and institutions

7.4 We consider hotels, guest & boarding premises and self-catering accommodation to mean:

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

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

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

7.6 The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied uses that exist within the qualifying purposes. However, it is intended to be a guide for authorities as to the types of uses that the government

considers for this purpose to be eligible for relief. Authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.

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

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

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

ii. Hereditaments that are not reasonably accessible to visiting members of the public

8 Variations of a Decision

8.1 Variations in any decision will be notified to the ratepayer as soon as possible and will take effect:

- i. Where an amount is to be increased due to a change in rate charge or a change in the Council's decision which changes the award, will be effective from the date of the change.
- ii. Where the amount is reduced due to a reduction in the rate charge or liability (including RV reduction, awarding another relief or exemption), this will apply from the date of decrease in rate charge.

8.2 The Council will cancel the relief at any time, where the ratepayer fails to meet any of the relevant criteria.

9 Policy Review

9.1 This is a one-off policy which will only be required for the 2025/26 financial year and as such will not require further review outside of this financial year.

10 Equalities

- 10.1 This policy has been produced in line with the Council's obligation to the Public Sector Equality Duty provided by the Equality Act 2010. No adverse impact on any protected characteristic has been identified because of this policy.

11 Reporting Changes

- 11.1 Where any changes in circumstance which may affect the relief, need to be reported by the ratepayer as soon as possible, as this can affect the date in which the relief, is revised from or cancelled.
- 11.2 Where any relief is reduced or cancelled, the Council will look to recover the amount in full.

12 Review Process

- 12.1 The Council's scheme of delegation allows for the Head of Revenues and Benefits to award, revise or revoke any Retail, Hospitality and Leisure discount.
- 12.2 Where the ratepayer wishes to appeal the decision of the Head of Revenues and Benefits, the case will be considered by the Councils S151 Officer or their deputy whose decision on behalf of the Council will be final.
- 12.2 Ultimately the formal appeal process for the ratepayer is Judicial Review although the Council will explain any decisions fully with the ratepayer.
- 12.3 Any application/awards that are refused will be reconsidered if the request for a reconsideration is made within four weeks of receipt of notification of the decision and must include additional information to support the request.
- 12.4 The Council will consider each request on its merits and will consider whether the customer has provided any additional information against the required criteria that will justify a change to its decision.

13 FRAUD

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



Supporting Small Business Relief (SSB)

2023/24 - 2025/26

1. Introduction

- 1.1 At the 2022 Autumn Statement the Chancellor announced that the 2023 Supporting Small Business (SSB) scheme will cap bill increases at £600 per year for any business losing eligibility for some or all Small Business Rate Relief or Rural Rate Relief at the 2023 revaluation. SSB was first introduced at the 2017 revaluation to support ratepayers facing bill increases greater than the Transitional Relief caps due to loss of Small Business Rate Relief or Rural Rate Relief.
- 1.2 The full Government guidance can be found: Business Rates Relief: 2023 Supporting Small Business Relief, local authority guidance - GOV.UK (www.gov.uk)

2. How will 2023 Supporting Small Business Relief be provided?

- 2.1 It is for individual local authorities, which administer the 2023 Supporting Small Business relief, to adopt a local scheme and determine in each individual case when to grant relief under section 47 of the Local Government Finance Act 1988.
- 2.2 2023 Supporting Small Business Relief will be awarded automatically by Nuneaton and Bedworth Borough Council as part of the annual billing process. The relief will show on the demand notices issued at that time.

3. Who is eligible for the 2023 Supporting Small Business Relief and how much relief will be available?

- 3.1 The 2023 SSBR will help those ratepayers who, as a result of the change in their rateable value at the revaluation are losing some or all of their Small Business, Rural Rate Relief or 2017 SSBR and, as a result, are facing large increases in their bills.
- 3.2 Charities and Community Amateur Sports Clubs, who are already entitled to mandatory 80% relief, are not eligible for 2023 SSBR.
- 3.3 To support these ratepayers, 2023 SSBR will ensure that the increase in the bills is limited to a cash value of £600 per year.
- 3.4 Those on 2023 SSBR whose 2023 rateable values are £51,000 or more will not be liable to pay the supplement to fund small business rate relief while they are eligible for 2023 SSBR.
- 3.5 For those ratepayers receiving 2017 SSBR relief in 2022/23, any eligibility for 2023 SSBR will end on 31 March 2024. All other eligible ratepayers will remain in 2023 SSBR for either 3 years or until they reach the bill they would have paid without the scheme.
- 3.6 A change of ratepayer will not affect eligibility for the Supporting Small Business scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club (CASC).
- 3.7 There is no second property test for eligibility for the 2023 SSBR scheme. However, those ratepayers who during 2022/23 lost entitlement to Small Business Rate Relief (because they failed the second property test) but have, under the rules for Small Business Rate Relief, been given a 12 month period of grace before their relief ended -

can continue on the 2023 SSBR scheme for the remainder of their 12 month period of grace.

4 Sequence of reliefs

4.1 Hereditaments eligible for charity or Community Amateur Sports Club relief or hereditaments which are unoccupied are not eligible for 2023 SSBR, and small business rate relief or rural rate relief will not be applied to further reduce the bill found under 2023 SSBR.

For example:

- After 2023 SSBR the bill for 2023/24 will be reduced to £600. No further Small Business Rate Relief will be applied to the £600 bill.

4.2 The same principle applies to properties for which a Section 44A certificate has been granted (apportionment of rateable values for partly occupied properties). The presence of a section 44A certificate will not further reduce the bill found under 2023 SSBR.

4.3 All other discretionary reliefs, including those funded by section 31 grants, will be considered after the application of 2023 SSBR.

5 Subsidy control

5.1 Any relief provided by Nuneaton and Bedworth Borough Council under this scheme must comply with the UK's domestic and international subsidy control obligations.

Further details of subsidy control can be found: UK subsidy control statutory guidance - GOV.UK (www.gov.uk)

5.2 In cases where it is clear to Nuneaton and Bedworth Borough Council that the ratepayer is likely to breach the MFA limit then Nuneaton and Bedworth Borough Council will automatically withhold the relief.

5.3 In instances where it is unclear, Nuneaton and Bedworth Borough Council will include the relief in bills and will ask the ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the MFA limit.

6 Recalculations of reliefs

6.1 As with other reliefs, the amount of SSBR awarded will be recalculated in the event of a change in circumstances i.e. a change in the Rateable Value (RV) which could arise during the year in question or in later years. .

6.2 When making an award for SSBR, Nuneaton and Bedworth Borough Council will ensure in the conditions of the award that the relief are subject to the property's continuing eligibility. If the use of the property changes so that it is no longer eligible, the relevant chargeable amount will be recalculated to reflect that fact.

7 Splits and mergers

- 7.1 2023 SSBR will apply to hereditaments:
- a. coming into existence because of the circumstances described in paragraph 1 of the Schedule of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022,
 - b. where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for 2023 SSBR, and
 - c. Where for 31 March 2023 the chargeable amount has been found under section 47 other than under a scheme introduced to deliver the [Extension of Transitional Relief and Supporting Small Business Relief for small and medium properties](#), then eligibility for 2023 SSBR does not apply for the creation day in respect of the hereditament.
- 7.2 After the creation day, 2023 SSBR will cease to apply in the circumstances described above.
- 7.3 Instead, for hereditaments meeting the criteria in paragraph 11.1 & 11.2 above, Nuneaton and Bedworth Borough Council will apply a chargeable amount under section 47 of the 1988 Act found in accordance with the following principle:
- a. that the protection offered by SSBR (that the bill will not rise by more than £600 p.a.) will continue to apply in principle to that part of the newly created hereditament which was immediately before the creation day in SSBR, and
 - b. that increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of SSBR.
- 7.4 For simple splits of hereditaments previously eligible for SSB, Nuneaton and Bedworth Borough Council will apportion the chargeable amount in the SSB scheme for the hereditament before the split in line with the change in rateable value from the split (i.e. in line with the principle in the Schedule of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2022).
- 7.5 For mergers and reorganisations, Nuneaton and Bedworth Borough Council will estimate the degree to which, in line with the principle of the SSB scheme, that part of the hereditament which was formerly eligible should continue to receive support under the SSB scheme. There will be no formal apportionments of the rateable value for this purpose.

8 Claiming Supporting Small Business Relief

- 8.1 There is no application form. Entitlement to Supporting Small Business Relief is automatically calculated and granted to eligible ratepayers.

In instances where relief has not been granted but a ratepayer believes they are eligible email:

Billing.section@nuneatonandbedworth.gov.uk

9 Notification

- 9.1 A demand will be issued showing entitlement.

10 Reporting Changes

- 10.1 Where any changes in circumstance which may affect the relief, need to be reported by the ratepayer as soon as possible (within 28 days of the change in circumstances), as this can affect the date in which the relief, is revised from or cancelled.
- 10.2 Where any relief is reduced or cancelled, the Council will look to recover the amount in full.

11 Fraud

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

12 Policy Review

- 12.1 This is a stand-alone policy relating to the 2023 Rating list only. A review schedule is not required.



Non-Domestic Rates Discretionary Rate Relief Scheme 2025/26

DRAFT

Introduction

The council has discretionary powers to award relief from payment of Non-Domestic Rates on a range of circumstance. This policy shall apply in giving consideration to applications for discretionary rate relief made in respect of the following circumstances.

- Property party occupied for a temporary period.
(Award under section 44a of the Local Government Finance Act 1988)
- Ratepayers that would otherwise suffer hardship.
(Award under section 44a of the Local Government Finance Act 1988)
- In exercise of the Council's general power to award discretionary rate relief
(Award under Section 47 of the Local Government Finance Act 1998 as amended by Section 69 of the Localism Act 2011)

This policy shall take effect for all applications made in respect of rate liabilities incurred from 01 April 2025 onwards.

Each application for discretionary rate relief will be considered on its individual merits, but in making a decision on the award, the decision maker will give due consideration to the requirements of this Policy.

Exception to this Policy

In accordance with the Council's Constitution, the Portfolio Holder with responsibility for this function may determine discretionary rate relief applications which fall outside the scope of this approved Policy.

General Principles

All decisions in respect of applications for discretionary rate relief must be taken in accordance with statutory requirements and give due consideration to any guidance issued by the Secretary of State.

Decisions shall be taken in accordance with the Council's Constitution.

In addition to these requirements the following shall apply in respect of all requests for rate relief under the powers set out above.

The interests of the Borough's Council Tax Payers

The objects of any organisation granted discretionary relief must accord with the Council's corporate priorities. Applicants will need to demonstrate that the services provided from the premises on which business rates are being paid directly, benefit our residents.

Reviews and Appeals

Decisions in the award or otherwise of rate relief must accord with the Council's corporate priorities. Applications will need to demonstrate that the services provided from the premises on which business rates are being paid directly benefit our residents.

- Additional information that is relevant to the application and that was not available at the time the decision was made becomes available, or
- There are grounds to believe the application or supporting information was not interpreted correctly at the time the decision was taken.
- A request for a review must be made in writing within four weeks of notification of the decision and must set out the reasons for the requests and any supporting information.

Cases will be reviewed by the Head of Revenues and Benefits.

Requirements for Applications

Applications will only be considered where a written application is received from the ratepayer, or where the ratepayer is an organisation, a person duly authorised to act on behalf of an organisation.

The Council shall request such supporting evidence as it considers necessary to enable the council to properly assess the merit of the application.

Ratepayers submitting an application shall set out, as part of the application; the benefit that the ratepayer considers will accrue to the borough council taxpayers as a result of the award.

Timescale for Decisions

The Council will aim to make a decision regarding the application within four weeks of receiving the application and all supporting evidence considered necessary to enable the application to be considered.

Requirements to make payments of amounts falling due

Ratepayers must continue to pay any amount of rates that fall due whilst an application is pending. In the event that payments are not received as due the Council may continue with its normal procedures to secure payment.

Awards for retrospective periods

With the exception of applications on the grounds of hardship, rate relief will not normally be awarded in respect of any day prior to the day that an application is received. However, in exceptional circumstance consideration may be given to awarding rate relief for a retrospective period where the ratepayer can demonstrate good cause for not submitting the application earlier.

The maximum retrospective period will be the beginning of the financial year in which the decision is made or when liability begins, whichever is later.

Where the application is on the grounds of hardship an award may be made for a retrospective period where it is considered that the business suffered hardship during that period.

No consideration shall be given to an award for a retrospective period where the Council is not able to verify to its satisfaction that the circumstance giving rise to the application pertained for that period.

Subsidy Control

Any relief provided by NBBC under this scheme will need to comply with the UK's domestic and international subsidy control obligations. The guidance can be found:

[UK subsidy control regime: statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-subsidy-control-regime)

To the extent that NBBC is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a 3-year period (consisting of the current financial year and the 2 previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'.

In those cases where NBBC believe that the ratepayer is likely to breach the MFA limit then it will automatically withhold the relief. Otherwise, NBBC will include the relief in bills and ask

the ratepayers, on a self-assessment basis, to inform them if they are in breach of the MFA limit.

The Council's procedure on subsidy control is contained within the Financial Procedure Rules which forms part of the Constitution.

Application under Section 44A (Partly Occupied Property)

The council has discretion under section 44a of Local Government Finance Act to award rate relief where part of a property is unoccupied for a temporary period. The amount of rate relief that is awarded is determined by statute and is calculated by reference to the rateable value ascribed to the unoccupied area by the Valuation Office Agency.

Application will only be considered in respect of unoccupied parts of the property that can be clearly defined and are reasonably segregated from the occupied part of the property.

For the purpose of this policy a period of up to 12 calendar months shall be considered to be temporary and longer periods shall not be considered to be temporary.

No award shall be made where it appears to the Council that the reason that part of the property is unoccupied, is wholly or mainly for the purpose of applying for rate relief.

A ratepayer making an application under section 44a shall provide a plan of the property showing the dimensions of the occupied and unoccupied area of suitable quality to enable the Valuation Office Agency (VOA) to apportion the rateable value of the property between the occupied and unoccupied areas. Applications will not be considered until such time as the plan is provided.

Rate relief under this section will not be awarded in respect of partly occupied property where the partial occupation of the property may be considered to arise due to the ordinary day to day nature of the business (for example the operation of a warehouse).

Termination of Awards under Section 44A

Award of rate relief shall end at the earliest occurrence of one of the following:

- The end of the statutory period for which relief may be allowed.
- All or part of the unoccupied area becoming occupied.
- The whole of the property becoming unoccupied
- The ratepayer ceasing to be the person or organisation liable to pay non-domestic rates in respect of the property.
- Where all or part of the unoccupied area has remained unoccupied for one year.
- The commencement of a further award in respect of the property.
- The council is unable to verify, following reasonable notice, that the area remains unoccupied.

Further applications

A further application may be submitted where there is a change to the area of the property which is unoccupied.

Verification of Unoccupied Areas

The ratepayers must allow a Council Officer access to the property by appointment during normal working hours within two weeks of the Council receiving the application in order to verify the occupation of the property.

Further access may be required during the award period.

Ratepayers that would otherwise suffer hardship.

(Awarded under section 49 of the Local Government Finance Act 1988)

The principal purpose of awards of rate relief under this section of the policy shall be to provide short-term assistance to businesses that are suffering unexpected hardship, arising from circumstance beyond the business's control and outside of the normal risk associated with running a business of that type, to the extent that the viability of the business would be threatened if an award not made.

Rate relief on the grounds of hardship shall only be awarded where it is considered that:

- The ratepayer would sustain hardship if the Council failed to grant Hardship Relief; and
- It is reasonable to grant Hardship Relief having regard to the interest of person's subject to the Council Tax.

The test of "hardship" need not be confined strictly to financial hardship and applicants should disclose all relevant factors affecting the ability of the business to meet its rate liability.

The "interest" of local Council Taxpayers may go wider than direct financial interests; for example, where employment prospects in an area would be worsened by a ratepayer going out of business, or the amenities of an area might be reduced by, for instance, the loss of a neighbourhood shop.

A business will not be considered to be suffering financial hardship in any annual accounting period during which it is profitable or has experienced a loss which is minor in comparison to the overall turnover of the business. In determining whether a business is profitable account shall be taken of reasonable drawings by the proprietor or reasonable remuneration of directors.

Where the circumstances giving rise to the hardship relate to only part of the business's normal annual accounting period, the income and expenditure of the business for the whole accounting period may be used to determine whether the business is profitable.

It is expected that businesses will take prompt action to mitigate any factors giving rise to hardship. Examples of mitigating actions may include seeking business advice, discounts and promotions, reviewing pricing, extending the range of stock or services, negotiating with creditors etc. Applications may be declined in circumstances where the business is unable to demonstrate that it is taking reasonable steps to alleviate the hardship.

In order for an application to be considered, applicants must supply the last two years' accounts, current cash flow forecast and a business plan to demonstrate how granting the relief will improve the viability and financial position of the business. Where the business has traded for less than two years, accounts must be provided where available, and draft accounts or budget forecasts must be provided for the period since the business commenced trading.

No award shall be made where it appears to the Council that the proprietor of the business has failed to exercise due diligence to anticipate circumstances that may give rise to hardship, financial or otherwise, and/or to put in place measures to prevent or mitigate the circumstances.

Applications will be viewed favourably where the criteria of the policy are met and the business provides the only goods or services of that type in the local area or where the business is a niche business supplying specialist goods or services that are not widely available and vice versa.

New Businesses

Award of hardship rate relief will not be made for the purposes of enabling a new business to become established except where the viability of the business is threatened by events that could not reasonable have been foreseen when establishing the business.

Unoccupied Properties

Rate relief on the grounds of hardship in respect of rates payable for an unoccupied property will only be awarded in the most exceptional circumstances where there are clear and tangible benefits to local Council Taxpayers in making the award.

Relationship to others forms of Rate Relief

Applications for hardship rate relief shall be regarded as a last resort and will only be considered after consideration of any other forms of rate relief to which the applicant may be eligible.

Duration of Awards

All awards shall terminate at the end of the financial year if the award has not ended at an earlier date. Where the hardship continues a further application may be made in the new financial year, however in considering repeated applications consideration should be given to the number and value of previous awards.

In exercise of the Council's general power to award discretionary rate relief (Award under section 47 of the local Government Finance Act 1988 as amended by section 69 of the Localism Act 2011)

Section 69 of the Localism Act 2011 amends the 1988 Act to allow local authorities the discretion to award rate relief to all types of businesses. The Plain English Guide to the Act addresses this as follows:

"The Localism Act gives councils more freedom to offer business rate discounts - to help attract firms, investment and jobs. Whilst councils would need to meet the cost of any discount from local resources, they may decide that the immediate cost of the discount is outweighed by the long-term benefit of attracting growth and jobs to their area."

This section sets out the Council's agreed policy for dealing with applications from such cases.

General Requirement

Applications for rate relief under this section of the Policy will normally only be considered favourably where the Council is satisfied that an award will result in tangible benefits to local residents and in particular where the award will directly result in attracting businesses, investment or jobs to the local area.

Maximum Amount of Awards

The Localism Act allows scope for the Council to award up to 100% rate relief in any one year for qualifying businesses. The maximum amount awarded shall normally be limited to no more than 50% of the rate liability for discretionary cases and 10% of the rate liability in cases where 80% mandatory relief has been applied, except where there are exceptional circumstances which justify a greater amount.

Duration of Awards

Each amount of rate relief awarded under this policy shall normally apply for no more than two financial years at a time.

Information to Support Applications

All applicants are required to complete the Council's rate relief application form. Such information and evidence as the Council requires must be provided to support an application and in the event that the requested information and evidence is not provided the application may be refused.

In submitting an application, the ratepayer must demonstrate with verifiable supporting evidence the benefits to the Borough's Council Taxpayers that will accrue from making an award.

On receipt Council officers will determine the merits of the application. Taking into consideration the economic, social and environmental benefits that may derive from granting the application.

Relationship to other forms of Rate Relief

Applications under this section will only be considered after consideration of any other forms of rate relief to which the applicant may be eligible (excluding hardship rate relief).

Guidelines for Making Awards

Each application will be considered on its individual merit but in making a decision on the award the following factors must be considered by the decision maker:

- That awards should only be made in exceptional circumstances.
- The value of any previous awards and the benefits to local Council Taxpayers realised from previous awards.
- The cost to the Council, including the loss of income or of retained rates yield, in making an award.
- The impact of the cost or loss of income in relation to the Council's overall financial situation.
- The benefits to the Borough's Council Taxpayers in making an award, and in particular whether the award will directly result in attracting businesses, investment or jobs to the local area.
- The impact on other Non-Domestic Ratepayers in the Borough.
- The Council's statutory equality duties: in respect of clubs and accessibility, membership must generally be open to all residents and not discriminate against any of the groups protected by the Equality Act 2010.
- That awards should normally only be made where the ratepayer's activities in the Borough will contribute towards the aims and objectives of the Corporate Plan.
- The extent to which an award will support the Council's aspiration to promote and encourage economic growth, and in particular growth in the Non-Domestic Rating tax base and in employment opportunities for residents of the Borough.
- The overall profitability of the business.
- Other sources of funding available i.e. through the use of grants or club subscriptions.
- Consideration will be given as to the number of properties occupied by the applicant.

The following definitions are provided for hereditaments where Discretionary Rate Relief may be awarded.

- Charities – Ratepayer is a charity or trustees for a charity, and the property is wholly or mainly used for charitable purposes. Based on above guidelines maximum award 10% discretionary rate relief.
- Not-for-profit Organisations – Not established or conducted for profit and whose aims should be charitable or otherwise philanthropic, or concerned with the promotion of social welfare, education, science, literature of the fine arts. Based on above guidelines maximum award 50% discretionary rate relief.

- Sports Clubs - Property is wholly or mainly used for the purpose of recreation and all or part of the property is occupied for the purpose of a club, society or other organisation not established or conducted for profit. Based on above guidelines maximum award 50% discretionary rate relief. When determining applications from Sports Club we will consider: -
 - a. Whether the sports club have achieved or are working towards Sport England's Club mark accreditation
 - b. Whether the organisation has a licensed bar
 - c. How else funds are raised.
 - d. Level of reserves or savings
 - e. Number of members resident in the Borough
 - f. Development of the organisation including youth development, providing facilities for use by disabled people or special interest groups.

Community Amateur Sports Clubs (CASC's) – Sports Clubs that have registered with the Inland Revenue. Based on above guidelines maximum award 10% discretionary rate relief. CASC's must

- Be open to the whole community.
- Be run as an amateur club.
- Be a non-profit making organisation.
- Aim to provide facilities for and encourage people to take part in eligible sport.

Splits, mergers, and changes to existing hereditaments

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

Recalculations of relief

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

A revocation or variation of an award will take effect from the beginning of the next financial year in which the decision is made.

Therefore, when making an award for the discretionary scheme, NBBC will ensure in the conditions of the award that the relief is subject to the property's continuing eligibility.

Revision History

Revision Date	Reviser	Previous Version	Description of Revision
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NBBC Business Rates Discretionary Relief Scheme

October 2024	JF	N/A	General review to bring policy in line with regulations

DRAFT



Cabinet

Report Summary Sheet

Date: 5th March 2025

Subject: General Fund Budget Monitoring Q3

Portfolio: Resources & Customer Services (Councillor S Hey)

From: Assistant Director - Finance

Summary:

To present the forecast revenue outturn position for the General Fund as at 31st December 2024.

Recommendations:

1. That the forecast outturn position for the General Fund for 2024/25 be noted, with consideration given to key variances.
2. That the revised budget following a virement for the pay award provisions across service areas be noted.

Options:

To accept the report or request further information on the forecasted position.

Reasons:

The Council is required to achieve a balanced budget each year.

Consultation undertaken with Members/Officers/Stakeholders

Councillor Hey, Management Team and relevant officers

Subject to call-in:

Yes

Ward relevance:

None directly.

Forward plan:

Yes

Building a Better Borough Aim:

Work

Building a Better Borough Priority:

Grow a strong and inclusive economy.

Relevant statutes or policy:

Local Government Finance Act 1992

Equalities Implications:

None

Human resources implications:

None

Financial implications:

Detailed in the report.

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

The Council analyses risks as part of the budget setting process and ensures an appropriate level of reserves are in place.

Environmental implications:

None

Legal implications:

To achieve a balanced budget each year.

Contact details:

Liam Brown, Assistant Director - Finance

Liam.Brown@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.9

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet - 5th March 2025

From: Assistant Director - Finance

Subject: General Fund Budget Monitoring Q3

Portfolio: Resources & Customer Services (Councillor S Hey)

Building a Better Borough Aim: Work

Building a Better Borough Priority: Grow a strong and inclusive economy

1. Purpose of Report

1.1 To present the forecast revenue outturn position for the General Fund as at 31st December 2024 unless otherwise stated in the report.

2. Recommendations

2.1 That the forecast outturn position for the General Fund for 2024/25 be noted, with consideration given to key variances.

2.2 That the revised budget following a virement for the pay award provision across service areas be noted.

3. Background

3.1 The General Fund and Housing Revenue Account (HRA) revenue and capital budgets for 2024/25 were approved by Cabinet and Council in February 2024. This report is a detailed update of performance against the General Fund revenue budget as at December 2024.

3.2 This report considers the spend pressures that may be coming to the forefront, whether income projections are on target and whether savings that were built into the budget are on track.

4. Body of Report

4.1 Apart from Council housing, day-to-day revenue income and expenditure for Council services is accounted for through the General Fund. The net expenditure is financed through the Council's Core Spending Power which includes Council Tax, Retained Business Rates and other general Government Grants.

- 4.2 The revenue budget for 2024/25 was set as a net expenditure of £19,131,423 with core income and reserve contributions expected of £19,133,536 resulting in a surplus of £2,113. Currently there are forecasted pressures and savings which are resulting in a £70,777 underspend variance to the approved surplus.
- 4.3 Following the pay award for 2024/25 being finalised in November 2024 the portfolio budgets have been increased to show the provision being apportioned across the service detail salary budgets. This is displayed in the table below with the heading 'Revised Budget'.
- 4.4 A summary of the Council's budget and forecasted expenditure is contained in the following table with more detail included in Appendix 1.

	Approved Budget	Revised Budget	Forecast	Variance
	£	£	£	£
Business & Regeneration	(345,337)	(304,078)	116,441	420,519
Resources and Customer Services	12,053,041	12,573,560	12,473,965	(99,596)
Leisure, Communities and Health	4,153,055	4,163,086	4,435,246	272,160
Environment and Public Services	5,281,730	5,404,168	5,963,810	559,642
Housing	(538,138)	(527,142)	(703,078)	(175,936)
Planning and Enforcement	221,951	262,522	10,549	(251,973)
Portfolio Total	20,826,304	21,572,116	22,296,933	724,817
Other Operating Costs/Income	(1,694,881)	(2,440,693)	(3,236,287)	(795,594)
Core Funding	(19,133,536)	(19,133,536)	(19,133,536)	0
Total (Surplus) / Deficit	(2,113)	(2,113)	(72,890)	(70,777)

- 4.5 The key variances are included below with commentary:

	£'000
<u>Salary Breakdown</u>	
Salary savings	(1,414)
Agency Spend	635
Transformation Provision	500
Staffing Savings	(279)
Reduced Sherbourne MRF Income	430
Increased Subsidy losses from providing Temporary Accommodation	395
Hampton By Hilton pre-opening Bank Account	270
Net Loss of Income on Commercial Property	172
Increased Insurance Costs	137
Additional costs due to delay of Civic Hall lease	120
Additional Contractor Payments for Recycling	113
Additional Vehicle Hire costs	66

Additional Court Costs	54
Additional Audit Fees	50
Additional Borough Plan Costs	40
Contract costs for Closing the Pingles	35
Additional Legal Costs	30
Additional Investment Income	(809)
Reduced External Interest Costs	(402)
Improved Planning Fee Income	(207)
Additional Homeless Prevention Grant Received	(110)
Additional Income for Eaton House	(60)
Reduced Environmental Sustainability spend	(45)
Additional Borough Street Cleansing	(42)
Additional income from HMO Licences	(31)
Total Deficit / (Surplus)	(73)

Spend Pressures

- 4.6 The new Sherbourne facility is facing additional costs since fully operating which is causing lower than budgeted recycling rebate per tonne resulting in a pressure (£430k). The partners of the facility are working closely with the staff at Sherbourne to better understand the impact and mitigate future pressures. The recycling service is also seeing increased costs for collections as per the current contract arrangements with Coventry City Council (£113k).
- 4.7 Pressures are expected in relation to the Hampton by Hilton Hotel with an unbudgeted contract obligation for the pre-opening costs to pay for staff training and recruitment at the Hotel (£270k). In addition, losses in income for commercial property mainly in relation to the performance of the hotel is being seen which is being reviewed by officers, but this is offset by the prudent levels of external interest originally budgeted specifically for the hotel (£172k).
- 4.8 Benefit subsidy losses are in relation to the cost of housing homeless individuals in temporary accommodation. A higher level of presentation, less permanent accommodation to move onto, increased asylum through Serco which reduces available units plus an increase in S21 notices is having a significant impact on the subsidy losses (£395k).
- 4.9 Insurance costs have risen causing an additional pressure in 2024/25 (£137k).
- 4.10 Requirements on completing repair works to the Civic Hall accompanied with the delays to signing the lease have resulted in additional costs in 2024/25 (£120k).

- 4.11 Additional external legal support was required for environmental protection causing a pressure on the General Fund position (£30k).
- 4.12 The Borough plan review has seen higher than anticipated fees for inspectors and programme officers causing an in-year pressure (£40k).
- 4.13 Additional vehicle hire costs for the downtime of our own refuse fleet are being experienced whilst a procurement exercise is on-going to purchase new vehicles (£66k).
- 4.14 With a numerous amount of planning appeals on-going during 2024/25 there has been additional court costs (£54k).
- 4.15 External audit fees are higher than expected due to the additional work completed in the 2023/24 financial audit (£50k).
- 4.16 Due to the capital works needing to be completed to the steel columns at the Pingles leisure centre, there are additional revenue costs in relation to subsidising membership fees in the interim (£35k).

Savings

- 4.17 The market conditions and improved treasury management practices has seen increased investment income in comparison to prudential budgetary assumptions (£809k).
- 4.18 Budgets for borrowing money early in the financial year for capital projects has been proactively managed and allowed a delay in external borrowing. This has resulted in reduced external interest charges in comparison to expectations (£402k) and more than offsets income losses on the hotel.
- 4.19 Planning Applications are higher than anticipated during budget setting giving increased income in 2024/25 (£207k)
- 4.20 During 2024/25 additional homelessness grants have been allocated to Nuneaton and Bedworth Borough Council which will be utilised to offset subsidy losses for temporary accommodation (£110k).
- 4.21 A lower void rate for the rooms at Eaton House has resulted in more income being anticipated during the financial year (£60k).
- 4.22 With an Environmental Sustainability / Climate change strategy being worked on the budget allocated will not be spent in 2024/25 (£45k).
- 4.23 A budget of £60k was included for additional borough street cleansing which was part funded from an earmarked reserve (£18k). This is not expected to be completed due to resourcing which will result in a small saving (£42k).

- 4.24 The uptake of HMO licences has increased which results in increased income expected (£31k).

Salary Breakdown

- 4.25 With a large number of vacancies across the Council and difficulties in recruitment, agency recruitment has been relied upon in some service areas to deliver services. This has reduced the recharges to the Housing Revenue Account as support services have a large number of vacancies.
- 4.26 As part of the budget setting for 2024/25 a transformation saving target of £500k was included in relation to reviewing services and making structures of teams more efficient.
- 4.27 The table under point 4.5 details the salary savings due to vacancies alongside the vacancy expenditure and transformation provision which gives a net underspend position on staffing of (£279k).

5. Conclusion

- 5.1 Through improved treasury management early sighted pressures have been able to be offset through managing cash levels and experiencing higher returns on investments. The Council needs to identify long-term savings in order to be less reliant on these activities to find a balanced position in-year.
- 5.2 Recruitment is still being closely monitored and kept under review with a £500k savings provision being in the 2024/25 budget. Currently this saving is being achieved but will remain under close scrutiny.
- 5.3 The transformation programme is starting to gather pace and will be key to increasing efficiency and effectiveness across the Council which will in turn generate savings and income and is essential to ensure the Council remains financially viable.

6. Appendices

- 6.1 Appendix 1 General Fund Forecast 2024/25

7. Background Papers

- 7.1 General Fund Budget Setting Report – Cabinet and Council February 2024

SUMMARY GENERAL FUND FORECAST OUTTURN

as at end of December 2024

	2024/25 Current Budget	2024/25 Revised Budget	2024/25 Current Forecast	2024/25 Forecast Variance	Key Reason for Forecast Variance to Budget
	£	£	£	£	
Business & Regeneration	(345,337)	(304,078)	116,441	420,519	Increased costs for contract obligations in relation to Hampton by Hilton and losses of income on commercial property slightly offset by vacancy savings.
Resources and Customer Services	12,053,041	12,573,560	12,473,965	(99,596)	Additional costs in relation to insurance, audit fees and subsidy losses offset by vacancy savings.
Leisure, Communities and Health	4,153,055	4,163,086	4,435,246	272,160	Additional costs in relation to the delay in finalising the Civic Hall lease, additional costs for closing the Pingles and additional legal fees are slightly offset by vacancy savings. The Grounds Maintenance provision is also forecasted within this portfolio's services.
Environment and Public Services	5,281,730	5,404,168	5,963,810	559,642	Loss of income for Sherbourne MRF, increased contractor payments, increased vehicle hire costs offset by vacancy savings and reduced spend on additional borough street cleansing.
Housing	(538,138)	(527,142)	(703,078)	(175,936)	Additional Homelessness Prevention grant and income for Eaton House and HMO Licences.
Planning and Enforcement	221,951	262,522	10,549	(251,973)	Additional Planning income and reduced spend for environmental sustainability is offset by additional court costs and borough plan costs.
Portfolio Total	20,826,304	21,572,116	22,296,933	724,817	
Central Provisions	641,755	(104,057)	312,000	416,057	Transformational saving as well as the grounds maintenance provision is not forecasted as this is forecasted within the services.
Depreciation & Impairment	(3,096,530)	(3,096,530)	(3,096,530)	0	
Contributions To/From Reserves	(1,435,806)	(1,435,806)	(1,435,806)	0	

Financing of Capital Expenditure	1,200,000	1,200,000	1,200,000	0	
PWLB Premiums	21,120	21,120	21,120	0	
Investment Income	(582,508)	(582,508)	(1,391,542)	(809,034)	Additional Investment Income.
Minimum Revenue Provision	580,290	580,290	580,290	0	
External Interest	976,798	976,798	574,181	(402,617)	Reduced External Interest payments.
Total Council Net Expenditure	19,131,423	19,131,423	19,060,646	(70,777)	
Council Tax	(10,566,339)	(10,566,339)	(10,566,339)	0	
New Homes Bonus	(1,180,874)	(1,180,874)	(1,180,874)	0	
General Government Grants	(552,494)	(552,494)	(552,494)	0	
Business Rates Retention	(5,529,042)	(5,529,042)	(5,529,042)	0	
NDR Collection Fund (Surplus)/ Deficit	(1,351,683)	(1,351,683)	(1,351,683)	0	
Council Tax Collection Fund (Surplus)/ Deficit	46,896	46,896	46,896	0	
Total Funding	(19,133,536)	(19,133,536)	(19,133,536)	0	
(Surplus) / Deficit	(2,113)	(2,113)	(72,890)	(70,777)	



Cabinet

Report Summary Sheet

Date: 5th March 2025

Subject: Housing Revenue Account Budget Monitoring Q3

**Portfolio: Resources & Customer Services (Councillor S Hey)
Housing (Councillor C Watkins)**

From: Assistant Director - Finance

Summary:

To present the forecast revenue outturn position for the Housing Revenue Account (HRA) as at 31st December 2024.

Recommendations:

That the forecast outturn position for the HRA for 2024/25 be noted, with consideration given to key variances.

Options:

To accept the report or request further information on the forecasted position.

Reasons:

The Council is required to achieve a balanced budget each year.

Consultation undertaken with Members/Officers/Stakeholders

Councillor Hey and Cllr Watkins, Management Team and relevant officers

Subject to call-in:

Yes

Ward relevance:

None directly.

Forward plan:

Yes

Building a Better Borough Aim:

Work

Building a Better Borough Priority:

Grow a strong and inclusive economy.

Relevant statutes or policy:

Local Government Finance Act 1992

Equalities Implications:

None

Human resources implications:

None

Financial implications:

Detailed in the report.

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

The Council analyses risks as part of the budget setting process and ensures an appropriate level of reserves are in place.

Environmental implications:

None

Legal implications:

To achieve a balanced budget each year.

Contact details:

Liam Brown, Assistant Director - Finance

Liam.Brown@nuneatonandbedworth.gov.uk

AGENDA ITEM NO.10

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet - 5th March 2025

From: Assistant Director - Finance

Subject: Housing Revenue Account Budget Monitoring Q3

Portfolio: Resources & Customer Services (Councillor S Hey)
Housing (Councillor C Watkins)

Building a Better Borough Aim: Work

Building a Better Borough Priority: Grow a strong and inclusive economy

1. Purpose of Report

1.1 To present the forecast revenue outturn position for the Housing Revenue Account (HRA) as at 31st December 2024 unless otherwise stated in the report.

2. Recommendations

2.1 That the forecast outturn position for the HRA for 2024/25 be noted, with consideration given to key variances.

3. Background

3.1 The General Fund and HRA revenue and capital budgets for 2024/25 were approved by Cabinet and Council in February 2024. This report is a detailed update of performance against the HRA revenue budget as at December 2024.

3.2 This report considers any spend pressures and any potential risks to rental income levels.

4. Body of Report

4.1 The Council is required to account separately for income and expenditure in providing council housing.

4.2 The revenue budget for 2024/25 was set as a net expenditure of £0. The Council is currently predicting net underspend of £287,686.

- 4.3 A summary of the HRA's budget and forecasted expenditure is contained in the following table with more detail included in Appendix 1.

	Approved Budget 2024/25	Forecast Outturn 2024/25	Variance
Supervision & Management - General	7,349,685	7,184,462	(165,223)
Supervision & Management - Special	3,899,325	4,090,589	191,264
Repairs & Maintenance	6,118,725	6,650,534	531,809
Capital Financing Costs	10,728,395	10,711,217	(17,178)
Income	(31,371,841)	(31,780,534)	(408,693)
Appropriations	3,275,711	2,856,046	(419,665)
Housing Revenue Account	0	(287,686)	(287,686)

- 4.4 The key variances are included below with commentary:

	£'000
Salary Savings	(658)
Agency Cost	317
Staff Training	20
Staffing Savings	(322)
Repairs & Maintenance	429
Utilities	195
Disrepair Claims	85
Rental Income	(261)
Recharges	(187)
Interest Charges & Receipts	(165)
Grounds Maintenance	(58)
Other	(5)
Total Surplus	(288)

Spend Pressures

- 4.5 Utility bills are forecasted to be higher than expected on the warden assisted schemes. This pressure is being reviewed closely to ensure all bills are received based on actual usage rather than estimates.
- 4.6 There has been a backlog in repairs works resulting in higher than budgeted costs (£79k), void works has seen an increased level of cost (£165k) plus additional damp proofing works and scaffolding have been required (£185k). There has been a review on earmarked reserves to help fund this balance if required.

- 4.7 Disrepair claims have seen an increase exceeding the budgeted amount expected.

Savings

- 4.8 Rental income was budgeted prudently and losses on voids for dwellings are more than offset by increased garage rents and service charges for supported living.
- 4.9 Due to underspend on support services on the General fund, the HRA is expected to receive a lower recharge in year.
- 4.10 As reported in the Q3 forecast for the General Fund, through improved cash management and treasury practices investment income is higher than anticipated.
- 4.11 The HRA is currently operating with various vacancies which is resulting in a saving. This is partially offset by training costs and agency to support service delivery.
- 4.12 Expected savings on grounds maintenance works across the HRA.

5. Conclusion

- 5.1 Spend pressures as a result of the cost of inflation and dealing with repairs issues are affecting the day-to-day operation of the HRA.
- 5.2 The HRA Business Plan has been completed and lays out the future plan for income generation and cost mitigation. With the changes to housing legislation and expectations on housing providers, the profile of expenditure has altered.
- 5.3 A full treasury review is underway and will be reported later in 2025/26. Every opportunity to increase interest income and reduce costs is being explored.

6. Appendices

- 6.1 Appendix 1 - HRA Forecast 2024/25

7. Background Papers (if none, state none)

- 7.1 Housing Revenue Account Budget 2024/25 – Cabinet February 2024.

APPENDIX 1

	Approved Budget 2024/25	Forecast Outturn 2024/25	Variance	Comments
Housing Revenue Account Revenue	0	(287,686)	(287,686)	
Supervision & Management - General	7,349,685	7,184,462	(165,223)	
HRA General Expenses	4,976,325	4,796,998	(179,327)	Savings on salaries offset by agency cost with increased insurance costs more than offset by a saving on recharges
HRA Repairs Management	1,224,980	1,381,008	156,028	Disrepair claims plus agency cost
Resident Involvement	44,790	37,190	(7,600)	Savings on Star survey and staff training
Debt Management Costs	135,940	135,940	0	
Increase In Bad Debt Provision	485,360	485,360	0	
Housing System	242,000	242,000	0	
Development Strategy	240,290	105,966	(134,324)	Salary and consultancy savings
Supervision & Management - Special	3,899,325	4,090,589	191,264	
HRA Special Expenses	86,625	104,580	17,955	Utility increases
Warden Assisted Schemes	2,517,500	2,774,167	256,667	Increased salary, utility and cleaning costs
Homeless Hostels	65,415	55,668	(9,747)	Utility and management fee savings
Spitalfields House - Bedworth	104,630	79,812	(24,818)	Utility savings
St Benedicts House	54,280	55,437	1,157	
Other Housing Schemes	694,390	702,136	7,746	
Grounds Maintenance	376,485	318,789	(57,696)	Contract savings
Repairs & Maintenance	6,118,725	6,650,534	531,809	
Reactive Repairs	2,472,615	2,495,866	23,251	Agency and staff traing partially offset by salary savings
Call Out	85,950	108,048	22,098	Increased salary call out costs
R.+ M. - Dwellings	272,000	536,000	264,000	Contractual repair costs increased
R. + M. - Estate Management	24,000	24,000	0	
Asbestos	145,000	202,000	57,000	Contractual repair costs increased

R. + M. - Homeless Hostels	7,460	7,460	0	
R. + M. - Shops & Other Co.	5,000	5,000	0	
Planned Works - Outside Contractors	2,059,940	2,017,739	(42,201)	Reduced planned works costs expected
Water & Energy Service Outside Contracts	308,710	339,000	30,290	Contractual repair costs increased
R + M - Voids	738,050	915,421	177,371	Contractual repair costs increased
Capital Financing Costs	10,728,395	10,711,217	(17,178)	
Depreciation	8,724,000	8,724,000	0	
Interest Payable	2,004,395	1,987,217	(17,178)	
Income	(31,371,841)	(31,780,534)	(408,693)	
Dwelling Rents H.R.A	(28,531,771)	(28,367,886)	163,885	
Interest Receivable	(36,806)	(184,321)	(147,515)	Improved treasury management
Non-Dwelling Rents	(590,038)	(739,676)	(149,638)	Garage rents
Other Income - Independant Living Schemes	(1,502,973)	(1,768,043)	(265,070)	Service charges
Other Income - General Purpose Schemes	(688,253)	(698,608)	(10,355)	
Other Income - Rechargeable Repairs	(22,000)	(22,000)	0	
Appropriations	3,275,711	2,856,046	(419,665)	
Appropriations To / (From) MRR	368,870	368,870	0	
Employee Benefits	419,665	0	(419,665)	Costs included within specific service areas
Capital Expenditure Funded By HRA	2,492,620	2,492,620	0	
Appropriations To/ (From) Revenue Reserves	(5,444)	(5,444)	0	

AGENDA ITEM NO. 11

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet – 5th March 2025

From: Assistant Director - Finance

Subject: Capital Monitoring Q3

Portfolio: Resources & Customer Services (Councillor S Hey)

Building a Better Borough Aim: Work

Building a Better Borough Priority: Grow a Strong & Inclusive Economy

1. Purpose of Report

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

2. Recommendations

2.1 That the forecasted outturn for quarter 3 is considered for the General Fund and HRA.

2.2 That the amendment to the 2024/25 budget as detailed in the report and in Appendix 1 is approved.

3. Background

3.1 Nuneaton and Bedworth Borough Council has a large capital programme to provide community value and improve facilities. The Q3 outturn position for 2024/25 updates on how the programme is progressing.

4. Body of Report

4.1 The Council's capital programme covers many projects for both the General Fund and Housing Revenue Account.

4.2 General Fund projects are developed in line with strategies reported to Cabinet/Council and are funded through Section 106 developer contributions, grant funding (from the Government and other external providers), internal and external borrowing plus capital receipts generated through asset sales.

- 4.3 HRA projects are mainly for refurbishment of council houses, disabled adaptations to council housing plus new build. They are funded from HRA reserves, capital receipts from Right to Buy plus grant income.
- 4.4 The capital budget for 2024/25 of £76,092,727 was approved in February 2024, with amendments being taken to Cabinet throughout the year as detailed below:
- February 2024 – Planning software tender has added £95k to the budget funded by earmarked reserves
 - July 2024 – Capital outturn updated carry forwards of budgets unspent from 2023/24
 - September 2024 – Update to Grayson Place and Bridge to Living projects
 - December 2024 – Additional costs identified for Pingles and Saints works
 - March 2025 – Update to the Saints budget as not carried forward from 2023/24 (fully funded by grants) plus an increase in the decarbonisation budget for the Pingles after receiving additional grant funding

Considering all of the amendments in year, it is proposed to update the budget to £77,395,281.

- 4.5 A summary of the General Fund and HRA forecasted expenditure versus budget is below alongside financing of the programme with further detail included in Appendix 1.

Expenditure	Revised Budget 2024/25 £'000	Forecast Outturn 2024/25 £'000	Variance £'000
Business & Regeneration	20,600	18,032	(2,568)
Resources and Customer Services	395	395	0
Housing	8,453	7,738	(715)
Planning and Enforcement	0	0	0
Leisure, Communities and Health	26,007	11,315	(14,692)
Capital: General	100	100	0
General Fund	55,555	37,580	(17,974)
HRA	21,841	19,079	(2,762)
Total Capital Expenditure	77,395	56,659	(20,736)

General Fund

- 4.6 There are four regeneration projects that are not expected to commence until 2025/26 and the budget for these will be carried forward as part of the outturn report in July 2025.

- 4.7 Housing have one project which will not begin until 2025/26 and there are two projects due to capacity that are unlikely to be completed in full. Any underspends will be transferred into 2025/26 where possible.
- 4.8 The Bedworth Physical Activity Hub had a delay to the start but is progressing well. Vehicle purchases have a long lead in time and so are unlikely to be in place prior to April 2025. Any underspends in year for projects in Leisure, Communities and Health will be carried forward into 2025/26.

HRA

- 4.9 The capital budget for the HRA was approved as £22,079,988 in February 2024 and was subsequently changed to £21,840,625 as a result of the 2023/24 outturn reported to Cabinet in July 2024.
- 4.9 Management of the HRA capital programme is based on scheduled works and progression of new build and acquisition targets. The budget as a whole is utilised by need of the customer and the most efficient use of resources to ensure value for money and will therefore fluctuate against the initial forecasted expenditure by line in any one year.
- 4.10 The HRA Business Plan has been updated and approved in February 2025 with an Asset Management Plan underway to determine the longer-term capital priorities of the HRA.
- 4.11 The HRA is showing an underspend of £2.8m in 2024/25 which is as a result of the New Build Programme being delayed with works to be completed in future years. Alongside the underspend there has been some cost risks identified which are being managed in line with the overall budget. The Business Plan has been updated to include these risks and is fully funded.

Capital Reserves

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

4.13 The Council's capital reserve position at the end of March 2024 is as follows.

	2023/24 £
Capital Receipts	622,010
Capital Grants	13,386,582
Earmarked Capital	2,417,687
General Fund Total	16,426,279
Capital Grants	351,065
Capital Receipts	825,714
1-4-1 Receipts	2,896,711
Earmarked Capital	3,773,387
Major Repairs Reserve	2,020,823
HRA Total	9,867,700
NBBC Total	26,293,979

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

5. Conclusion

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

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

6. Appendices

6.1 Appendix 1 – Q3 Forecasted General Fund Capital Outturn 2024/25

6.2 Appendix 2 – Q3 Forecasted Housing Revenue Account Capital Outturn 2024/25

7. Background Papers

7.1 None.

GENERAL FUND CAPITAL OUTTURN

Appendix 1

Project	Revised Budget 2024/25	Forecast Outturn 2024/25	Variance	Comments
General Fund Capital	55,554,656	37,580,459	(17,974,197)	
Business & Regeneration	20,599,787	18,031,946	(2,567,841)	
Grayson Place	16,395,904	16,395,904	0	
Bridge to Living	712,508	712,508	0	
George Eliot Visitor Centre	222,500	0	(222,500)	Works to start in 2025/26
Parks Revival	1,652,541	0	(1,652,541)	Works to start in 2025/26
E-mobility Hub	302,800	0	(302,800)	Works to start in 2025/26
Corporation Street/Queens Road	390,000	0	(390,000)	Works to start in 2025/26
The Saints	623,534	623,534	0	Works underway
Car Parking Machine Upgrades	300,000	300,000	0	All work will be delivered by 31st March 2025
Resources and Customer Services	395,000	395,000	0	
ICT Strategy Programme	100,000	100,000	0	
Camp Hill - Early final phase	200,000	200,000	0	
Planning and Land Charges Software	95,000	95,000	0	Approved tender at Cabinet Feb 2024
Housing	8,453,258	7,738,402	(714,856)	
Empty Homes - Works in Default	40,000	40,000	0	
Disabled Facilities Grants - HEART	5,125,000	5,125,000	0	
Empty Property Loans	100,000	20,000	(80,000)	Officer only in post for 3 months of 2024/25
Green Homes Grant	1,734,856	1,200,000	(534,856)	
Homeless Hostel Conversion	162,218	162,218	0	
Attleborough Community Park	100,000	100,000	0	
Marlborough Community Park	150,000	150,000	0	
Sorrell Road Community Park	225,000	225,000	0	
Bedworth Market	716,184	716,184	0	

Boundary Paddock Toilet Block Improvements	100,000	0	(100,000)	This will be delayed until 25/26 due to officer capacity and suitable pod being identified.
Planning and Enforcement	0	0	0	
Leisure, Communities and Health	26,006,611	11,315,111	(14,691,500)	
Leisure Strategy	112,639	112,639	0	
BEDWORTH PHYSICAL ACTIVITY HUB (BPAH)	20,471,736	6,494,736	(13,977,000)	Delay to start but progressing well and budget to be rolled over into 2025/26
Buttermere Recreation Ground Redevelopment	266,327	266,327	0	
Community Centre Grants	73,017	73,017	0	
Play Areas various	75,000	0	(75,000)	To be delayed until 25/26
Fly Tipping Cameras	5,000	5,000	0	
Pauls Land Pavilion	10,500	10,500	0	
Sandon Park/Jack Whetstone Pavilion	26,859	26,859	0	
Ambleside Sports Club - Table Tennis Provision	22,750	22,750	0	
Pingles LC Decarbonisation	2,378,783	2,378,783	0	Budget increase due to additional funding from Sport England
Pingles Steel Columns	280,000	280,000	0	Approved Dec 2024
Cemetery Extension	16,000	16,000	0	
Cemetery Flooding Works	84,000	84,000	0	
MAJOR REPAIRS	250,000	250,000	0	
Environment Bill Food Waste Grant	981,000	981,000	0	
Vehicle & Plant Replacement	953,000	313,500	(639,500)	Budget to roll over into 2025/26
Capital: General	100,000	100,000	0	
Miscellaneous Projects	100,000	100,000	0	

HRA CAPITAL OUTTURN

Appendix 2

Housing Revenue Account: Capital	21,840,626	19,078,805	(2,761,821)	
Decent Homes	1,200,000	1,350,000	150,000	Extra costs of enabling works
Roof Coverings/Modifications	900,000	900,000	0	
Windows & Doors	800,000	600,000	(200,000)	Programme budget reviewed and reduced
Sheltered Alarm Call System	40,000	10,000	(30,000)	Programme budget reviewed and reduced
Door Entry Scheme	0	93,000	93,000	Budget not carried forward
CCTV Renewal - GP Flats	0	8,000	8,000	Budget not carried forward
Shop Improvements	15,000	100,000	85,000	A number of repairs have been identified for various properties that they feel are of an urgent nature
New Properties (Construction)	6,032,768	3,032,768	(3,000,000)	Delays with Armson and Cheveral will start in new year
Byford Court - Rebuild	221,712	570,432	348,720	Budget carry forward from 2023/24 incorrect - amend at final outturn
Conversion of The Gables	157,391	245,000	87,609	Programme budget reviewed
Fire Safety Works	2,400,000	3,117,000	717,000	Extra works identified
Independent Living Unit - Remodelling	150,000	150,000	0	
Decent Homes Works - Homeless Hostel	167,000	0	(167,000)	Budget combined with the Gables
Clever Gardens	360,000	360,000	0	
Warm Air Units	200,000	0	(200,000)	Delayed until 25/26
Electric Storage Heating	300,000	95,000	(205,000)	Programme reduced
New Street	1,365,000	0	(1,365,000)	Unlikely to go ahead as issues with site surveys
Acquisition of Properties	115,473	293,550	178,077	Forecast overspend to be funded by S106 contributions
25 Cheveral Place - Conversion of Wardens	68,555	70,555	2,000	
Concrete/Structural Repairs	190,000	450,000	260,000	Additional structural repairs have been identified
Level Access Showers	700,000	550,000	(150,000)	Programme budget reviewed and reduced
Aids & Adaptations	1,000,000	900,000	(100,000)	Programme budget reviewed and reduced
Central Heating	720,000	720,000	0	
Garages	15,000	15,000	0	
Slabs to Tarmac	256,727	304,500	47,773	
Lift Renewal Works	50,000	0	(50,000)	Delayed until 25/26
District Heating Upgrade Works	150,000	150,000	0	
PIR Electrical Works	396,000	606,000	210,000	Extra work identified whilst carrying out EICR's

Voids	800,000	1,200,000	400,000	The number of void properties and the cost of works have increased - demand led
Stock Condition Survey	0	103,000	103,000	Final phase of Stock Condition Surveys
Structural/Concrete Repairs	2,400,000	2,400,000	0	
Contingency	200,000	165,000	(35,000)	Net effect of budget increases and reductions
Capital Salaries	470,000	520,000	50,000	Use of consultants due to the volume of contracts