



Enquiries to:

Kelly Baxter

Direct Dial: 024 7637 6619

Direct Email:

[kelly.baxter@nuneatonandbedworth.gov.uk](mailto:kelly.baxter@nuneatonandbedworth.gov.uk)

Date: 18<sup>th</sup> May 2022

Our Ref: KB

Dear Sir/Madam,

**Annual Council – 18<sup>th</sup> May 2022**

I refer to item no's. 6, 7, 11 and 12 on the Agenda for the meeting of Annual Council on Wednesday, 18<sup>th</sup> May 2022 and attach the Minutes of the Full Council Meeting 20<sup>th</sup> April 2022, Declarations of Interest Schedule 2022/23 and the report 'Composition and Membership of Committees and Appointments to Outside Bodies for 2022/2023', and the Scheme of Delegation marked 'to follow' on the agenda.

Yours faithfully,

BRENT DAVIS

Chief Executive

To: Members of the Council

**Index**

6. Minutes of Council - 20th April 2022 **(Page 2)**

7. Declaration of Interests Schedule for Council 2022/23 **(Page 24)**

11. Composition of Committees and and Membership of Committees and Appointments to Outside Bodies for 2022/23 **(Page 31)**

12. Scheme of Delegation **(Page 45)**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**COUNCIL**

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

A Council meeting of Nuneaton and Bedworth Borough Council was held on Wednesday 20<sup>th</sup> April 2022 in the Town Hall and live streamed

**Present**

The Mayor (Councillor R. Tromans)

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

**Apologies** were received from Councillors L. Hocking, N. Phillips, M. Rudkin, J. Sargeant, and A. Sargeant

CL67 **Minutes**

**RESOLVED** that the minutes of the ordinary meeting held on 14<sup>th</sup> February 2022 and the Extraordinary meeting held on 16<sup>th</sup> March 2022 be approved and signed by the Mayor subject to the following amendments:

Ordinary Meeting on the 14<sup>th</sup> February be amended to include 'Councillor J. Hartshorn' in the list of attendees and the responder to Councillor B. Beetham's Question be amended to 'Portfolio Holder for Finance and Corporate'

Extraordinary Meeting on the 16<sup>th</sup> March 2022 be amended to include after announcements 'Councillor K. Kondakor left the meeting'

CL68 **Declarations of Interests**

**RESOLVED** that the Declarations of Interests for this meeting are as set out in the schedule attached to these minutes.

CL69 **Announcements**

The Mayor announced Om Gurung had informed him that on the 24<sup>th</sup> April there will be a ceremony for the 7<sup>th</sup> Anniversary of the unveiling of the monument and 100<sup>th</sup> anniversary of the Gurkhas joining the British Army.

The Leader put forward a formal thanks to the members who were standing down in this years election after a four year term. These members are Councillors L. Hocking, A. Llewellyn-Nash, H. Walmsley, J. Sargeant, A. Sargeant and M. Rudkin and wished them all the best for the future.

The Leader wished to place on record his thanks to all the officers for their hard work this year. Councillor C. Watkins also echoed these sentiments.

CL70 **Public Participation**

**Mr Sam Margrave submitted the following question of the Portfolio Holder for Finance and Corporate:**

Local people, every one of us, is facing a cost-of-living crisis meaning electric and gas bills, petrol, and the price of an everyday shopping basket is rising. While the Government is offering £150 to each resident, this will hardly make a dent. Meaning many have to choose between eating and heating. This will only get worse as we all feel repercussions from ongoing geopolitics. What is the Council doing extra (working with others or using its budget) beyond and on top of the Government's £150 or existing projects, to protect and make sure children, the vulnerable and local families aren't going hungry and can meet their bills while we all weather this storm of rising prices (often beyond anything some of us have seen in our life time)?

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

Mr Margrave is quite right in his question when he says that the cost of living has worsened for many of our people, which is really code for saying that serious inflation is once again affecting our economy. There is no doubt, and we are acutely aware that inflation is a terrible burden on our residents, and it affects each and every one of us, particularly the poorest and those on fixed incomes. Inflation reduces purchasing power for food and clothing, increases the cost of heating homes, and makes the daily commute and the school run more expensive. And of course, it robs people of their savings and after they've worked for years to build up an investment for the future. But because Mr Margrave has asked such a high level and a broad question, I feel that the first part of my answer must be to manage his expectations. As is implied in the question, inflation, and cost of living pressures we face are affected global and national forces; war in eastern Europe, global supply chain issues, lack of productivity, the after effects of the crises, and ill-considered green levees are all driving price inflation. The solutions to these problems require action at the very least at the national level, and in many cases will be decided far beyond our shores. Set against this Mr Mayor, this Council is a lower tier authority with a very specifically defined set of functions, so it has to be recognised up front that our scope for action is very limited. This administration has already had to take tough budget choices to reset its medium-term financial plan in the light of the black holes we inherited upon taking office, and we are not immune to these inflationary pressures ourselves. There is very little scope for additional spending on top of the budget that we announced just two months ago. So again, I want to make sure that Mr Margrave's expectations are managed to a realistic level, we cannot responsibly promise large-scale programmes of relief to solve cost of living problems with powers or money that we do not possess. Now, having said all that Mr Mayor, where we can help, we will. In the budget we announced we have already reduced car parking charges so that a trip to town is far less expensive than it was. We've kept our Council Tax precepts to the

lowest sustainable level. We've announced £345,000 for our homelessness reduction funding. And we put £75,000 of the new burdens funding towards a youth employment scheme to help our young people get into work. Our Communities team have moved the Citizens Advice Bureau into the Town Hall, so that residents can have better access to a wider range of advice and be signposted to those other agencies that are better placed to offer advice.

On the Housing side we have received £2.5 million of further government grants to assist with energy efficiency of homes within the Borough, both private and Council. We are working to make sure that all our new housing is as close to passive house standards as possible. In addition we are retrofitting as much of our housing stock as we can within our existing budgets with external insulation and boiler upgrades, so the bills of our tenants are reduced. And we've also offered some extra advice to residents for getting ECO Flex grants to help with their energy efficiency.

Of course, Mr Mayor, with our ongoing Council Tax support scheme we have provided a total of £9 million of payments through the financial year that has just gone. Finally, Mr Mayor, I'm very glad that the question referred to the £150 energy rebate scheme from the government, because it allows me to confirm that we have made the first payment of that grant so totalling £3.45 million to 23,000 of our A to D Council Taxpayers, who paid by direct debit on April 1<sup>st</sup> which should be crediting their accounts from today, so if you haven't got it let us know. There is another quarter of a million pounds in the discretionary scheme and we will be processing the payments for those payments that were made in the middle of April shortly, however, to be able to do that we do need the bank details of our taxpayers, 25% of our Council Tax A to D payers don't actually pay by direct debit, so we don't have your bank details, so I would encourage all taxpayers in this borough to set up a direct debit so that we can actually make this payment to you.

So, there you are Mr Mayor, we do have to be realistic about what we can do as a Council, but we are doing quite a lot as it is.

**Mrs Michele Kondakor submitted the following question of the Portfolio Holder of Planning and Regulation:**

It is very disappointing to see the state of the path, from the end of Oaston Road to the bridge across the flood relief and on to Horeston Grange. Having seen the building of Crossing Gates completed, I was looking forward to seeing the path improved but, instead, it has deteriorated. I checked the situation back in October 2020, when the planning department confirmed that as part of the planning permission 'the Developer has agreed to hand over a small area of land to the front of the site in order that the current footpath access which crosses over the Flood Relief Channel can be partially widened.' Can the Portfolio Holder for planning explain how we can move this forward with the various stakeholders?

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

Thank you, Mr Mayor, and thank you for the question, Mrs Kondakor. This issue is the subject of a Section 106 agreement between Warwickshire County Council as the Highways Authority and the Developer themselves.

As an update I can confirm that the Developer and the Highways Authority are currently finalising details for the delivery of the improvements, and all parties are eager to proceed with the works which should be agreed shortly, and then they will be carried out by the Developer and they will be a 2.3 metre footpath, a 0.5m border and the remainder being low-level shrubs.

**Brian Walmsley submitted the following question to the Portfolio Holder for Planning and Regulation:**

Councillor Richard Smith should stop blaming innocent parties, and should actually be "*blaming our MPs for destroying our precious green belt*" they are part of the Conservative government that insisted upon a '*duty to cooperate*', at the time local Conservative MP's Jones, Byles and Pawsey, as usual, failed the people of Nuneaton, Bedworth and Bulkington.

I guess Cllr Smith is clueless that his Conservative government's NPPF 2012 document set out requirements for reclassification of Green Belt and the need for councils to "maintain delivery of a five-year supply of housing land".

I guess Cllr Smith is clueless that the NPPF also identified the housing targets, this council had to achieve.

- Bulkington MP Pawsey, Nuneaton MP Jones and Bedworth MP Byles all voted **IN FAVOUR** of the housing numbers in the NPPF 2012 [2]

The recent local Conservatives "*plea to stop big developments while Coventry City Council's housing need is properly assessed was snubbed by the [Conservative] secretary of state*", who refused to remove the overspill homes due to the "*Localism Act's duty to co-operate. This duty requires councils to consult and engage with neighbouring authorities in the preparation of local plans*" [1].

- Bulkington MP Pawsey, Nuneaton MP Jones and Bedworth MP Byles all voted **IN Favour** of the additional 4020 houses in the Localism Act 2011 [3]

Either they did not understand what they were voting for; or they did not care about Nuneaton, Bedworth and Bulkington; or alternatively they were merely puppets doing as they were told?

In March 2017 Labour called for "*the three [Conservative] MPs that represent the residents of this borough to support [the council] in our fight against any imposition of further housing from the Conservative led councils across Warwickshire*" [4]. This fell on ignoring Conservative MP ears, probably because that was what they had voted for.

In June 2019, the Local Plan was adopted, after acceptance by the Conservative government inspector.

This Conservative Council has since published "*Borough Plan Review Issues and Options 2021.pdf*" in which they write that they actually acknowledge their government failings to the people of Nuneaton, Bedworth and Bulkington: -

At last NBBC Conservatives accept that their government are responsible for the number of houses demanded!

At last NBBC Conservatives accept their government laws forced local councils to take additional numbers of houses!

At last NBBC Conservatives accept local councils cannot do anything without a change of law!

You local Conservative "promised" to submit your shiny "new Borough Plan" to the Secretary of State in July 2022...

That would certainly appear to be yet another Conservative party lie to the good people of Nuneaton, Bedworth and Bulkington.

This Conservative council either lied to the people, or were naïve enough to think laws did not apply to them (Conservative party theme there!) or simply just did not understand, whichever the reason it shows a complete lack of ability in every respect, you local Conservatives should accept your failures and apologise to the people of Nuneaton, Bedworth and Bulkington, as it is you Conservatives at government and you Conservatives at NBBC that are wholly responsible for foisting a fourth rate Borough Plan on our Borough.

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

Thank you, Mr. Mayor. I wouldn't normally respond to statements but this one is so far off the mark it was painful to listen to. Before I go on I would need to correct Mr. Walmsley, we don't have an MP Byles for Bedworth, I would have thought you would have known that it is Craig Tracy who is MP.

I'm assuming Mr. Walmsley's renewed interest in the Borough Plan has something to do with the fact that his satnav has led him to Bulkington, and he has been speaking to residents there. I just hope he remembers to apologise to the good people of Bulkington on his travels for the irreversible damage his party's Borough Plan has done to the village and its greenbelt. Hopefully, as I've been a resident of Bulkington for 40 years, mine will be one of the doors he knocks with an apology.

This is a typical Labour response so often used when they mess things up and it follows a very familiar pattern. First of all, Labour takes on a big project, usually they make a complete hash of it. Then they say it was someone else's fault because they made us do it. Finally, in this case they admit they have produced a fourth rate Borough Plan and blame us for not putting it right quickly enough which is totally unbelievable.

Mr. Walmsley's statement conveniently leaves out all of the really important facts. The Borough Plan was totally and wholly put together by the now ousted Labour administration, and Labour alone are to blame because no one else was involved in creating that plan. Fact two: because Labour didn't attend meetings to stand up for the residents of Nuneaton, Bedworth and Bulkington they found themselves forced to take 4,000 overflow houses from Coventry that decimated much precious greenbelt in Bulkington, in Hawkesbury, in Golf Drive, in Whitestone, and the Woodlands in Bedworth to name just a few areas. And by the way, this was the same Woodlands that in an election manifesto Labour promised to protect from any sort of development. Labour were the only members to vote to adopt the Borough Plan, and so it's without doubt totally theirs. Not Conservative, not Green, nor the Independents – Labour.

Having adopted the Borough Plan which they labelled as a third rate at the time, but I see they have now relegated it to a fourth rate Borough Plan, they made a promise to start an immediate review, guess what, two years later we were still waiting for that review. Within two months of taking control last May, this Conservative administration launched a review with a public consultation. We initially set an ambitious target, which unfortunately has been slightly extended due to outside circumstances that are beyond our control, but it will still be delivered within the time frame which if Labour had done what they promised would have seen us adopting a new plan about now.

On taking control this Conservative administration withdrew from the memorandum of understanding signed by Labour that adds 4,000 homes to the plan. This sends a clear message to our partner Local Authorities that this Conservative administration will be doing things very differently and will be standing up for the residents of Nuneaton, Bedworth and Bulkington to protect our greenbelt, not build on it.

Apparently, it's now our MP's fault that Labour produced a fourth rate Borough Plan. These are the same MPs that stood side by side with residents to oppose the disastrous plan when it was in the making. And they've lobbied in Parliament to try and achieve a moratorium on major development, while the inflated housing numbers in our review were sorted out.

Finally, Mr. Mayor, I would urge Mr. Walmsley to think very carefully before putting pen to paper in an attempt to deflect blame in the future and consider it in the light of day before pressing that send button. The only thing in his statement that I accept is that the Borough Plan is fourth rate, and it's solely the work of the previous Labour administration, it's down to them and them alone and this Conservative administration is getting on with the job of putting things right, not just in relation to this plan but in many areas right across the authority after decades of Labour mismanagement.

**Mrs Kathleen Price submitted the following question for the Leader of the Council:**

Many residents in Nuneaton and Bedworth have concerns, regarding the cost to themselves, in council tax, for some of the current proposals by The Council. One of these proposals is to rename The Roanne Ringway. It is noted that at a Cabinet Meeting on 9 March, The Council were asked for the

costing of this proposal which was voted for unanimously. Councillor Kris Wilson stated, "I think it would be nominal in terms of fees and charges". Is The Council now able to assure residents of Nuneaton and Bedworth, that the re-naming of The Roanne Ringway has been fully costed, and they are able to divulge to the residents the actual cost and the full legal process to achieve this.

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

Thank you Mr. Mayor, and I thank Mrs Price for her question. It is interesting to see that the Labour party are asking questions from the public, yet her Labour Council colleagues here tonight haven't asked a single one on the order paper.

Following years of decline in Civic Pride under the last Labour administration, this new Conservative administration is acting to restore pride in our Borough. As we all know, Her Majesty the Queen has achieved an historic milestone never to be seen in our or indeed probably in future lifetimes again, 70 years on the throne, imagine that Mr. Mayor, 70 years in one job, and she still believes in her solemn vow to our nation to serve and protect our way of life just as much now as she did in 1952.

To address the cost directly, we will, by law, need to advertise the change by placing an advert in the newspaper, this will cost £169 plus VAT. The actual legal mechanisms was in the Cabinet papers if Mrs Price would like to read that. In addition, we will have to replace eight road signs. Each sign will cost £60 to purchase and £70 to install. This means the total cost will come to £1,242.80 or thereabouts with some other Officer time possibly.

When you consider that we are celebrating the Queen's Platinum Jubilee, 70 years, or to put it another way 25,567 days that equates to just 0.048 pence per day. I think that it worth it to commemorate such a momentous occasion, Mr. Mayor.

**CL71 Questions by Members**

**Councillor Kyle Evans asked the following question of the Portfolio Holder for Housing and Communities:**

To ask the Deputy Leader of the Council to provide Council with an update on the provision of Changing Places toilets across the Borough

**The Deputy Leader of the Council, Councillor C. Golby, Portfolio Holder for Housing and Communities responded as follows:**

Thank you, Mr. Mayor, and thank you for your question as well. Before I make any comment on this, just to say that I've gone through soe of the old papers and some of the videos to check facts for accuracy before anybody wants to jump out of their seat.



At a Full Council meeting back in early 2018 I brought up the lack of Changing Places facilities in our Borough has been an issue. Changing Places are more than standard disabled toilets they are accessible toilets which meets the needs of disabled children and adults with complex care needs who require care support appropriate equipment like hoists or changing platforms and more space when using the bathroom. Some of our residents are physically unable to use the bathroom unaided or at all, so having special adult Changing Places facilities to either help with this or allow them to be changed in a clean and dignified manner.

Back at the meeting in 2018 when the suggestion of these facilities was raised, we, the Conservatives, were immediately mocked by the then Portfolio Holder ex-Councillor Barry Longden who said amongst other things, and again I did check the video for accuracy, that he thought the fairies had come down and sprinkled us with fairy dust to give the Conservatives a social conscience. Despite the derogatory comments from and being laughed at by several members of the then controlling Labour group, some of which are standing for election at the moment. This Conservative administration were determined that we should bring these facilities to the Borough.

In 2020, at another Council Scrutiny meeting I again proposed we take the issue of the lack of facilities to a Full Council for a further discussion. Despite the suggestion being backed by the Conservatives, every single Councillor from the then controlling Labour group at that meeting voted against my proposals, so they were again blocked.

Since the first suggestion in 2018 the overarching attitude from the Labour group when they were in control was to dismiss Changing Places proposals rather than find ways to make them happen.

Fast forward to 2022, the Conservatives are in charge at the Town Hall, one of the first things we did was to start to investigate ways we could provide these facilities in our Borough. We looked at feasibility, deliverability, funding streams both internal and external and we applied for available grants. And I am very pleased to say that on 24<sup>th</sup> March this year, 2022 we received confirmation from the Department of Levelling Up Housing and Communities that we've been successful in our grant application. The grant application to support the installation of Changing Places facilities was accepted and we were awarded £100,000. That means that we can install facilities in both Nuneaton and Bedworth. Perhaps, as naming is such a hot topic at the moment, we should call them the Fairy Dust Facilities or the Longden Lavatories.

In all seriousness though I've said it before and I'll say it again, not everybody is born with disabilities, we are only one bad accident away from needing these facilities ourselves because of permanent life-changing injuries. Anyone that gets in a car or crosses the street is at risk. So, these facilities, to put it very simply are a lifeline for people with disabilities and families with caring responsibilities. No one should have to be laid down on a public toilet floor to be changed, and that will soon become a thing of the past in our Borough thanks to the hard work done since the Conservatives took over at this Town Hall. I would again like to echo what we've said earlier about the effort and time that officers have put in to make things like this a reality, because this

isn't just something that we did for political gain, this is actually for our residents and it's always been for the residents, unfortunately, that seems to have been missed up until this point.

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

I thank the Deputy Leader for her response and it is great news for this Borough and I understand that one of those toilets in Bedworth may be located in the Miners Welfare Park, but that's obviously to be confirmed. In light of the recent comments made by the North Warwickshire and Bedworth constituency Labour Party's Disability Officer on social media, does the Deputy Leader agree that this administration has a far better track record in providing enhanced facilities for disabled people in the Borough.

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

Thanks, and yes, I have seen some of the comments that have been put on social media by this particular individual, and when I challenged him on what he had done as the Disability Officer with regards to the comments that were made at the time when we proposed these, I was told to prove that it happened. Well, it is all in the matter of public record, there are videos out there, you can go and look for them yourself.

So, as I've mentioned before there was plenty of opportunities in the last four years to bring these plans forward and to install these facilities in our Borough, but the ruling Labour group simply did not want to do that. They did not do it, they made no effort to bring these things forward, and ultimately it was the disabled residents that lost out, plus their families and their carers. We also lost out on an economic level because the purple pound as it's called, is quite significant. People with disabilities will shop where the facilities are to encourage them to shop. The purple pound is worth about £270 million or it was pre-COVID, so we're missing out on that. So again, there is an economic benefit as well as a moral duty to do these sorts of things. So, the question does remain, and it is quite shameful that what did Labour do to install these facilities, well the answer is nothing. The Conservative group have done more in ten months than Labour did in ten years on this, and so categorically we do have a better track record on this, and I think considering we've got £100,000 grant money, we can say we've got a hundred thousand times better a track record on this than the previous Labour administration.

**Councillor Keith Kondakor submitted the following question to the Portfolio Holder for Public Services:**

For the last decade we have had considerable housebuilding in the Weddington and St Nicolas Wards. One of many impacts of this has been the reduced reliability of the Wednesday waste and recycling collections which serve this expanding area. The problems have become worse as we have had impacts of the ongoing pandemic and industrial action by some of the Coventry City council based recycling lorry drivers.

Requests have been made for the routes to be reconfigured for several years and in June 2021 officers produced plans which showed part of Weddington being transferred to the Tuesday routes. Can the portfolio holder progress this stalled plan or rapidly provide alternative relief for residents on the Wednesday collections, some of which have missed two recycling collections in a row?

**Councillor S. Markham, Portfolio Holder for Public Services, responded as follows:**

Thank you Mr. Mayor and thank you Councillor Kondakor for the question. Labour's massive development in Saint Nicolas and Weddington has caused a number of pressures on the east of Nuneaton in terms of services and infrastructure, all of which Labour failed to plan for when dumping 6,000 houses in the area. It has been left to this Conservative administration to deal with this Labour's legacy of failure on a number of front and sadly this also includes the waste rounds and we now are at the absolute limits of our current capacity.

In our budget for a better borough that this Conservative Council passed in February, we have faced the challenge head on and have budgeted for a new collection round, equipment and crew. This is a significant investment by this Conservative Council in services that our residents desperately need in Saint Nicolas and Weddington. Unlike Councillor Kondakor we are not carping from the side lines, we are getting on with the job of building a better Borough for all. Labour and the Greens fail to support this extra investment in our services. This will all tie in with the reconfiguration work for waste and recycling collections that we are currently undertaking.

We are now working with amended route schedules and maps which account for the new builds including project schemes within the Nuneaton and Bedworth Borough Council area and we are currently testing the routes to ensure they are achievable. Once we are satisfied with this, communications will commence to inform residents of changes and prepare amended information accordingly. We are therefore looking for amended routes to commence later this year.

**Councillor K. Kondakor asked a supplementary question as follows:**

Thank you for your answer but it's very similar to the answers I got a year ago when Labour ran the Council. We clearly understand that there is a problem with the length of routes, and we have built almost all of our houses, about 85% of the new houses have gone into Weddington St Nicolas, so as a temporary measure I would like a bit of that area to be collected on the Tuesday round. That would at least balance things out before you got the long-term solution. Your officers keep giving us the same thing, it'll be in six months, it'll be in three months, we need some relief now, and if you cannot fix this can you give residents £10 a collection back for each time you miss? Because Weddington and St Nicolas pay an awful lot in green bin charges and they're getting the worse service in the Borough.

**Councillor S. Markham responded as follows:**

Well just in response, why is it that you actually voted against us for the budget when we applied for the extra bin round.

**Councillor J. Clarke asked the following question to the Portfolio Holder for Planning and Regulation**

Earlier this year, this new Conservative administration listened to the concerns of residents across Nuneaton and Bedworth - including those of my residents in St Nicolas - about the nuisance sale of cars by the side of the highway and introduced a Public Space Protection Order to combat this activity.

Could the Portfolio Holder for Planning and Regulation give an update on where we are with the introduction of the PSPO and what actions are being taken?

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

Thank you, Mr. Mayor, and thank you Councillor Clarke for the question. These Public Space Protection Orders are important tools that enable us to effectively enforce to protect our public spaces and stop them being spoilt for the many by just what is probably just a few individuals.

I am very happy to let Councillor Clarke and the many residents who raised this issue know, that the Public Space Protection Order covering Commercial Car Sales on the public highway is now fully in force. Seven-day notices were immediately served on all vehicles that were in contravention of the order on the day it came into force.

I am very pleased to report that on the final day of notice all the vehicles identified were removed from the highway and so far, there have been no further breaches of the order.

Signage is now in place at the known locations to make commercial traders aware if they present cars for sale on the side of the highway, we will use our powers to enforce the order, and they could be liable for fines of up to £1,000 per enforcement.

I would add a note that tonight a Member has raised with me that they've seen a car appear in Bedworth so I'd ask all Members that if you see a car for sale on the side of the highway take a snapshot, report it as a Member on the portal and we will get straight on to enforcing it.

**Councillor B. Beetham asked the following question to the Portfolio Holder for Health and Environment:**

As the portfolio holder for Health & Environment, I know you are aware of residents and myself asking for new equipment in Stockingford Recreation

Ground. Can you please let residents of Kingswood know when the new play equipment in Stockingford Recreation Ground is due to be installed and what the council are going to do to make sure that parks which under Labour's previous administration haven't gotten new equipment in years are brought up to standard and are maintained?

**Councillor J. Gutteridge, Portfolio Holder for Health and Environment, responded as follows:**

Thank you, Mr. Mayor and thank you Councillor Beetham for the question. In the emergency budget passed by this Council in June following this Conservative administration taking office. We passed plans for new play equipment to be installed in Bulkington, Keresley and Stockingford. These projects were funded by money that should have been spent years ago on better services for our local people and children, but the last Labour administration squirrelled away and failed to use for local need. As the new Portfolio Holder, I found that this was shameful and was glad that we could right the wrong left to us by Labour.

Following the passage of the emergency budget I am delighted to advise you that additional play equipment, recently discussed, will be fitted in Stockingford Recreation Ground, week commencing the 2<sup>nd</sup> May, subject to weather conditions. It should be completed within that week, but I will keep you informed of progress.

When I became the Portfolio Holder for Health and Environment, I was dismayed to find the lack of strategy and direction in the department left by the last Labour administration. I have spent a lot of time working with officers to start putting some structure into the department. To this end, we have recently appointed consultants to assist the Parks and Greenspace Team with the development of a new overarching Greenspace Strategy, alongside the new Tree and Biodiversity Recovery Strategies and refreshed Play and Allotment Strategies. These will provide a clear direction for all our Parks and Greenspaces and their facilities, for the next decade.

**CL72 Special Urgency Decisions**

The following special urgency decisions be noted:

- a) Nuneaton and Bedworth Local Government Boundary Review – Cabinet 9<sup>th</sup> March
- b) Building a Better Borough – Cabinet 9<sup>th</sup> March

**CL73 Cabinet Report**

The Leader of the Council submitted his report on behalf of Cabinet. The report highlighted matters considered at the Cabinet meetings held on 11<sup>th</sup> February and 18<sup>th</sup> March 2022 and details of reports from the West Midlands Combined Authority Board, which has a direct impact on NBBC.

**RESOLVED** that the report be noted.

**CL74 Timetable of Meetings 2022/23 and 2023/24**

The Director of Planning and Regulation submitted a report to council to approve the upcoming committee meetings for the year 2022/23 and provisional dates for 2023/24.

Councillor K. Wilson moved the recommendations with an amendment to Timetable of Meeting 2023/24 Annual Council date be amended to 17<sup>th</sup> May 2023. This was seconded by Councillor S. Croft.

**RESOLVED** that

- a) the timetable of meetings for Council, Cabinet, Committees and Overview and Scrutiny panels for 2022/23 and 2023/24 be approved with the amendment of Annual Council date being amended to 17<sup>th</sup> May 2023; and
- b) delegated powers be granted to the Director – Planning and Regulation in consultation with the relevant chair, to change meetings if, for unforeseen reasons, it becomes necessary to amend a date.

**CL75 Annual OSP Reports**

The Annual OSP reports submitted by the Chairs of the three OSPs were presented for Council's consideration.

**RESOLVED** that the reports be noted

**CL76 Recommendations from Cabinet and Other Committees**

**a) Mayoral Protocol**

The review of the Mayor's Protocol had taken place in the Constitution Review Working Party where a number of changes had been approved and recommended by the Audit and Standards Committee on the 11<sup>th</sup> January 2022 for Council approval.

Councillor J. Kennaugh moved the recommendation which was seconded by Councillor L. Downs

**RESOLVED** that the constitution be amended accordingly.

**b) The Code of Conduct**

The Code of conduct was taken to the Constitution Review Working Party with a view to align it with Warwickshire County Council's Code of Conduct subject to the Nuneaton and Bedworth Borough Council's Code of Conduct retaining the non-pecuniary interests in relation to Planning and Licensing matters. Councillor J. Kennaugh moved the recommendation made at Audit and Standards Committee on the 11<sup>th</sup> January 2022 for Council's consideration. This was seconded by Councillor B. Beetham

**RESOLVED** that the Code of Conduct as set out in Appendix A of the Audit and Standards Report be adopted, subject to the modifications recommended in Appendix B of the Audit and Standards report.

**c) E-Petitions Scheme**

The Petitions Scheme was reviewed at the Constitution Review Working Party to consider the introduction of an E-Petitions Scheme where several changes were then included in the final draft presented and approved by Audit and Standards Committee for Council's consideration. Councillor J. Kennaugh moved the recommendations made at Audit and Standards Committee on 11<sup>th</sup> January 2022. These were seconded by Councillor L. Downs.

**RESOLVED** that the Constitution be amended accordingly

**d) The Complaints Procedure**

At an Audit and Standards sub-committee held on the 20<sup>th</sup> December 2021, the complaints against Members protocol was reviewed and a number of changes were presented and recommended from Audit and Standards Committee for Councils consideration. Councillor J. Kennaugh moved the recommendations, these were seconded by Councillor J. Hartshorn

**RESOLVED** that the Constitution be amended accordingly.

**e) Nuneaton and Bedworth Local Government Boundary Review**

The Chair of the Nuneaton and Bedworth Electoral Review Cabinet Working Party, Councillor K. Wilson, presented to Council the proposed number of Councillors and forecasted electorate, ready for submission to the Local Government Boundary Commission for England (LGBCE)

**RESOLVED** that

- i) the 'Council Size' document included at Appendix A of the report, be approved for submission to the Local Government Boundary Commission for England. The document requests four additional Councillors, resulting in a total of 38 councillors, elected in halves, representing 19 electoral wards in future;
- ii) the forecasted electorate methodology and proposed electorate per polling district be approved for submission to the Local Government Boundary Commission for England; and
- iii) delegated authority be given to the Director for Planning and Regulation to submit a supplementary document to this response (following consultation with the Leader) to ensure the most up-to-date planning permissions and live applications can be considered when submitted the final electorate forecasts

**f) Building a Better Borough**

The Leader of the Council, Councillor K. Wilson moved the recommendations made at Cabinet for the adoption of the finalised Building a Better Borough Corporate Plan following consultation with stakeholders, elected members and the public. This was seconded by Councillor C. Golby.

**RESOLVED** that the Building a Better Borough Corporate Plan and Delivery Plan be adopted.

---

Mayor



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

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

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

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

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

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

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

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

**Council - Schedule of Declarations of Interests – 2022/2023**

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



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

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	C. Golby		<p>Member of Warwickshire County Council</p> <hr/> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Coventry, Warwickshire and Hinckley and Bosworth Joint Committee</li> <li>• District Leaders</li> <li>• Local Enterprise Partnership</li> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>• Nuneaton and Bedworth Home Improvement Agency</li> <li>• NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>• NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
	M. Green	Employed by Horiba Mira – Calibration Technician	<p>Chair of Education Standards Committee – St Thomas More School</p> <p>Executive Member – Nuneaton Conservatives.</p> <p>Secretary – St Vincent De Paul Society at Our Lady of the Angels Church.</p> <p>Our Lady of the Angels Church.</p>	
	J. Gutteridge		<p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Warwickshire Health and Wellbeing Board</li> <li>• Age UK (Warwickshire Branch)</li> </ul> <hr/> <p>Member of NABCEL</p>	
	B. Hammersley	County Councillor – W.C.C.	<p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Hammersley, Smith and Orton Charity</li> </ul>	
	S. Harbison	Employed by Meridian c/o Hello Fresh, 1 St Georges Way, Nuneaton	<p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Poor's Piece Charity</li> <li>• Astley Charity</li> </ul>	
	J. Hartshorn	Employed by	Member of Nuneaton	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		Nuneaton Library – Digital Inclusion – WCC (Senior Customer Service Assistant) COVID Community Testing – WCC – Team Leader (Casual)	Conservatives	
	J. Kennaugh	County Councillor W.C.C.  Employed by UK Flooring Direct Ltd.	Member of the W.C.C. Regulatory Committee Member of the Conservative Party Member of UNITE the Union Nuneaton and Bedworth representative for the Equality and Inclusion Partnership NBBC Representative on Warwickshire Race Equality Partnership	
	K.A. Kondakor	Electronic Design Engineer (self-employed semi-retired); Statistical data analyst and expert witness (self employed)	Unpaid director of 100PERCENTRENEWABLEUK LTD	
	S. Markham	County Councillor – W.C.C.	Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Bedworth Neighbourhood Watch</li> <li>• Governor at Ash Green School</li> <li>• Sherbourne Asset Co Shareholder Committee;</li> <li>• Nuneaton and Bedworth Sports Forum;</li> <li>• Warwickshire Direct Partnership;</li> <li>• Warwickshire Waste Partnership;</li> </ul>	
	G. Moreton	Member of School Appeals Panels at Warwickshire County Council	Share in rental dwellings at Sealand Drive, Bedworth and Tresillian Road, Exhall.	
	B. Pandher		Member of Warwickshire County Council  Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Group  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Foleshill Charity Trustee – Proffitt's Charity</li> </ul>	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> <li>• Nuneaton Labour CLP</li> <li>• The Fabian Society</li> <li>• The George Eliot Society</li> <li>• The PCS Union</li> <li>• Central Credit Union</li> <li>• Stockingford Sports and Allotment Club</li> <li>• Haunchwood Sports and Social Club</li> </ul>	
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
			Director of Wembrook Community Centre.	
			Member of the Management Committee at the Mental Health Drop in.	
	T. Sheppard	Employee of Dairy Crest		
	E. Shiers	Employed by and Director of Cannon Enterprise Ltd. Director of The Fresh Dessert Company	The Labour Party Coventry East Credit Union	
	J. Singh			
	R. Smith		Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;  Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• A5 Member Partnership;</li> <li>• Patrol (Parking and Traffic Regulation Outside of London) Joint Committee;</li> <li>• Building Control Partnership Steering Group</li> <li>• Bulkington Village Community and Conference Centre</li> </ul>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> <li>• Representative on the Nuneaton and Bedworth Older Peoples Forum</li> <li>• Digital Infrastructure Board</li> </ul>	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	RTC, Nuneaton AFL, Wellingborough	<p>W.C.C. Warwick</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> <li>• Nuneaton Neighbourhood Watch Committee</li> <li>• Nuneaton Festival of Arts</li> </ul>	
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Employee of Nutri Pack	<p>Representative on the following outside bodies:</p> <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	<p>Nuneaton Conservative Association</p> <p>Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.</p> <p>Representative on the following:</p> <ul style="list-style-type: none"> <li>• Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</li> <li>• Coventry, Warwickshire and Hinckley &amp; Bosworth Joint Committee</li> <li>• District Council Network</li> <li>• Local Government Association</li> <li>• Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP)</li> <li>• West Midlands Combined Authority</li> <li>• Deputy Chairman – Nuneaton Conservative Association</li> </ul>	

	<b>Name of Councillor</b>	<b>Disclosable Pecuniary Interest</b>	<b>Other Personal Interest</b>	<b>Dispensation</b>
			<ul style="list-style-type: none"> <li>• District Council Network</li> <li>• Local Government Association</li> </ul>	
	M. Wright			

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**18<sup>th</sup> May 2022**

**AGENDA ITEM NO. 11**

Recommendations for Adoption on:-

- (a) The Cabinet**
- (b) Composition of Committees and Overview and Scrutiny Panels**
- (c) Membership of Committees and Overview and Scrutiny Panels**
- (d) Representatives on Outside Bodies**
- (e) Appointment of Co-opted Members**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**THE CABINET (2022/2023)**

**RECOMMENDED** that the Cabinet appointments and portfolio changes made by the Leader be noted.

<b>Portfolio Holder</b>	<b>Member Appointed</b>
<b>Leader (Business and Regeneration)</b>	Councillor Kris Wilson
<b>Deputy Leader (Housing and Communities)</b>	Councillor Clare Golby
<b>Finance and Corporate</b>	Councillor Sam Croft
<b>Public Services</b>	Councillor Sue Markham
<b>Planning and Regulation</b>	Councillor Richard Smith
<b>Health and Environment</b>	Councillor Julian Gutteridge



**AGENDA ITEM No. 11(b)**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**COMPOSITION OF COMMITTEES AND OVERVIEW AND SCRUTINY  
PANELS (2022/2023)**

**RECOMMENDED** that it be noted that having regard to the provisions relating to political balance, the composition of the following Committees/Scrutiny Panels be as indicated below:

<b>Committee Size</b>	<b>Seats to Allocate</b>	<b>Conservative</b>	<b>Labour</b>	<b>Green</b>		<b>Total Membership</b>
Cabinet	6	6				
Business, Regeneration & Planning OSP	9	7	1	1		9
Finance & Public Services OSP	9	7	1	1		9
Housing, Environment & Health OSP	9	7	1	1		9
Employment	5	4	1	0		5
Audit & Standards (Excl co-optees)	11	9	2	0		11
Planning	11	9	2	0		11
Licensing	11	9	2	0		11
Appeals	10	8	1	1		10
NABCEL	6	5	1	0		6
Borough Plan	9	7	1	1		9
<b>Total</b>	<b>90</b>	<b>72</b>	<b>13</b>	<b>5</b>		<b>90</b>

## **NUNEATON AND BEDWORTH BOROUGH COUNCIL**

### **MEMBERSHIP OF COMMITTEES AND OVERVIEW AND SCRUTINY PANELS (2022/2023)**

**RECOMMENDED** that:

(a) the membership of committees/scrutiny panels for 2022/2023 be as follows and the Chairs and Vice-chairs be appointed as indicated:

#### **Appeals (10)**

Councillors: B. Beetham, K. Evans, M. Green, C. Golby, S. Markham, R. Smith, T. Sheppard, M. Tromans, M. Walsh and Green Group Campaigning for a Sustainable Borough Member to be confirmed.

Notes:

1. 5 members will be selected from the pool as required.
2. The Chair will be appointed at each particular meeting.

#### **Audit and Standards Committee (11)**

Councillor R. Baxter-Payne (Chair),  
Councillor J. Sheppard (Vice-chair)

Councillors: B. Beetham, T. Cooper, L. Cvetkovic, L. Downs, M. Green, J. Hartshorn, J. Kennaugh, N. Phillips and R. Tromans

#### **Licensing (11)**

Councillor R. Tromans (Chair),  
Councillor T. Sheppard (Vice-Chair)

Councillors: J. Clarke, S. Croft, J. Gutteridge, J. Coventry-Moreton, G. Moreton, B. Pandher, N. Phillips, J. Singh, M. Tromans,

#### **Planning Applications (11)**

Councillor L. Cvetkovic (Chair),  
Councillor J. Sheppard (Vice-Chair)

Councillors: C. Cape, M. Green, B. Hammersley, J. Hartshorn, S. Markham  
B. Pandher, E. Shiers, R. Smith, and K. Wilson

### **Business, Regeneration and Planning Overview and Scrutiny (9)**

Councillor M. Walsh (Chair)  
Councillor N. Phillips (Vice-Chair)

Councillors: D. Brown, C. Cape, J. Coventry-Moreton, K. Evans, J. Hartshorn, K. Kondakor and G. Moreton

### **Finance & Public Services Overview and Scrutiny (9)**

Councillor D. Brown (Chair)  
Councillor C. Watkins (Vice-Chair)

Councillors: J. Clarke, L. Downs, B. Hammersley, S. Harbison, J. Kennaugh, M. Tromans, and M. Wright

### **Housing, Environment & Health Overview and Scrutiny (9)**

Councillor K. Evans (Chair)  
Councillor E. Shiers (Vice-Chair)

Councillors: B. Beetham, C. Cape, T. Cooper, S. Harbison, J. Kennaugh, J. Singh and M. Wright

### **Borough Plan (9)**

Councillor R. Smith (Chair)

Councillors: R. Baxter-Payne, L. Cvetkovic, J. Kennaugh, K. Kondakor, N. Phillips, J. Singh, R. Tromans and M. Walsh,

### **Employment (5)**

Councillor S. Croft (Chair)

Councillors: D. Brown, M. Green, T. Sheppard and M. Tromans

### **Nuneaton and Bedworth Community Enterprise Limited Shareholder Committee (NABCEL) (6)**

Councillor J. Gutteridge (Chair)

Councillors: J. Clarke, L. Downs, B. Hammersley, S. Harbison and C. Watkins

**REPRESENTATIVES ON OUTSIDE BODIES**

**RECOMMENDED** that consideration be given to appointments to outside bodies  
- lists showing existing appointments attached (Appendix A).

Note:

Schedule A - Appointments by office where no decisions are required.

Schedule B - Appointments where decisions are required.

Schedule C - Appointments for which the term of office have not yet expired  
and therefore, no appointments need to be made.

## **APPOINTMENT OF CO-OPTED MEMBERS**

**RECOMMENDED** that the Co-opted members be appointed as follows:

### **Audit and Standards Committee**

Vacancy

### **Finance & Public Services Overview and Scrutiny Panel**

Mrs D. Ross

### **Business, Regeneration and Planning Overview and Scrutiny Panel**

Vacancy

### **Housing, Environment & Health Overview and Scrutiny Panel**

Mr I. Sheikh

SCHEDULE 'A'APPOINTMENTS BY OFFICE (Period of Office 12 Months Commencing in May, 2022)

<u>Body</u>	<u>Present Representative</u>	<u>Number of Representatives</u>	<u>Travel and Subsistence</u>	<u>Indemnity</u>
A5 Member partnership	Cabinet Member for Planning and Regulation	1	Yes	Indemnity Applies
Champion for Safeguarding (Children and Adults)	Cabinet Member for Finance and Corporate	1	Yes	Indemnity Applies
Coventry, Warwickshire and Hinckley and Bosworth Joint Committee	Leader (Deputy Leader as substitute)	1	Yes	Indemnity Applies
District Leaders	Leader (Deputy Leader as substitute)	1	Yes	Indemnity Applies
Local Government Association	Leader (Cabinet Member as Substitute)	1	Yes	Indemnity Applies
Local Enterprise Partnership	Leader (Deputy Leader as Substitute)	1	Yes	Indemnity Applies
Local Government Superannuation Scheme Consultative Board	Cabinet Member for Finance and Corporate	1	Yes	Indemnity Applies

Nuneaton and Bedworth Home Improvement Agency	Cabinet Member for Housing and Communities	1	Yes	Indemnity Applies
Nuneaton and Bedworth Safer and Stronger Communities Partnership	Cabinet Member for Housing and Communities	1	Yes	Indemnity Applies
Nuneaton and Bedworth Community Enterprises Ltd	Leader, Deputy Leader and Leader of the Opposition or his/her representative	1	Yes	Indemnity Applies
Sherbourne Asset Co Shareholder Committee	Cabinet Member for Public Services	1	Yes	
Nuneaton and Bedworth Sports Forum	Cabinet Member for Public Services	1	Yes	No indemnity – Member decision
Nuneaton Festival of Arts	The Mayor	1	Yes	No Indemnity – Member decision
PATROL (Parking and Traffic Regulations Outside of London) Joint Committee Services	Cabinet Member for Planning and Regulation	1	Yes	Indemnity Applies
Safer Warwickshire Partnership Board	Cabinet Member for Housing and Communities	1	No	No Indemnity – Member Decision
Warwickshire Direct Partnership	Cabinet Member for Public Services	1	Yes	Indemnity Applies
Warwickshire Health and Wellbeing Board	Cabinet Member for Health and Environment	1	Yes	Indemnity Applies
Warwickshire Housing Support Partnership	Cabinet Member for Housing and Communities	1	Yes	Indemnity Applies

Warwickshire Police and Crime Panel	Cabinet Member for Housing and Communities	1	Yes	Indemnity Applies
Warwickshire Waste Partnership	Cabinet Member for Public Services	1	Yes	Indemnity Applies
West Midlands Combined Authority Board	Leader (Cabinet Member as Substitute)	1	Yes	Indemnity Applies
West Midlands Employers	Cabinet Member for Finance and Corporate	1	Yes	No Indemnity - Member Decision
Warwickshire Adult Social Care and Health Overview and Scrutiny Committee	Chair of Housing, Environment and Health OSP Sub – Cllr Richard Baxter Payne	1	Yes	No Indemnity - Member Decision



SCHEDULE 'B'

APPOINTMENTS NOT NECESSARILY BY OFFICE

Body	Representation	Terms of Office	Present Representative (s)	Travel and Subsistence	Indemnity
Age UK (Warwickshire Branch)	1 Councillor	1 Yr	Councillor J. Gutteridge	No	No indemnity - Member decision
Armed Forces Covenant Meeting	1 Councillor	1 Yr	Councillor C. Cape	No	No indemnity Member decision
Astley Charity	1 Councillor	1 Yr	Councillor S. Harbison	No	No indemnity Member decision
Biodiversity Champion	1 Councillor	1 Yr	Councillor D. Brown	Yes	Indemnity Applies
Building Control Partnership Steering Group	Cabinet Member for Planning and Regulation plus 1 Councillor	1 Yr	Cabinet Member for Planning and Regulation, Councillor R. Smith, and Councillor L. Cvetkovic	Yes	Indemnity Applies
Bulkington Village Centre Project	1 Representative (not necessarily a Councillor)	1 Yr	Councillor R. Smith	Yes	No Indemnity – Member Decision
Camp Hill Urban Village: Pride in Camp Hill Board	1 Councillor	1Yr	Councillors T. Cooper and B. Beetham	Yes	Indemnity applies
Committee of Management of Hartshill and Nuneaton Recreation Ground	Portfolio Holder for Health and Environment + 2 Councillors	1 Yr	Councillors J. Gutteridge, T. Cooper and B. Beetham	No	No Indemnity – Member Decision

Exhall Education Foundation	Trustee (not necessarily a Councillor and preferably from Exhall Parish)	1 Yr	Councillor D. Brown	No	No Indemnity – Member Decision
Friendship Project for Children	1 Councillor	1 Yr	Councillor M. Green	No	No Indemnity – Member decision
George Eliot Hospital NHS Trust – Public/User Board	1 Councillor	1 Yr	Councillor C. Golby	Yes	Indemnity Applies
George Elliot Hospital NHS Foundation Trust Governors	1 councillor	1 Yr	Councillor C. Golby	Yes	Indemnity Applies
Nuneaton and Bedworth Older People’s Forum	1 Councillor	1 Yr	Councillor R. Smith	Yes	Indemnity Applies
Nuneaton Neighbour Watch Committee	1 Councillor	1 Yr	Councillor R. Tromans	No	No Indemnity – Member decision
Bedworth Neighbourhood Watch Committee	1 Councillor	1 Yr	Councillor G. Moreton	No	No Indemnity – Member decision
Warwickshire Joint Overview and Scrutiny Committee	1 Councillor	1 Yr	Councillor D. Brown	Yes	Indemnity Applies
EQUIP:	1 Councillor	1 Yr	Councillor J. Kennaugh	No	No Indemnity

Equality and Inclusion Partnership					– Member decision
West Midlands Combined Audit, Risk and Assurance Committee	1 Councillor (plus 1 substitute)	1 Yr	Councillors R Baxter-Payne and K. Evans (Sub)	Yes	Indemnity Applies
West Midlands Combined Authority Housing and Land Delivery Board	1 Councillor	1 Yr	Councillor R. Smith		
West Midlands Combined Authority Wellbeing Board	1 Councillor	1 Yr	Councillor J. Gutteridge		
Foleshill Charity Trustee – Proffitt's Charity	1 Trustee (not necessarily a Councillor)		Councillor B. Pandher	No	No indemnity – Member decision
NABCEL – Appointment of Executive Directors	2 Officer Representatives		Deputy Chief Executive – Tom Shardlow  Director for Housing & Regeneration – Dawn Dawson		
Hospice Charity	1 Representative (not necessarily a Councillor)	4 Yrs to May 2026	Councillor R. Tromans	No	No indemnity – Member decision
Nicholas Chamberlaine's School Foundation  Nicholas Chamberlaine's Hospital and Sermon Charity	1 Representative (Not necessarily a Councillor)	4 Yrs to May 2026	Vacancy	Yes	No Indemnity – Member decision

--	--	--	--	--	--

SCHEDULE 'C'

TERMS OF OFFICE NOT YET EXPIRED

<u>Body</u>	<u>Representation</u>	<u>Term of Office</u>	<u>Present Representative (s)</u>	<u>Travel and Subsis tence</u>	<u>Indemnity</u>
Hammersle y Smith and Orton Charity	2 Representatives (not necessarily Councillors)	4 Yrs to Oct 2025	Councillor B. Hammersley and Councillor L. Downs	Yes	No indemnity – Member decision
Hammersle y Smith and Orton Charity	2 Representatives (not necessarily Councillors)	4 Yrs to Oct 2022	Mr R. G. Copland and Mr J. Hunt	Yes	No indemnity – Member decision

**3B RESPONSIBILITY FOR COUNCIL FUNCTIONS**

***List of functions which cannot be discharged by the Executive***

N.B. Where appropriate, functions in this table include the imposition of conditions, limitations, restrictions or other terms on any approval, consent, licence, permission or registration; amending, deleting and revoking the same; and dealing with enforcement of such functions.

**NB**

- "TCPA90" = Town and Country Planning Act 1990
- "LBA90" = Planning (Listed Buildings and Conservation Areas) Act 1990
- "TCP" = Town and Country Planning
- "LGA" = Local Government Act
- "LAFRER" = Local Authorities (Functions and Responsibilities) (England) Regulations 2000
- "LGMPA" = Local Government (Miscellaneous Provisions) Act
- "Pigs Order" = Pigs (Records, Identification and Movement) Order 1995 (si 1995/11)
- "RPA" = Representation of the People Act.
- "LGPIH" = Local Government and Public Involvement in Health Act 2007

*Table 5 – Responsibility for Council Functions*

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S.18 Local Government and Housing Act 1989	Making, amending, revoking or replacing a scheme for Members allowances and fixing the rate of allowances thereunder.	Full Council
Ss.3(5), 5(4), 173, 175 LGA '72	Determining miscellaneous Member allowances.	Full Council

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Reg 2(5) LAFRER	Whether and what amount of charge should be made for any approval, consent, licence, permit or registration which is not an Executive function	The relevant body or person according to the function involved
S.102 LGA 1972	Appointments to Committees	Full Council
Reg 2(11) LAFRER	Any function of a Local Authority expressed in previous legislation as being only by an authority	Full Council
The Gambling Act 2005	Final approval of three year Licensing Policy	Full Council
	Policy not to permit casinos	Full Council
<b>A. Functions Relating to Town and Country Planning and Development Control</b>		
S 70(1)(a) and (b) and S 72, TCPA90(c8)	1. Power to determine application for planning permission	Planning Applications Committee
S 73, TCPA90.	2. Power to determine applications to develop land without compliance with conditions previously attached	Planning Applications Committee
S 73A, TCPA90.	3. Power to grant planning permission for development already carried out	Planning Applications Committee
S 70A, TCPA90.	4. Power to decline to determine application for planning permission	Planning Applications Committee
Ss 69, 76 and 92, TCPA90 and Articles 8, 10 to 13, 15 to 22 and 25 and 26, TCP (General Development Procedure) Order 1995 and directions thereunder.	5. Duties relating to the making of determinations of planning applications	Planning Applications Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 316, TCPA90 and TCP General Regulations 1992.	6. Power to determine application for planning permission made by a Local Authority, alone or jointly with another person	Planning Applications Committee
Parts 6, 7, 11, 17, 19 to 24, 26, 30 and 31 of Sched 2 to the TCP (General Permitted Development) Order 1995.	7. Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights	Planning Applications Committee
S 106, TCPA90.	8 Power to enter into agreement regulating development or use of land	Planning Applications Committee
Ss 191(4) and 192(2), TCPA90	9. Power to issue a certificate of existing or proposed lawful use or development	Planning Applications Committee
S 94(2), TCPA90.	10. Power to serve a Completion Notice	Planning Applications Committee
S 220, TCPA90 and TCP (Control of Advertisements) Reg 1992.	11. Power to grant consent for the display of advertisements	Planning Applications Committee
S 196A, TCPA90.	12. Power to authorise entry onto land	Planning Applications Committee
S 102, TCPA90.	13. Power to require the discontinuance of a use of land	Planning Applications Committee
Ss 171C, 187A and 183(1) TCPA90.	14. Power to serve a Planning Contravention Notice, Breach of Condition Notice or Stop Notice	Planning Applications Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Section 171E, TCPA90	15a Power to issue a temporary Stop Notice	Planning Applications Committee
S 172, TCPA90.	16. Power to issue an Enforcement Notice	Planning Applications Committee
S 187B, TCPA90	17. Power to apply for an injunction restraining a breach of planning control	Planning Applications Committee
Ss 9(1) and 10, Planning (Hazardous Substances) Act 1990.	18. Power to determine applications for hazardous substances consent, and related powers	Planning Applications Committee
Para. 2(6)(a) of, and Sched 2 to the Planning and Compensation Act 1991, para. 9(6) of Sched 13, Environment Act 1995 and para 6(5) of Sched 14 to that Act.	19. Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject	Planning Applications Committee
S 215(1), TCPA90.	20. Power to require proper maintenance of land	Planning Applications Committee
Ss 16(1) and (2), 17, ..... and 33(1), LBA90	21. Power to determine application for Listed Building Consent, and related powers	Planning Applications Committee
S 16(1), LBA90, as applied by S74(3) of that Act	22. Power to determine applications for Conservation Area Consent	Planning Applications Committee



<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S13(1) and 14(1) and (4) of the LBA90 and Reg 3 to 6 and 13, of the Planning (Listed Buildings and Conservation Areas) Reg 1990 (SI 1990/1519) and para 8, 15 and 26 Department of the Environment, Transport and the Regions Circular 01/01.	23. Duties relating to applications for Listed Building Consent and Conservation Area Consent	Planning Applications Committee
Ss 3(1) and 4(1), LBA90.	24. Power to serve a Building Preservation Notice, and related powers	Planning Applications Committee
S 38, LBA90	25. Power to issue an Enforcement Notice in relation to demolition of a [listed] building in conservation area	Planning Applications Committee
Ss 47 and 48, LBA90	26. Powers to acquire a listed building in need of repair and to serve a Repairs Notice	Planning Applications Committee
S 44A, LBA90	27. Power to apply for an injunction in relation to a listed building	Planning Applications Committee
S 54, LBA90	28. Power to execute urgent works	Planning Applications Committee
<b>B. Licensing and Registration Functions</b>		
S 3(3) Caravan Sites and Control of Development Act 1960	1. Power to issue licences authorising the use of land as a caravan site ("site licences")	Planning Applications Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 269(1) Public Health Act 1936	2. Power to license the use of moveable dwellings and camping sites	Planning Applications Committee
14. as to Hackney Carriages, the Town Police Clauses Act 1847 as extended by S.171 Public Health Act 1875, and S.15 Transport Act 1985 and Ss. 47, 57, 58, 60 and 79 LGMPA 1976; (b) as to Private Hire Vehicles, Ss. 48, 57, 58, 60 and 79, LGMPA1976.	3. Power to license Hackney Carriages and Private Hire Vehicles	Licensing Committee
Ss 51, 53, 54, 59, 61 and 79, LGMPA 1976.	4. Power to license drivers of Hackney Carriages and Private Hire Vehicles	Licensing Committee
Ss 55 to 58, 62 and 79, LGMPA 1976.	5. Power to license operators of Hackney Carriages and Private Hire Vehicles	Licensing Committee
Sched 2, Betting, Gaming and Lotteries Act 1963	6. Power to register pool promoters	Licensing Committee
Sched 3, Betting, Gaming and Lotteries Act 1963	7. Power to grant track betting licences	Licensing Committee
Sched 5ZA, Betting, Gaming and Lotteries Act 1963	8. Power to license inter-track betting schemes	Licensing Committee
Sched 9, Gaming Act 1968	9. Power to grant permits in respect of premises with amusement machines	Licensing Committee
Sched 1, Lotteries and Amusements Act 1976	10. Power to register societies wishing to promote lotteries	Licensing Committee
Sched 3, Lotteries and Amusements Act 1976	11. Power to grant permits in respect of premises where amusements with prizes are provided	Licensing Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 1 Cinema Act 1985	12. Power to issue Cinema and Cinema Club Licences	Licensing Committee
Ss 12 to 14 Theatres Act 1968	13. Power to issue Theatre Licences	Licensing Committee
S 12 of the Children and Young Persons Act 1933 (c 12), S 52 of, and Sched 12 to, the London Government Act 1963 (c 33), S 79 of the Licensing Act 1964 (c 26), S 1 to 5 and 7 of, and Parts I and II of the Sched to, the Private Places of Entertainment (Licensing) Act 1967 (c 19) and Part I of, and Sched 1 and 2 to, the Local Government (Miscellaneous Provisions) Act 1982 (c 30)	14. Power to issue Entertainments Licences.	Licensing Committee
S.5 to 8 of the Licensing Act 2003 S.29 of the Gambling 2005 Act  S.30 of the 2005 Act  S.39 of the 2005 Act	14a Functions relating to licensing  14aa Duty to comply with requirements to provide information to Gambling Commission 14ab Functions relating to exchange of information 14ac Functions relating to Occasional Use Notices	Licensing Committee Licensing Committee Licensing Committee Licensing Committee
S.166 of the 2005 Act	14b Power to resolve not to issue a Casino Premises Licence	Licensing Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S.304 of the 2005 Act	14c Power to designate officer of a Licensing Authority as an authorised person for a purpose relating to premises	Licensing Committee
S.284 of the 2005 Act	14ca Power to make Order disapplying S.279 or 282(1) of the 2005 Act in relation to specified premises	
S.346 of the 2005 Act	14d Power to institute criminal proceedings	Licensing Committee
S.350 of the 2005 Act	14e Power to exchange information	Licensing Committee
The Gambling Act (Premises Licence Fees) (England and Wales) Reg 2007	14f Functions relating to the determination of fees for Premises Licences	Licensing Committee
Part 5 of Sched 11 to the 2005 Act	14g Functions relating to the registration and regulation of small society lotteries	Licensing Committee
The Gambling Act 2005	14h Determination of application for a variation to a Licence where representations have been received and not withdrawn	Licensing Committee
The Gambling Act 2005	14i Determination of application for a transfer of a Licence where representations have been received from the Commission	Licensing Committee
The Gambling Act 2005	14j Determination of application for a provisional Statement where representations have been received and not withdrawn	Licensing Committee
The Gambling Act 2005	14k Review of a Premises Licence	Licensing Committee

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
The Gambling Act 2005	14l Application for Club Gaming/Club Machine Permits where objections have been made and not withdrawn	Licensing Committee
The Gambling Act 2005	14m Cancellation of Club Gaming/Club Machine Permits	Licensing Committee
The Gambling Act 2005	14n Decision to give a counter notice to a Temporary Use Notice	Licensing Committee
The LGMPA 1982, S.2 and Sched 3.	15. Power to license sex shops and sex cinemas	Licensing Committee
The Hypnotism Act 1952	16. Power to license performances of hypnotism	Licensing Committee
Ss.13 to 17, LGMPA 1982	17. Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis	Director –Planning & Regulation
S.94 Public Health Acts Amendment Act 1907	18. Power to license pleasure boats and pleasure vessels	Director – Public Services
Paras 1(2) and 9 of Sched 12 to the London Govt Act 1963 and Part V of London Local Authorities Act 1995	19. Power to register door staff	N/a
Part III of, and Sched 4 to, the Local Government (Miscellaneous Provisions) Act 1982, Part III of the London Local Authorities Act 1990 (c vii) and S.6 of the London Local Authorities Act 1994 (c xii)	20. Power to license market and street trading	Full Council

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S.2 of the Late Night Refreshment Houses Act 1969 (c 53), Part II of the London Local Authorities Act 1990 and S.5 of the London Local Authorities Act 1994	21. Power to license night cafes and take-away food shops	Director –Planning & Regulation
Ss. 3(1)(b)(ii), 5, 6 and 11, Poisons Act 1972	22. Duty to keep list of persons entitled to sell non-medicinal poisons	County
Ss.5, 6, 17, 18 and 21 to 23 Game Act 1831, Ss.2 to 16, Game Licensing Act 1860, S 4 Customs and Inland Revenue Act 1883, Ss.12(3) and 27 LGA 1874 and S.213 LGA 1972	23. Power to license dealers in game and the killing and selling of game	Director –Planning & Regulation
S 19 Food Safety Act 1990	24. Power to register and license premises for the preparation of food	Director –Planning & Regulation
S 1 Scrap Metal Dealers Act 1964	25. Power to license scrap yards	Director –Planning & Regulation
The Safety of Sports Grounds Act 1975	26. Power to issue, amend or replace safety certificates (whether general or special) for sports grounds	County
Part III, Fire Safety and Safety of Places of Sport Act 1987	27. Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds	County
S 5 Fire Precautions Act 1971	28. Power to issue fire certificates	County
S 1 Breeding of Dogs Act 1973 and S 1 Breeding and Sale of Dogs (Welfare) Act 1999	29. Power to license premises for the breeding of dogs	Director –Planning & Regulation

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 1 Pet Animals Act 1951; S 1 Animal Boarding Establishments Act 1963; the Riding Establishments Acts 1964 and 1970; S 1 Breeding of Dogs Act 1973, and Ss 1 and 8 Breeding and Sale of Dogs (Welfare) Act 1999	30. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business	Director –Planning & Regulation
S 1 Performing Animals (Reg) Act 1925	31. Power to register animal trainers and exhibitors	County
S 1 Zoo Licensing Act 1981	32. Power to license zoos	Licensing Committee
S 1 Dangerous Wild Animals Act 1976	33. Power to license dangerous wild animals	Director –Planning & Regulation
S 4 Slaughterhouses Act 1974 and Animal By-Products Order 1999.	34. Power to license knackers' yards	Director –Planning & Regulation
Part II Children and Young Persons Act 1933, byelaws thereunder, and Part II Children and Young Persons Act 1963	35. Power to license the employment of children	County
S 46A Marriage Act 1949 and Marriages (Approved Premises) Reg 1995	36. Power to approve premises for the solemnisation of marriages	County

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Reg 6 Commons Registration (New Land) Reg 1969	37. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to a) an exchange of lands effected by an Order under S.19(3) of, or paragraph 6(4) of Sched 3 to the Acquisition of Land Act 1981, or b) an Order under S.147 Enclosure Act 1845	County
Reg 29 Commons Registration (General) Reg 1966	38. Power to register variation of rights of common	County
S 5 Police, Factories, Etc. Miscellaneous Provisions Act 1916 and S 2 House to House Collections Act 1939	39. Power to license persons to collect for charitable and other causes	Licensing Committee
Sched 2, Noise and Statutory Nuisance Act 1993	40. Power to grant consent for the operation of a loudspeaker	Director –Planning & Regulation
S 50 New Roads and Street Works Act 1991	41. Power to grant a Street Works Licence	County
S 2 Nurses Agencies Act 1957	42. Power to license agencies for the supply of nurses	County
Article 12 Pigs Order 1995	43. Power to issue licences for the movement of pigs	County
Article 13 Pigs Order 1995	44. Power to license the sale of pigs	County
Article 14 Pigs Order 1995	45. Power to license collecting centres for the movement of pigs	County
Article 5(2) Cattle Identification Regs 1998	46. Power to issue a licence to move cattle from a market	County



<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Ss 115E, 115F and 115K of the Highways Act 1980	46a Power to grant permission for provision, etc. of services, amenities, recreation and refreshment facilities on highway, and related powers	Chief Executive
S 139 Highways Act 1980	47. Power to permit builder's skip on highway	County
Section 115G of the Highways Act 1980	47a Duty to publish notice in respect of proposal to grant permission under Section 115E of the Highways Act 1980	Chief Executive
S 142 Highways Act 1980.	48. Power to license planting, retention and maintenance of trees, etc. in part of highway	County
S 147 Highways Act 1980.	49. Power to authorise erection of stiles, etc. on footpaths or bridleways	County
S 169 Highways Act 1980.	50. Power to license works in relation to buildings, etc. which obstruct the highway	County
S 171 Highways Act 1980.	51. Power to consent to temporary deposits or excavations in streets	County
S 172 Highways Act 1980.	52. Power to dispense with obligation to erect hoarding or fence	County
S 178 Highways Act 1980.	53. Power to restrict the placing of rails, beams, etc. over highways	County
S 179 Highways Act 1980	54. Power to consent to construction of cellars, etc. under streets	County
S 180 Highways Act 1980.	55. Power to consent to the making of openings into cellars, etc. under streets, and pavement lights and ventilators	County
S 1 Celluloid and Cinematograph Film Act 1922	56. Power to sanction use of parts of buildings for storage of celluloid	County
Regs. 4 and 5 Meat Products (Hygiene) Regs. 1994	57. Power to approve meat product premises	Director –Planning & Regulation

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Reg 4 Minced Meat and Meat Preparations (Hygiene) Regs 1995	58. Power to approve premises for the production of minced meat or meat preparations	Director –Planning & Regulation
Regs. 6 and 7 Dairy Products (Hygiene) Regs 1995	59. Power to approve dairy establishments	Director –Planning & Regulation
Reg 5 Egg Products Reg 1993	60. Power to approve egg product establishments	Director –Planning & Regulation
Schedule 1A to the Food Safety (General Food Hygiene) Regs 1995	61. Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods	Director –Planning & Regulation
Reg 24 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regs 1998	62. Power to approve fish products premises	Director –Planning & Regulation
Reg 11 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regs 1998.	63. Power to approve dispatch or purification centres	Director –Planning & Regulation
Reg 21 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regs 1998.	64. Power to register fishing vessels on board which shrimps or molluscs are cooked	Director –Planning & Regulation
Reg 24 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regs 1998.	65. Power to approve factory vessels and fishery product establishments	Director –Planning & Regulation
Reg 26 Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regs 1998.	66. Power to register auction and wholesale markets	Director –Planning & Regulation
Reg 5 Food Premises (Registration) Regs 1991	67. Duty to keep register of food business premises	Director –Planning & Regulation

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Reg 9 Food Premises (Registration) Regs 1991	68. Power to register food business premises	Director –Planning & Regulation
Ss. 16 to 19 and 21 London Local Authorities Act 1995	69. Power to issue Near Beer Licence	n/a
S.28 Greater London Council (General Powers) Act 1984	70. Power to register premises or stalls for the sale of goods by way of competitive bidding	n/a
Part 1 of the Vehicles (Crime) Act 2001	71. Power to register motor salvage operators	Director –Planning & Regulation
Part I of the Commons Act 2006 (c 26) and the Commons Registration (England) Regs 2008	72. Functions relating to the registration of common land and town or village greens	n/a
<b>C. Functions Relating to Health and Safety at Work</b>		

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Part I Health and Safety at Work Etc. Act 1974	Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Etc. Act 1974, to the extent that those functions are discharged otherwise than in the Authority’s capacity as an employer	Director –Planning & Regulation
<b>D. Functions Relating to Elections</b>		
S 8(2) RPA 1983	1. Duty to appoint an Electoral Registration Officer	Full Council
S 52(4) RPA 1983	2. Power to assign officers in relation to requisitions of the Registration Officer	Full Council
Part II Local Government and Rating Act 1997 and subordinate legislation under that Part	3. Functions in relation to parishes and parish councils	Full Council
S 10 LGA 1972	4. Power to dissolve small parish councils	Full Council
S 11 LGA 1972	5. Power to make orders for grouping parishes, dissolving groups and separating parishes from groups	Full Council
S 35 RPA 1983	6. Duty to appoint Returning Officer for Local Government Elections	Full Council
Para. 6(7) and (8) of European Parliamentary Elections Act 2002	7. Duty to provide assistance at European Parliamentary Elections	Full Council
S 18A to 18E of, and Sched A1 to RPA 1983	8. Duty to divide constituency into polling districts	Full Council
S 31 RPA 1983	9. Power to divide electoral divisions into polling districts at Local Government Elections	Full Council
S 39(4) RPA 1983	10. Powers in respect of holding of elections	Full Council

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 54 RPA 1983	11. Power to pay expenses properly incurred by Electoral Registration Officers	Full Council
S 21 RPA 1985	12. Power to fill vacancies in the event of insufficient nominations	Full Council
S 86 LGA 1972	13. Duty to declare vacancy in office in certain cases	Head of Paid Service Monitoring Officer
S 87 LGA 1972	14. Duty to give public notice of a casual vacancy	Head of Paid Service Monitoring Officer
S 91 LGA1972	15. Power to make temporary appointments to parish Councils	Full Council
S 10 RPA 2000	16...	Full Council
S 10 of the Representation of the People Act 2000	17. Power to submit proposals to the Secretary of State for an Order under Section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000	Full Council
LGPIH Ss 33(2), 38(2) and 40(2) of the 2007 Act	18. Duty to consult on change of scheme for elections	Full Council
Ss 35, 41 and 52 of the 2007 Act	19. Duties relating to publicity	Head of Paid Service Monitoring Officer
Ss 36 and 42 of the 2007 Act	20. Duties relating to notice to Electoral Commission	Head of Paid Service Monitoring Officer
S 53 of the 2007 Act	21. Power to alter years of ordinary elections of parish councillors	
S 59 of the 2007 Act	22. Functions relating to change of name of electoral area	Full Council
<b>E. Functions Relating to Name and Status of Areas and Individuals</b>		

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S 74 LGA 1972	1. Power to change the name of a county, district or London Borough	Full Council
S 75 LGA 1972	2. Power to change the name of a parish	Full Council
S 249 LGA 1972	3. Power to confer title of Honorary Alderman or to admit to be an Honorary Freeman	Full Council
S 245b LGA 1972	4. Power to petition for a charter to confer Borough status	Full Council
<b>EA. Functions Relating to Changing Governance Arrangements</b>		
<b>EB. Functions Relating to Community Governance</b>		
S 79 of the 2007 Act	1. Duties relating to community governance reviews	Full Council
Ss 80, 83 to 85 of the 2007 Act	2. Functions relating to community governance petitions	Full Council
Ss 81(4) to (6)	3. Functions relating to terms of reference of review	Full Council
S 82 of the 2007 Act	4. Power to undertake a community governance review	Full Council
Ss 87 to 92 of the 2007 Act	5. Functions relating to making of recommendations	Full Council
S 93 to 95 of the 2007 Act	6. Duties when undertaking review	Full Council
S 96 of the 2007 Act	7. Duty to publicise outcome of review	Head of Paid Service Monitoring Officer
S 98(1) of the 2007 Act	8. Duty to send two copies of Order to Secretary of State and Electoral Commission	Full Council
S 99 of the 2007 Act	9. Power to make agreements about incidental matters	Full Council
<b>F. Power to Make, Amend, Revoke, Re-Enact or Enforce Byelaws</b>		

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
Any provision of any enactment (including a local Act), whenever passed, and section 14 of the Interpretation Act 1978	Power to make, amend, revoke or re-enact byelaws	Full Council
<b>FA. Functions Relating to Smoke-Free Premises etc.</b>		
S 10(3) of the 2006 Act	1. Duty to enforce Chapter 1 and regulations made under it	Director –Planning & Regulation
S 10(5) of, and para 1 of Sched 2 to, the 2006 Act	2. Power to authorise officers	Director –Planning & Regulation
Paras 13, 15 and 16 of Sched 1 to the 2006 Act Smoke-free (Vehicle Operators and Penalty Notices) Regs 2007 (SI 2006/760)	3. Functions relating to Fixed Penalty Notices	Director –Planning & Regulation
Smoke-free (Premises and Enforcement) Regs 2006 (SI 2006/3368)	4. Power to transfer enforcement functions to another enforcement authority	Director –Planning & Regulation
<b>G. Power to promote or oppose local or personal Bills</b>		
S 239 LGA 1972	Power to promote or oppose local or personal Bills	Full Council
<b>H. Functions Relating to Pensions etc</b>		
Regs under S 7, 12 or 24 Superannuation Act 1972	1. Functions relating to Local Government pensions, etc.	County
Ss 34 and 36 of the Fire and Rescue Services Act 2004	2. Functions under the Fireman's Pension Scheme relating to pensions, etc as respects persons employed by fire and rescue authorities pursuant to S 1 of the Fire and Rescue Services Act 2004	County

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
<b>I. Miscellaneous Functions</b>	<b>Part I: Functions Relating to Public Rights of Way</b>	
S. 25 Highways Act 1980	1. Power to create footpath [bridleway or restricted byway] by agreement	Planning Applications Committee
S. 26 Highways Act 1980.	2. Power to create footpaths [bridleways and restricted byways]	Planning Applications Committee
S.31A Highways Act 1980.	3. Duty to keep register of information with respect to maps, statements and declarations	County
S.118 Highways Act 1980.	4. Power to stop up footpaths [bridleways and restricted byways]	Planning Applications Committee
Ss. 118ZA and 118C(2) Highways Act 1980.	5. Power to determine application for Public Path Extinguishment Order	Planning Applications Committee
S. 118A Highways Act 1980.	6. Power to make a Rail Crossing Extinguishment Order	Planning Applications Committee
S. 118B Highways Act 1980.	7. Power to make a Special Extinguishment Order	Planning Applications Committee
S. 119 Highways Act 1980.	8. Power to divert footpaths [bridleways and restricted byways]	Planning Applications Committee
Ss. 119ZA and 119C(4) Highways Act 1980.	9. Power to make a Public Path Diversion Order	Planning Applications Committee
S. 119A Highways Act 1980.	10. Power to make a Rail Crossing Diversion Order	Planning Applications Committee
S. 119B Highways Act 1980.	11. Power to make a Special Diversion Order	Planning Applications Committee
S. 119C(3) Highways Act 1980.	12. Power to require applicant for Order to enter into Agreement	Planning Applications Committee
S. 119D Highways Act 1980.	13. Power to make an SSSI Diversion Order	Planning Applications Committee



<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S. 121B Highways Act 1980.	14. Duty to keep Register with respect to applications under ss. 118ZA, 118C, 119ZA and 119C Highways Act 1980	Head of Paid Service
S. 121C Highways Act 1980.	15. Power to decline to determine certain applications	Planning Applications Committee
S. 130 Highways Act 1980.	16. Duty to assert and protect the rights of the public to use and enjoyment of highways	County
S.130A Highways Act 1980.	17. Duty to serve Notice of Proposed Action in relation to obstruction	County
S.130B(7) Highways Act 1980.	18. Power to apply for variation of Order under S.130B Highways Act 1980	County
S.135 Highways Act 1980.	19. Power to authorise temporary disturbance of surface of footpath [bridleway or restricted byway]	County
S.135A Highways Act 1980.	20. Power temporarily to divert footpath [bridleway or restricted byway]	County
S.135B Highways Act 1980.	21. Functions relating to the making good of damage and the removal of obstructions	County
S.149 Highways Act 1980.	22. Powers relating to the removal of things so deposited on highways as to be a nuisance	County
S.32 Acquisition of Land Act 1981	23. Power to extinguish certain public rights of way	Full Council
S.53 Wildlife and Countryside Act 1981	24. Duty to keep definitive map and statement under review	County
S.53A Wildlife and Countryside Act 1981.	25. Power to include modifications in other Orders	County
S.53B Wildlife and Countryside Act 1981.	26. Duty to keep Register of prescribed information with respect to applications under S. 53(5) of the Wildlife and Countryside Act 1981	County

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S.54 Wildlife and Countryside Act 1981	27. Duty to reclassify roads used as public paths	County
S.57A Wildlife and Countryside Act 1981.	28. Power to prepare map and statement by way of consolidation of definitive map and statement	County
S.3 Cycle Tracks Act 1984	29. Power to designate footpath as cycle track	County
S.294 Housing Act 1981	30. Power to extinguish public right of way over land acquired for clearance	Planning Applications Committee
S.247 of the Town and Country Planning Act 1990	30a. Power to authorise stopping up or diversion of highway	Planning Applications Committee
S.257 TCPA90.	31. Power to authorise stopping-up or diversion of footpath [or bridleway or restricted byway]	Planning Applications Committee
S.258 TCPA90.	32. Power to extinguish public rights of way over land held for planning purposes	Planning Applications Committee
S.35 Countryside and Rights of Way Act 2000	33. Power to enter into agreements with respect to means of access	County
S.37 Countryside and Rights of Way Act 2000.	34. Power to provide access in absence of agreement	County
	<b>Part II: Other Miscellaneous Functions</b>	
Ss.1, 2, 10 and 19 Sea Fisheries Reg Act 1966	35. Functions relating to sea fisheries	County
S.106 of, and Para. 42 of Sched. 12 to, the LGA 1972	36. Power to make Standing Orders	Full Council
S.112 LGA 1972.	37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal)	Full Council, Head of Paid Service
S.135 LGA 1972.	38. Power to make standing orders as to contracts	Full Council
S.151 LGA1972.	39. Duty to make arrangements for proper administration of financial affairs etc.	Full Council

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S.270(3) LGA 1972.	40. Power to appoint officers for particular purposes (appointment of “proper officers”)	Full Council
S.34(2) Wildlife and Countryside Act 1981.	41. Power to make Limestone Pavement Order	County
S.4 LGMPA 1982	42. Power to make Closing Order with respect to take-away food shops	Director –Planning & Regulation
S.4(1) Local Government and Housing Act 1989	43. Duty to designate officer as the Head of the Authority’s Paid Service, and to provide staff, etc.	Full Council
S.5(1) Local Government and Housing Act 1989.	44. Duty to designate officer as the Monitoring Officer, and to provide staff, etc.	Full Council
S82A(4) and (5) of the Local Government Act 2000	44a Duty to provide staff, etc, to person nominated by Monitoring Officer	Full Council
Para 12 and 14 of Sched 3 to the Local Government Act 2000	44b Powers relating to Overview & Scrutiny Committees (voting rights of co-opted members)	Full Council
The Accounts and Audit Regs 1996	45. Duty to approve Authority's Statement of Accounts, Income and Expenditure and Balance Sheet, or record of payments and receipts (as the case may be)	Full Council
The Hedgerows Regs 1997	46. Powers relating to the protection of important hedgerows	Head of Development & Building Control
Ss.197 to 214D TCPA90, and the Trees Regs 1999	47. Powers relating to the preservation of trees	Planning Applications Committee
Part 8 of the Anti-Social Behaviour Act 2003	47a. Powers relating to complaints about high hedges	Head of Development & Building Control
S.92 LGA 2000	48. Power to make payments or provide other benefits in cases of maladministration, etc.	Full Council

<b>Statutory Provision</b>	<b>Function</b>	<b>Who Discharges</b>
S13(2) of the Criminal Justice and Police Act 2001	49. Power to make an Order identifying a place as a designated public place for the purposes of Police powers in relation to alcohol consumption	Full Council
S.16 of the Violent Crime Reduction Act 2006 (c 38)	50. Power to make or revoke an Order designating a locality as an alcohol disorder zone	Full Council
S.41 of the Commons Act 2006	51. Power to apply for an Enforcement Order against unlawful works on common land	Full Council
S.45(2) of the Commons Act 2006	52. Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference	Full Council
S.45(2)(b) of the Commons Act 2006	53. Power to institute proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens	Full Council

### 3C RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

a) **List of Functions Not to be the Sole Responsibility of the Executive**

<b>Statutory Provision</b>	<b>Item</b>	<b>Part for Cabinet</b>	<b>Part for Full Council</b>
S.1(2) of the Public Libraries and Museums Act 1964	Annual Library Plan	N/A	N/A
S.6(1) of the Local Government Act 1999	Best Value Performance Plan	Formulate and produce the Plan (see Reg 4 of S.I.2000/2853 as amended)	Approve the final version (see Reg 4 of S.I.2000/2853 as amended)
Children and Young People's Plan (England) Regs 2005	Children and Young People's Plan	N/A	N/A
S 5 and 6 Crime and Disorder Act 1998	Crime and Disorder Reduction Strategy	Formulate and produce the Plan (see Reg 4 of S.I.2000/2853 as amended)	Approve the final version (see Reg 4 of S.I.2000/2853 as amended)

<b>Statutory Provision</b>	<b>Item</b>	<b>Part for Cabinet</b>	<b>Part for Full Council</b>
S.15 of the Planning & Compulsory Purchase Act 2004	Development Plan documents	Formulate and produce the documents	The giving of instructions to Cabinet to reconsider any draft document, the approval of draft documents for consultation or examination and the adoption of the documents
S. 349 of the Gambling Act 2005	Licensing Authority Policy Statement	Formulate and produce the Policy	Adoption of the Policy Statement
S.108(3) of the Transport Act 2000	Local Transport Plan	N/A	N/A
S.54 Town and Country Planning Act 1990	Plans and alterations which together comprise the Development Plan	Formulate and produce the Plan (see Reg 4 of S.I.2000/2853 as amended)	Approve final version (see Reg 4 of S.I.2000/2853 as amended)
S.40 of the Crime and Disorder Act 1998	Youth Justice Plan	N/A	N/A

<b>Statutory Provision</b>	<b>Item</b>	<b>Part for Cabinet</b>	<b>Part for Full Council</b>
S.135 Leasehold Reform Act 1993 and ss.32 and 43 Housing Act 1985	Disposal of housing land and buildings	All except that reserved to Full Council	Authorising making the application (see Reg 4 of S.I.2000/2853 as amended)
Ss. 32-37, 43-49, 52I, 52J, 52T, 52U and Chapter IV of Part I of the Local Government Finance Act 1992	Making a calculation or issuing a precept leading to setting of Council Tax	Prepare submission of estimates or revised estimates	All other steps (see Reg 4 of S.I.2000/2853 as amended)
S.70 Deregulation and Contracting Out Act 1994	Authorising a person to exercise a function, or revoking that authorisation	To the extent that the function is an Executive function	In all other cases (see Reg 4 of S.I.2000/2853 as amended)
	Council's Corporate Plan	Produce version for adoption	Adoption of the Plan
	Local Agenda 21 Strategy	Produce version for adoption	Adoption of the Plan

**a) Cabinet Member Delegation**

A Cabinet Member may authorise the Head of Paid Service or Director, to take any action concerning matters within his/her portfolio, in accordance with policies and strategies set by the Cabinet and Full Council, unless any legal rule requires otherwise.

**b) Cabinet Delegation**

The Cabinet collectively may authorise any Cabinet Member, the Head of Paid Service, Director or other Officer to whom delegation has been made in the Council's Scheme of Delegation, unless any legal rule requires otherwise (see Cabinet procedural rule 4D.1.3(b))

**c) Delegation of Decisions to Single Members**

- i. A Single Member may take any decision which:
  1. is required to implement a Policy that is part of the framework, provided the decision is:
    - within budget, and does not amend either the Policy framework or the budget
    - wholly within the remit of the Service Development Plans (SDPs) or services for which the Member is responsible; and
    - not a key decision.
  - i. is to adopt a new Policy or procedure to deliver the SDPs or services for which the Member is responsible, provided that the decision:
    - does not amend or alter any Policy that is part of the Policy framework (without the prior approval of Council); and
    - does not amend or alter the budget, nor requires the budget to be amended; and
    - falls entirely within his/her portfolio.
  - ii. Where a decision is to adopt a new Policy or procedure to deliver the SDPs or services for which the Member is responsible AND it does not fall entirely within his/her portfolio then the decision must be taken jointly with the other portfolio holder(s) affected.
  - iii. The procedure for Individual Cabinet Member Decisions is set out in Part 5F of this Constitution



### 3D OFFICER DELEGATIONS - Part A - General Delegations

Functions Allocated to the Chief Executive /Directors/Head of Development & Building Control or such other officer or post identified by the Chief Executive /Director/Head of Development & Building Control in a Scheme of Delegation, such scheme to be held by the Monitoring Officer and made available at all times for public inspection.

#### 3D.1 General

- a) Proper officer, appointed officer or inspector in respect of the following statutory provisions

S.100D Local Government Act 1972 (background papers for reports)
--

- b) Take any action on matters relating to the day to day administration of services within their unit.
- c) Take any action to maintain the operation and effectiveness of services within their unit.
- d) Take any action incidental to, or to give effect to, decisions taken by elected Members within their sphere of responsibility.
- e) Determine the allocation of and responsibility for matters within their unit.
- f) Delegate any of their powers and appointments to employees within their unit who possess the relevant qualification, experience and skills for the task - a list of such powers indicating the post to which they have been delegated must be kept by the Monitoring Officer and made available for public inspection.
- g) Serve notices and obtain information as to interests in land - S.16 Local Government (Miscellaneous Provisions) Act 1976.
- h) Keep any statutory register concerning aspects within their sphere of responsibility.
- i) The receipt of Notices concerning aspects within their sphere of responsibility.
- j) In consultation with the relevant Overview & Scrutiny Committee Chair, settle any best value review documents for submission to Inspectors.
- k) Respond to any consultation document on Executive functions in consultation with the Leader and/or relevant portfolio holder.

#### 3D.2 Financial Resources

- a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing

orders, financial standing orders, financial regulations and financial instructions.

- b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
- c) Provide administrative, professional or technical services to outside bodies using any spare capacity PROVIDED this does not interfere with the proper service provision of the Council.
- d) Pay full compensation for loss where the Council is likely to be liable if sued.
- e) Pay compensation for complaints up to £1000 or higher in consultation with the portfolio holder.
- f) To annually review fees and charges.

### **3D.3 Human Resources**

- a) Appoint persons to posts below Director level within the unit (as nominated by the Chief Executive where necessary), in accordance with the Recruitment and Selection Policy from time to time in force.
- b) Employ and dismiss persons on temporary contracts, in accordance with the Recruitment and Selection and Disciplinary Policies from time to time in force.
- c) Discipline and dismiss employees within the unit, subject to Disciplinary Policies from time to time in force.
- d) In consultation with the Finance & Corporate Portfolio Holder and Human Resources Officers take any action relating to terms and conditions of service for employees within their unit.

### **3D.4 Other**

- a) Apply for planning permission for Council development within his/ her sphere of responsibility.
- b) To recover any sum owed to the Council under a contract made between the Council and a third party.
- c) To submit bids for and enter into agreements for grants and other funding sources.
- d) Arrange bookings or limited exhibitions and other commercial events on Council land within the responsibility of the Portfolio Holder.

### **3D.5 Functions allocated to the Chief Executive**

- a) Any function delegated to a Director or other officer.
- b) Any action arising from an appointment given to a Director or other officer if that Director or other officer is absent or otherwise unable to act.

- c) Take all steps to ensure the Council receives additional supplementary credit approval re Council house sales.
- d) Delegate any of their powers and appointments to employees who possess the relevant qualification, experience and skills for the task - a list of such powers, indicating the post to which they have been delegated, must be kept by the Monitoring Officer and made available for public inspection.
- e) Respond to any consultation document on Executive functions in consultation with the Leader and/or relevant portfolio holder.

### 3E OFFICER DELEGATIONS - Part B - Specific Delegations

The specific delegations set out below to the Chief Executive /Directors/ Head of Development & Building Control or such other officer or post identified by the Chief Executive /Director/Head of Development & Building Control in a Scheme of Delegation, such scheme to be held by the Monitoring Officer and made available at all times for public inspection are without prejudice to the general Delegations in 3D above.

#### 3E.1 Chief Executive (Head of Paid Service, Electoral Registration & Returning Officer)

- a) Proper officer, appointed officer or inspector in respect of the following statutory provision

Statutory Provision	Brief Description
S.4 Local Government and Housing Act 1989	Head of Paid Service
Ss. 84,84,88,89, 100B, 100C, 100F, 210, 225, 229, 234, 236, 238, 248, Scheds. 12 and 14 Local Government Act 1972	
S.41 Local Government (Miscellaneous Provisions) Act 1976	
Local Government Act 2000 and Regs made there under	
S.3, LGHA89. Modify the list of Politically restricted posts and give any certificate of opinion under it.	
Crime and Disorder Act 1998 and amendments thereto	
Ss. 83, 100B, 200F, 115, 229, 234, Local Government Act 1972	Secretary to the Council
Representation of the People Act 1983	Ss. 8 and 35 Representation of the People Act 1983, and any other provision relating to electoral registration and elections.
Any reference in pre 1972 legislation to the Clerk of a Council or the Town Clerk, which, by virtue of the Local Government Act 1972, is to be construed as a Proper Officer Proper, or authorised, officer or inspector for any statutory purpose where no specific authorisation has been given	

- b) Suspend the exercise of Delegated Authority by any officer where he/she considers a particular case should be considered by elected Members.
- c) Authorise any person acting for the Council to enter any land, for any statutory purpose.
- d) The Chief Executive shall have authority for Cabinet in the case of an emergency:
  1. requiring a non-key decision, where it is not possible in the time to convene either a special meeting of Cabinet or a Single Member Decision, or the Single Member is not available, and in consultation with the Leader, or in his absence any Member of the Cabinet, to make decisions on behalf of the Cabinet, all such decisions to be reported to the next Ordinary Meeting of the Cabinet
  2. subject to consultation with the aforesaid and the Chair of the relevant OSP, to make such urgent decisions which are key decisions on behalf of the Cabinet, all such decisions to be reported to the next Ordinary Meeting of the Council.
  3. for Committee in cases of urgency and in consultation with the Chairman of the relevant Committee and Chair of the relevant OSP, to make decisions on behalf of the Committee, all such decisions to be reported to the next Ordinary Meeting of the relevant Committee.
  4. To consider oral representations pursuant to the Scrap Metal Dealers Act 2013.
- e) Make any necessary and consequential changes to the Council's Scheme of Delegation to Officers to give effect to any changes in personnel, legislation, or the structure of the Council, to ensure its efficient and effective operation, in consultation with the Leader of the Council.
- g) Change the staff structure in consultation with the Leader and/or the relevant portfolio holder(s), the S.151 Officer, the Monitoring Officer and the Unions.
- h) In consultation with the Leader, the Housing & Communities portfolio holder and ward Members, take every step necessary (including compulsory purchase and determination of tenancies) to implement the Camp Hill Urban Village Scheme.
- i) Apply for and hold licences for premises owned by the Council in respect of regulated activities.
- j) Authorise the use and display of the Council's badge.
- k) In consultation with the Director – Finance and Leader of the Council approve proposals for Members or officers to make foreign visits and receive foreign

visitors where the cost is to be met in whole or part by the Council, subject to any protocol in this regard that may apply from time to time.

- l) Authorise applications renewals, reviews and cancellations under the Regulation of Investigatory Powers Act 2000 including surveillance likely to obtain confidential information.
  
- m) Increase the scale of fees for elections and electoral registration in line with the average salary awards for Joint National Council scales and taking into account any nationally agreed fees.

## 3E.2 Director – Finance & Enterprise

- a) Proper officer, appointed officer or inspector in respect of the following statutory provisions
- Any reference in pre 1972 legislation to the Treasurer, which, by virtue of Local Government Act 1972, is to be construed as a Proper Officer
  - Ss. 115, 146, 151 Local Government Act 1972
  - Ss. 26 and 114 Local Government Finance Act 1988
  - Local Government Act 2003 Part I
- b) Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.

### *Statutory Provision Director – Finance & Enterprise*

<b>Statutory Provision</b>	<b>Brief Description</b>
Sch.13 Local Government Act 1972; ss. 39 – 66 Local Government and Housing Act 1989	Loans and other financial provisions
s.438 and Sch. 16, Housing Act 1985	Vary interest rates to meet legislative requirements
Local Government Act 2003 Parts I & II	Capital Finance
S116, S116A & 110A Social Security Administration Act 1992	Benefit fraud including investigations on behalf of the Department of Work and Pensions
Ss. 41 - 67 Local Government Finance Act 1988; Local Government Finance Act 1992 (with the exception of setting the Council Tax base save Ss.32 - 37); Social Security Administration Act 1992; ss.123 - 137 and 172 - 177 Social Security Contributions and Benefits Act 1992; Social Security Act 1998; Welfare Reform and Pensions Act 1999;	Council Tax, rating, Council Tax Benefit, Housing Benefit and Discretionary Rate Relief (DRR)
S110A Social Security Administration Act 1992 Benefit Fraud Matters.	
Ss. 35A and 112 Road Traffic Reg Act 1964	Enforcement of Car parking  Order or Nuneaton Bus Station Order
Sch. 4 Local Government (Miscellaneous Provisions Act	Licensing of Street Traders

<b>Statutory Provision</b>	<b>Brief Description</b>
1982	
Local Government Act 2003	BIDS ( Customer Services & Business Improvement Districts)
Markets and Fair Clauses Act 1847	Markets
Food Act 1984	Markets
Child Protection Legislation	
Equalities Act 2010	
Environmental Information Regulations 2004	
Data Protection Act 2018	
Freedom of Information Act 2000	

- c) Operate scheme for transfer of Council's mortgage debt to private sector.
- d) Authorise any person acting for the Council to enter any land, for any statutory purpose.
- e) To considers oral representations pursuant to the Scrap Metal Dealers Act 2013.
- f) Authority to take action on Closure Orders under the Anti-Social Behaviour, Crime and Policing Act 2014.
- g) Exercise functions under any Agency agreement with Warwickshire County Council.
- h) Authorise applications renewals, reviews and cancellations under the Regulation of Investigatory Powers Act 2000 including surveillance likely to obtain confidential information.
- i) Assess and grant gratuities within the terms of and up to maxima approved by Policy decisions of the Council.
- j) Manage and invest the special and reserve funds and acquire and dispose of securities comprising such funds.
- k) Approve (but not refuse) loans for house purchase and improvement.
- l) Be the Council's Money Laundering Reporting Officer.
- m) Set the Council Tax base.
- n) Authorise proceedings for recovery of any sums due to the Council and possession of property held as security for same.
- o) Take any enforcement action, including any application to a court or tribunal, in respect of powers delegated to him/her or in respect of functions for which he/she is a proper officer, appointed officer or inspector.



- p) Make virements and write offs in excess of the Authority delegated to officers in consultation and agreement with the Leader.
- q) Carry out relevant research and surveys including incurring necessary expenditure in relation to such research and surveys as one appropriate to help facilitate the Council's functions.
- r) Arrange bookings or limited exhibitions and other events in Town Centre pedestrianised areas.
- s) Manage the operation of the Nuneaton and Bedworth Markets in accordance with the Market Regulations as made by the Council from time to time.
- t) As a consequence of any decision of Cabinet or Council in consultation with the Portfolio Holder with responsibility for markets, make any necessary changes to the markets, the layout, or their regulations.
- u) Be the Radio Terminal Custodian for the Airwave Service.
- v) Undertake all the Town Centre management activities including Delivery of Town Centre Master Plan, including street scene enhancement activities.
- w) Manage the Council's off street car park in accordance with the Council's Off Street Parking Order.
- x) In Consultation with the relevant Portfolio Holder, waive car park charges from time to time.
- y) Undertake all matter relating to the provisions of public conveniences.
- z) Manage the Council's car parks and resident parking schemes.
- aa) Manage the Bus Station
- bb) Undertake all functions relating to CCTV.
- cc) Write –off irrecoverable debts within financial limits laid down in the Council's Financial Procedure Rules.
- dd) Grant (but not refuse) mandatory rate relief in line with the Council's policy.
- ee) Deal with applications for discretionary rate relief in line with the Council's policy.
- ff) Collect and enforce any community charge.
- gg) Coordinate the collection and provision of performance data and arrange for the publication of performance information and strategy reporting.
- hh) To approve the business rates forecast as part of the budget setting process.
- ii) Conduct internal audit of financial transactions of the council

- jj) Take all steps regarding risk management within the Council.
- kk) Manage the development and implementation of the Council's Equality Scheme
- ll) Hold premises licences for Council property in connection with any functions assigned.
  
- mm) In consultation with the Monitoring Officer, coordinate the formulation of the Corporate Plan and Corporate Plan Delivery Plan.
- nn) Undertake management of the Council's Commercial Property Portfolio.
- oo) Arrange bookings or limited exhibitions and other commercial events on Council land (other than town centre).

### **3E.3 Director - Planning & Regulation**

- a) Act for any officer of the Council in proceedings before a court or a tribunal relating to the officer's role for the Council.
- b) Amend the Members' Allowance Scheme in accordance with increases fixed by the Secretary of State.
- c) Institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to a decision of the Council or in any case where he/she considers that such action is necessary to protect the Council's interests.
- d) Sign any document necessary to any legal procedure or proceedings on behalf of the Council, unless any enactment otherwise authorises or requires.
- e) Keep in safe custody the Common Seal of the Council, and affix and attest the Common Seal to those documents, which in his/her opinion should be sealed.
- f) Be the designated co-ordinator responsible for making the necessary arrangements for monitoring all authorisations signed on behalf of the Council pursuant to the Regulation of Investigatory Powers Act 2000.
- g) Provide the role of Mayor's Secretary.
- h) Make arrangements in connection with Civic matters/engagements relating to Mayoralty.
- i) Where any delegation proposed to be relied upon or procedure proposed to be utilised refers to any office-holder, Cabinet, Committee or Ward Member, or forum that no longer exists, the Monitoring Officer shall determine how the power shall be appropriately exercised or procedure interpreted.
- j) Take all necessary steps relating to Purchase Notices served on the Council.
- k) Deal with functions relating to Home Environment Assessment and Response Team Partnership Agreement.
- l) Waive licence conditions regarding clear boundary space at mobile home sites subject to consultation with the Fire Officer.
- m) Proper officer, appointed officer or inspector in respect of the following statutory provisions

<b>Statutory Provision</b>	<b>Brief Description</b>
Solicitor to the Council and Clerk to the Benefit Review Boards	Solicitor to the Council and Clerk to the Benefit Review Boards
S.5 & 5A Local Government and Housing Act 1989	Monitoring Officer
Ss. 52(2) Representation of the People Act 1983	Deputy Registration Officer
Ss. 83, 100B, 100F, 229, 234, 238, Sched 14 Local Government Act 1972	Byelaws
S. 41 Local Government (Miscellaneous Provisions) Act 1976	Lost or uncollected property
Ss. 191 Local Government Act 1972	Ordnance Survey
Local Government Act 2000 and regulations thereunder	Executive Arrangements
Town and Country Planning Act 1990 - S.215-219, 224–225, 330 and 324 and Town and Country Planning (Control of Advertisement) Regs	Miscellaneous Planning enforcement
Ss. 26, 118, 119 Highways Act 1980 and S.257 Town and Country Planning Act 1990	Public Footpath Orders
Ss.191 to 194, Town and Country Planning Act 1990	Certificate of lawful use or development except when called in for decision by Planning Applications Committee pursuant to the process outlined in Part 3E.10(b) iv.
Ss.14-16A Road Traffic Regulation Act 1984	Orders to prohibit or restrict traffic
Crime and Disorder Act 1998 (as amended)	ASBOs and other Orders
S110A Social Security Administration Act 1992	
S.116 Local Government Finance Act 1988	
Any reference in pre 1972 legislation to the surveyor, which, by virtue of the Local Government Act 1972, is to be construed as a Proper Officer	
Party Wall Etc. Act 1996 (Appointing Officer)	
Liaison Officer under Food Safety Act 1990	
Building Act 1984	

Statutory Provision	Brief Description
Any reference in pre 1972 legislation to the medical officer of health or public health inspector, which, by virtue of the Local Government Act 1972, is to be construed as a Proper Officer	
S.2 and Sched 3 to the Local Government (Miscellaneous Provisions) Act 1982	
Licensing Act 2003 provided no objections are received	
Animal Welfare Act 2006 and The Microchipping of Dogs (England) Regs 2015	
S.61 Local Government (Miscellaneous Provisions) Act 1976	Revoke and Suspend licences
S.75(3) Local Government (Miscellaneous Provisions) Act 1976	<i>Applications for Certificates of Exemption re PHVs</i>
Health and Safety at Work Act 1974	
Environment Act 1995 S. 82 & Sched. 11	Air Quality

n) Exercise any power of the Local Authority relating to environmental health under the following statutory provisions or pursuant to regulations or by-laws made (now or in future) under them:

- Animal Boarding Establishments Act 1963
- Animal Welfare Act 2006
- Anti-Social Behaviour Act 2003
- Anti-Social Behaviour, Crime and Policing Act 2014
- Breeding of Dogs Act 1973 & 1991
- Building Act 1984
- Caravan Sites Act 1968
- Caravan Sites and Control of Development Act 1960
- Care Act 2014 (as delegated from WCC)
- Clean Air Act 1993
- Clean Neighbourhoods and Environment Act 2005
- Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Control of Pollution Act 1974
- Dangerous Wild Animals Act 1976
- Dangerous Dogs Act 1991
- Dogs (Fouling of Land ) Act 1996
- Enterprise and Reform Act 2013
- Environment Act 1995
- Environment and Safety Information Act 1988
- Environmental Protection Act 1990
- Equality Act 2010
- European Communities Act 1972
- Factories Acts 1961

- Food Act 1984
- Food and Environment Protection Act 1985
- Food Safety Act 1990
- Gambling Act 2005
- Guard Dogs Act 1975
- Health Act 2006
- Health and Safety at Work Etc Act 1974
- Highways Act 1980
- Home Safety Act 1961
- Home Energy Conservation Act 1995
- House to House Collections Act 1939
- Housing Acts 1985, 1988 1996 & 2004
- Housing (Consequential Provisions) Act 1985
- Housing and Planning Act 2016
- Housing Grants Construction and Regeneration Act 1996
- Land Compensation Act 1973
- Licensing Act 2003
- Local Government (Misc Prov) Act 1976
- Local Government (Misc Prov) Act 1982
- Local Government and Housing Act 1989
- Mobile Homes Act 1983
- Landlord and Tenant Act 1985
- Mobile Homes Act 2013
- National Assistance Act 1948
- Noise Act 1996
- Noise and Statutory Nuisance Act 1993
- Offices, Shops & Railway Premises Act 1963
- Performing Animals (Regulation) Act 1925
- Pet Animals Act 1951
- Police, Factories Etc (Misc Prov) Act 1916
- Pollution Prevention and Control Act 1999
- Prevention of Damage by Pests Act 1949
- Protection From Eviction Act 1977
- Public Health Acts Amendment Act 1907
- Public Health Acts 1936 & 1961
- Public Health (Control of Disease) Act 1984
- Refuse (Disposal) Amenity Act 1978
- Regulatory Reform Act 2001
- Riding Establishments Acts 1964 & 1970
- Scrap Metal Dealers Act 1964
- Scrap Metal Dealers Act 2013
- Slaughter of Poultry Act 1967
- Slaughterhouses Act 1974
- Sunbeds (Regulation) Act 2010
- Sunday Trading Act 1994
- Town Police Clauses Act 1847
- Town and Country Planning Act 1990 s.215-219, 224-225, 330, 324

- Town and Country Planning (Control of Advertisement) England Regs 2007
- Vehicles (Crime) Act 2001
- Water Industry Act 1991
- Zoo Licensing Act 1981

- o) Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.

S.15 Local Government (Miscellaneous Provisions) Act 1976	Authorise staff to survey land where no specific power is available
Building Act 1984	Building Regulations, dangerous structures and demolition
Environmental Protection Act 1990 s.2	Appoint any other person including third party contractors to discharge the Council's functions pursuant to Part II and Sched 3 of the Act
S.19 & 20 Health and Safety at Work Etc Act 1974	Authorise inspectors and enforcement and other technical experts to discharge functions including powers of entry
Refuse Disposal (Amenity ) Act 1978	Remove and deal with abandoned vehicles

- p) Take any enforcement action, including any application to a court or tribunal, in respect of powers delegated to him/her or in respect of functions for which he/she is a proper officer, appointed officer or inspector.
- q) Authorisation of officers to serve Fixed Penalty Notices for litter enforcement pursuant to the Clean Neighbourhoods and Environment Act 2005.
- r) In consultation with Chair and (Vice-Chair) of LIC determine applications for permits for house to house or street collections which cannot be considered by LIC at its November meeting (unless objection has been submitted).
- s) Administer the arrangements for the discharge of all matters relating to the Council's Local Land Charges Register.
- t) Administer the Council's arrangements for the Licensing of hackney carriage and private hire vehicles including the grant and renewal of hackney carriage and private hire vehicle licences, and private hire operators' licences, unless either there are unspent convictions or objections are received, or both.
- u) Authority to take action relevant to their service under the Crime and Policing Act 2014.

- v) Conclude any land transactions required to complete the Camp Hill Urban Village Scheme.

### **Licensing Act 2003**

1. Issue notices of exemption to taxi drivers relating to the carriage of guide dogs etc. in certain circumstances (see minute 586 of 8.2.01).
2. Deal with applications for Personal Licence, if no objection made.
3. Deal with applications for Premises Licence/Club Premises Certificate, if no relevant representation made.
4. Deal with applications for Provisional Statement, if no relevant representation made.
5. Deal with applications to vary Premises Licence/Club Premises certificate, if no relevant representation made.
6. Deal with applications to vary Designated Premises Supervisor if no notice of objection is received.
7. Deal with requests to be removed as designated premises supervisor, all cases.
8. Deal with applications for transfer of Premises Licence if no Notice of Objection is received.
9. Deal with applications for interim authorities if no Notice of Objection is received.
10. Deal with decisions on whether a complaint is irrelevant, frivolous vexatious, etc., all cases.

### **Gambling Act 2005**

1. Fee setting where appropriate.
2. Determination of application for premise's Licences where no representations received/representations have been withdrawn.
3. Determination of application for a variation to a Licence where no representations received/representations have been withdrawn.
4. Determination of application for a transfer of a Licence where no representations received from the Gambling Commission.
5. Determination of application for a Provisional Statement where no representations received/representations have been withdrawn.
6. Application for Club Gaming/Club Machine Permits where no objections made/objections have been withdrawn.
7. Applications for other permits.



8. Cancellation of Licensed Premises Gaming Machine Permits.
9. Consideration of Temporary Use Notices.
10. Determination as to whether representation is frivolous or vexatious, or will not influence decision.

### 3E.4 Director – Regeneration & Housing

- a) Proper officer, appointed officer or inspector in respect of the following statutory provisions or regulations made under them.

<b>Statutory Provision</b>	
Housing Grants Construction and Regeneration Act 1996	
Public Health (Control of Disease) Act 1984	
Public Health Acts 1936 and 1961	
Prevention of Damage by Pests Act 1949	
Environmental Protection Act 1990	
Housing Act 2004	
The Prevention of Social Housing Fraud Act 2013	
The Prevention of Social Housing Fraud (Power to Require Information) Regs 2014	
The Anti-Social Behaviour, Crime and Policing Act 2014	
Homeless Reduction Act 2017	
Housing Acts 1985 and 1996	Possession of Council owned property for rent arrears
Ss.25 and 26 Local Government (Miscellaneous Provisions) Act 1976	Any steps concerning dangerous excavations
Highways Act 1980	Various District Council functions

b) Exercise any power of a Local Authority relating to Housing services under the following statutes or regulations or byelaws made (now or in the future) under them:

- Building Act 1984
- Land Compensation Act 1973
- Housing Acts 1985, 1988 and 1996
- Housing (Consequential Provisions) Act 1985
- Landlord and Tenant Act 1985
- Local Government and Housing Act 1989
- Housing Grants Construction and Regeneration Act 1996
- Public Health (Control of Disease) Act 1984
- Public Health Acts 1936 and 1961
- Prevention of Damage by Pests Act 1949
- Environmental Protection Act 1990
- Home Energy Conservation Act 1995
- Crime and Disorder Act 1998
- Ss. 77-79 Water Industries Act 1991
- Housing Act 2004
- Regulatory Reform Act 2001
- Enterprise and Reform Act 2013
- The Prevention of Social Housing Fraud Act 2013
- The Anti-Social Behaviour, Crime and Policing Act 2014
- Housing and Planning Act 2016
- The Homeless Reduction Act 2017
- Mobile Homes Act 1983
- Mobile Homes Act 2013
- Construction Design and Management Regulations 2015

- c) Take any enforcement action, including any application to a court or tribunal, in respect of powers delegated to him/her or in respect of functions for which he/she is a proper officer, appointed officer or inspector
- d) Take all necessary action to implement the Council's Planned Maintenance and Major Improvement Programmes to all dwellings, shops and garages provided under the Housing Act powers.
- e) Take all necessary action to implement the Council's reactive maintenance functions to all dwellings, shops, and garages provided under Housing Act powers.
- f) Manage and facilitate the operation of the Nuneaton and Bedworth Safer Community Partnership and the development of the Crime and Disorder and Substance Misuse Plan.
- g) Assess grants within the terms of and up to a maximum approved by the Policy decisions of the Council.

- h) Manage Community Safety Schemes and take action in relation to Nuneaton and Bedworth's Crime and Disorder and Substance Misuse Plan, and the Council's powers under the Crime and Disorder Act 1998 (as amended).
- i) Take all actions and make all decisions relating to the Council's functions in respect of Community Cohesion.
- j) Take all appropriate action and to exercise all powers and duties in relation to Community Development in consultation with the Portfolio Holder.
- k) Consult with and respond to requests for consultation from Warwickshire Police and other organisations to act as a consultee in relation to applications for Criminal Behaviour Orders, Closure Orders, Dispersal Orders or other relevant specific items included in the ASB, Crime and Policing Act.
- l) Respond to requests for consultation from Warwickshire Police and other organisations to act as a consultee in relation to applications for Anti-Social Behaviour Orders.
- m) Consult with Warwickshire Police and other agencies in relation to applications for Anti-Social Behaviour Orders.
- n) Respond to requests for consultation under the Anti-social Behaviour Act 2003, including with reference to making Dispersal Orders under Section 30 of the Act.
- o) Take all actions and make all decisions not reserved to the Council relating to the Council's functions in respect of Consultation.
- p) Authority to take action relevant to their service under the Anti-social Behaviour, Crime and Policing Act 2014.
- q) Be duty holder for the purposes of the Control of Asbestos Regulations 2012.
- r) All Property Management steps in respect of the Council's land and buildings and related transactions in accordance with any relevant Council Policy, and the Council's Budget and Policy framework, including creating, renewing and terminating interests in land, reviewing and recovering rents, disposing of and acquiring interests including amenity areas in new developments.
- s) Exercise the Council's responsibilities in respect of ~~Tourism~~ and Economic Development
- t) Exercise any power of the Local Authority relating to housing and corporate property maintenance purposes under the following statutes or regulations or by laws (made or in the future) under them:
  - a. Health and Safety at Work Act 1974
  - b. Disability Discriminations Acts
  - c. Regulatory Reform (Fire) Order 2005
  - d. Control of Asbestos regulations 2006.
  - e. Carry out urgent repairs to private streets
  - f. Renew plant, equipment and vehicles within the budget provision, and

dispose of items being so renewed.

- g. Be a duty holder for the purposes of the Control of Asbestos Regulations 2012.
- h. Take all actions necessary to implement the Council's Planned and Reactive Maintenance Programme including to corporate operational and non-operational buildings, including car parks and the Bus Station (not including day to day responsive repairs and gas servicing activities).
- u) Undertake all functions relating to land drainage.
- v) Exercise all management aspects regarding dwellings, shops and other accommodation and garages provided under Housing Act powers, and other dwellings owned or formerly owned by the Council save that eviction of any resident shall be made in consultation with the relevant Portfolio Holder.
- w) Arrange for the valuation of properties pursuant to the Right to Buy and the issuing of offers.
- x) Take all steps regarding the right to buy including anything to achieve the targets set by the Secretary of State.
- y) Settle the terms of nomination agreements with housing associations.
- z) Take relevant court action to deal with anti-social behaviour (having previously informed Ward Members).
- aa) In consultation with the relevant Portfolio Holder, make temporary accommodation available to refugees or asylum seekers
- bb) Exercise any power of a Local Authority relating to Housing services under the following statutes or regulations or byelaws made (now or in the future) under them:-
  - Anti-Social Behaviour Act 2003
  - Building Act 1984
  - Caravan Sites Act 1968
  - Caravan Sites and Control of Development Act 1960
  - Land Compensation Act 1973
  - Protection From Eviction Act 1977
  - Mobile Homes Act 1983
  - Mobile Homes Act 2013
  - Housing Acts 1985, 1988 and 1996
  - Housing (Consequential Provisions) Act 1985
  - Landlord and Tenant Act 1985
  - Local Government (Miscellaneous Provisions) Acts 1976 & 1982
  - Local Government and Housing Act 1989
  - Housing Grants Construction and Regeneration Act 1996
  - Public Health (Control of Disease) Act 1984

- Public Health Acts 1936 and 1961
- Prevention of Damage by Pests Act 1949
- Environmental Protection Act 1990
- Home Safety Act 1961
- Home Energy Conservation Act 1995
- S. 77 Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Ss. 77-79 Water Industries Act 1991
- Housing Act 2004
- Regulatory Reform Act 2001
- Enterprise and Reform Act 2013
- The Prevention of Social Housing Fraud Act 2013
- The Anti-Social Behaviour, Crime and Policing Act 2014
- Housing and Planning Act 2016
- Housing & Regeneration Act 2008
- The Homeless Reduction Act 2017
- Construction Design and Management Regulations 2015

cc) To authorise proceedings for possession of Council owned property and recovery of rent arrears under the Housing Act powers.

dd) Authority to take action on Closure Orders under the Anti-Social Behaviour, Crime and Policing Act 2014.

ee) Exercise any power of a Local Authority relating to land and property under the following statutes or regulations or byelaws made (now or in the future) under them:-

- Construction Design and Management Regulations 2015
- Land compensation Act 1973
- Mobile Homes Act 1983
- Mobile Homes Act 2013
- Local Government (Miscellaneous Provisions) Acts 1976 & 1982
- Housing and Regeneration Act 2008
- Infrastructure Act 2015
- Building Act 1984

ff) Authority to undertake Land/Asset Disposal and Acquisitions on behalf of the Council, in consultation with the relevant Portfolio Holder.

### 3E.5 Director –Customer & Corporate Services (& Deputy Chief Executive)

Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.

Statutory Provision	Brief Description
Data Protection Act 2018	
Freedom of Information Act 2000	
Environmental Information Regulations 2004	

- a) Monitor the use of the Council's IT systems including internet and e-mail (where appropriate following appropriate authorisation) – Regulation of Investigatory Powers Act 2000.
- b) Manage the Council's telephonic and Information technology systems, in accordance with the Policy of the Council.
- c) Undertake functions relating to street name and numbering.
- d) Be the Council's Nominated Officer for the purpose of the Local Government Pension (Amendment) Regulations 2004 - Internal Dispute Resolution Procedure.
- e) Authorise applications renewals, reviews and cancellations under the Regulation of Investigatory Powers Act 2000.
- f) Approve press releases and official statements to press enquiries on behalf of the Authority as and when required.
- g) Manage and undertake the Council's duties under the Civil Contingencies Act 2003.
- h) Take appropriate action in relation to emergencies and to produce and update the Council's Emergency Plan and Business Continuity Plan, all powers under Section 138 of the Local Government Act 1972 and all relevant legislation.
- i) Incur any expenditure through making grants and loans where an emergency or disaster involves danger to life or property, or is imminent and to incur expenditure for the purposes for contingency planning.
- j) Take all steps necessary to investigate any allegations relating to Council Tax Housing Benefit Fraud.
- n) To take all actions and make decision not reserved to the Council relating to the Council's functions in respect of Communications.
- o) Approve and pay death grants under schemes adopted by the Council.

- p) Serve all Notices under the Pensions Acts.
- q) Implement national awards affecting wages, salaries and conditions of service.
- r) Administer and review the Council's car loan, and car user allowance schemes.
- s) Assess value for pension purposes of emoluments in kind paid to employees and giving effect thereto.
- t) Exercise any power of the Local Authority relating to human resources under the following statutes or regulation or by-laws made (now or in the future) under them:
  - Health & Safety at Work Act 1974
  - Employment Rights Act 1996
- u) Enter into any initiatives with the Occupational Health Service seen as beneficial to the employees of the Council
- v) Hold premises licences for Council property in connection with any functions assigned.
- w) In consultation with the relevant Portfolio Holder, set promotional and other charges.
- x) Fix and charge the appropriate hire fee for external bookings for the Civic Suite in order to cover the Council's costs.
- y) Undertake all facilities management activities for Council office buildings
- z) Be duty holder for the purposes of the Control of Asbestos Regulations 2012.
- aa) Undertake day to day management of Stockingford and Keresley Community Centre.



### 3E.6 Director – Public Services

- a) Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.

Statutory Provision	Brief Description
Ss.14-16A Road Traffic Regulation Act 1984	Orders to prohibit or restrict traffic
Crime and Disorder Act 1998 (as amended)	ASBOs and other Orders
The Anti-social Behaviour, Crime and Policing Act 2014	
Environmental Protection Act 1990	Search and seizure of vehicles and street litter control
Anti-Social Behaviour Act 2003	Graffiti
Clean Neighbourhoods and Environmental Act 2005	

- b) Manage the Council's parks and open spaces and horticultural services.
- c) Manage allotments.
- d) Manage cemeteries.
- e) Subject to the agreement of the Highway Authority, enter into licenses to cultivate land under S.142 Highways Act 1980.
- f) Authorise the use of Council controlled water for one-off angling events for children's competition practice sessions.
- g) In consultation with the Head of Planning & Building Control, settle terms for agreements to acquire open space, amenity, play or recreation areas in new developments and negotiate S.106 agreements in connection with Parks & Leisure.
- h) Conclude agreements made pursuant to the Code of Practice for Members and officers on boards of voluntary organisations.
- i) Be a duty holder for the purposes of the Control of Asbestos Regulations 2012.
- j) Authority to take action relevant to their service under the Anti-social Behaviour, Crime and Policing Act 2014.

- k) In Consultation with the relevant Portfolio Holder, manage the arrangements in connection with the managements of the Council's Leisure Centres and the related activities undertaken by any contractor appointed.
- l) Enter into arrangements for the letting and/or use by organisations or individuals of leisure facilities provided by the Council, in accordance with the Policy of the Council.
- m) In consultation with the relevant Portfolio Holder amend Arts Grant criteria if appropriate.
- n) Manage the Museums in accordance with any associated Policies.
- o) Accept or reject potential gifts or bequests to the Museum and Art Gallery.
- p) Solicit gifts of historical or artistic material for the Collections within the terms of the Nuneaton Museum and Art Gallery Acquisition and Disposal Policy.
- q) Make recommendations and take all necessary action on the purchase of historical or artistic material and pictures, in accordance with the Council's financial and contract procedures.
- r) Accept items on loan for finite period for display or specific study.
- s) Manage the Civic Hall.
- t) Hold premises licences for Council property in connection with any functions assigned.
- u) Undertake all functions relating to amenity lighting.
- v) Undertake all functions relating to transport.
- w) Deal with requests for the loan of equipment and materials to charitable and voluntary organisations regarding refuse collection and cleansing.
- x) Provide a trade refuse service when required and fix appropriate charges.
- y) Manage the Council's refuse collection and street cleaning service.
- z) Enter into arrangements for the letting and/or use by organisations or individuals of parks and open spaces provided by the Council, in accordance with the Policy of the Council.
- aa) Exercise functions under any Agency agreement with Warwickshire County Council
- bb) Enter into arrangements for the provision of entertainments, in accordance with the Policy of the Council.

cc) Deal with issues relating to Health Inequalities.

### 3E.7 The Proper Officer for Health

- i. Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in the future) under them.
- ii.

Public Health (Control of Diseases) Act 1984 and in any subordinate regulations or orders National Assistance Act 1948 as amended by the National Assistance (Amendment) Act 1951, S.47	Consultant for Communicable Disease Control for Nuneaton and Bedworth as designated by the Public Health England West Midlands (East) Health Protection Unit or by any successor agency and any equivalently medically deputising officer, also as designated by the Public Health England West Midlands (East) Health Protection Unit or by any successor agency
--	---

### 3E.8 Head of Planning & Building Control

- a) Exercise any power, take any enforcement or other action of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.

*Statutory Provision – Director - Head of Planning & Building Control*

Statutory Provision	Brief Description
Parts III, VII, VIII Town and Country Planning Act 1990	Planning enforcement and rights of entry
S.330 Town and Country Planning Act 1990	Notices requiring information
Town and Country Planning (General Development Procedure) Order 1995	Procedure for dealing with applications and appeals
S.70A Town and Country Planning Act 1990	Decline to determine planning application
Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regs 1999	Various
Housing and Planning Act 2016	Various
S137 and 139 Town and Country Planning Act 1990	Respond to all Purchase Notices
S198, 201 and 203 Town and Country Planning Act 1990	Making of Tree Preservation Orders
Part VIII Anti-Social Behaviour Act 2003	High Hedges

Planning (Listed Buildings and Conservation Areas) Act 1990 and Planning  (Hazardous Substances) Act 1990	Listed buildings and conservation areas and rights of entry
---	---

- b) To process and make decisions on all planning applications as defined in Schedule 1 below except in any one of the following cases:
- i. Where an Environmental Impact Assessment has been submitted with a planning application.
  - ii. Where five or more letters of objections have been received from neighbours, interested parties or statutory consultees within the 21 day consultation period, unless where the objection does not, in the Head of Development & Building Control's opinion, relate to valid planning considerations (which are set out in the leaflet 'Having Your Say on Planning Applications' and in Schedule 2 below), or where the objections will be addressed by the decision of the officer either by the refusal of the application, or by attaching suitable conditions, or where amendments to the application overcome the objections. Where the application is recommended for refusal and the Head of Development & Building Control has informed the applicant and objectors of this, the Ward Members be given notice of this, and allowed five working days in which they can refer the application to Committee.
  - iii. Where five or more letters of support have been received from neighbours, interested parties or statutory consultees within the 21 day consultation period, and where this will be addressed by the decision of the officer to approve the application.
  - ~~iv. Where a Member requests that an application should be dealt with by the Planning Applications Committee, and that request has been made to the Head of Development & Building Control in writing, by e-mail or telephone message within 28 days of the date of the relevant weekly list of planning applications (or 14 days in the case of a non-material amendment or proposals submitted to other authorities). **NOTE:** Provision suspended pending review by Planning Applications Committee on 24<sup>th</sup> May 2022 and submission to Council on 13<sup>th</sup> July 2022.~~
  - v. The Head of Development & Building Control considers the application or notified matter should be considered by the Planning Applications Committee.
  - vi. The terms of a legal agreement needs to be agreed other than where a contribution is in accordance with a tariff agreed in adopted Supplementary Planning Guidance.

- vii. The proposal involves the Borough Council either as applicant or land owner, and the scheme is not of a minor nature, as defined in statistical returns to the Government.
- viii. The applicant is a member or an employee of the Development Control or Building Control Section.

#### **Schedule 1**

1. Planning Permission
2. Approval of Reserved Matters
3. Minor Amendments to Approved Schemes
4. Consent to Display Advertisements
5. Listed Building Consent
6. Conservation Area Consent
7. Proposals Submitted to Other Local Authorities
8. Non-Material Amendments

#### **Schedule 2**

1. Developers/applicants' motives or morals
  2. Loss of views over other people's land
  3. Impact on property value
  4. Impact on private rights and/or covenants
  5. Boundary disputes or objections arising from disputes unrelated to the planning application.
- c) Determine applications for consent or approval required by any conditions attached to a planning permission (other than reserved matters) where indicated in the Schedule of Applications.
  - d) To process and initiate enforcement procedures against breaches of planning control, and in the making of Tree Preservation Orders.
  - e) Where (s)he feels urgent action is required, take any step pursuant to Town and Country Planning or related legislation.
  - f) Where no adverse representations have been received, (i) confirm Tree Preservation Orders, and (ii) grant any consent necessary for works to trees.
  - g) After consultation with Ward Members, determine applications for telecommunications masts which cannot be considered by Planning Applications Committee within 56 days of receipt.
  - h) Negotiate terms of S106 TCPA90 obligations.
  - i) Lodge representations to the Traffic Commissioner in respect of Goods Vehicles Operators' Licence applications.

### **3 TERMS OF REFERENCE FOR INDIVIDUAL PORTFOLIOS**

#### **Business & Regeneration (Leader)**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

##### Terms of Reference

- As Leader of the Council, fulfils all roles required of him/her.
- Chair the Cabinet.
- Promote and encourage the economic development and regeneration of the Borough
- Transforming Nuneaton
- Transforming Bedworth
- Town Centre Regeneration
- Town Centres and Marketing (including markets)
- Tourism and Twinning
- Economic Development (including LEP)
- Sub Regional and Regional Partnerships (includes WMCA)
- Car parks, bus shelters, bus station, public conveniences and CCTV
- Promote and encourage tourism in the Borough.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

Anything not falling within any other Portfolio holder's Terms of Reference.

#### **Finance & Corporate**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

##### Terms of Reference

- Council Budget
- Finance
- Revenues and Benefits
- Audit & Performance
- Legal
- Elections
- Equalities & Insurance
- Democratic Services including Mayoralty
- Emergency Planning
- Communications
- Customer Services

- IT
- Business Support
- HR
- Facilities Management & Maintenance

### Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Promote equality of opportunity and work towards the elimination of unfair discrimination.
- Promote the effective deployment of Information and Communication Technology.
- Monitor the Council's financial position.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Plans, best value and establishment change.

### **Planning & Regulation**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

### Terms of Reference

- Development Control and Planning Policy
- Borough Plan
- Building Control
- Estates including land and property
- Street names
- Highway Agency arrangements
- Land drainage
- Health and Safety (Internal to NBBC Operations)
- Public Spaces Protection Orders

### **Housing & Communities**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

### Terms of Reference

- Housing Revenue Account operation
- Strategic Housing and Homelessness
- Communities



- Grants to Voluntary Sector
- Private Sector Housing
- HEART
- NABSCOP

### Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents, or its stakeholders.
- Assess and keep under review the housing needs of the area, and secure so far as possible a provision of housing stock that meets that need.
- Oversee the Council's housing stock.
- Fulfil the Council's statutory obligations in regard to homelessness.
- Undertake the provision of grants for renovation and for the adaptation of property for disabled people.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

## **Public Services**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

### Terms of Reference

- Civic Hall
- Museum & Art Galleries
- Leisure & Community Centre's & strategies
- Refuse and Cleansing
- Public conveniences
- Recycling and litter control
- Drainage, sanitation and accumulations of rubbish
- Licensing Policy
- Sports Development

### Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Maintain leisure, sports recreational, arts and cultural facilities within the Borough.

- Maintain and develop the Passport to Leisure Scheme
- Enhance opportunities for sports, leisure and recreational activities at an affordable price.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

## **Health & Environment**

The Portfolio holder should endeavour to uphold and pursue the aims and priorities set out in the Building the Better Borough Corporate Plan.

### Terms of Reference

- Grounds maintenance and parks
- Environmental Sustainability
- Abandoned Vehicles
- Health
- Climate Change
- Allotments
- Cemeteries and crematoria
- Amenity Lighting
- Environmental Health to include food safety, pest control, dog fouling and strays and health and safety enforcement (external to NBBC operations)

### Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Promote events and activities within his/her Terms of Reference
- Enhance opportunities for sports, leisure and recreational activities at an affordable price.
- Develop an integrated programme of work to improve the health and wellbeing of local people.
- Ensure the efficiency and effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.