



**AGENDA
for
MEETING OF
THE COUNCIL**

to be held on

Wednesday, 19th April, 2023

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Date: 11th April 2023

Our Ref: KB

To: All Members of the Borough Council

A MEETING OF THE COUNCIL will be held on **Wednesday, 19th April, 2023**
at 6.00 p.m.

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

Public and press can follow the decision making online at
www.nuneatonandbedworth.gov.uk/virtual-meeting.

Please note that meetings will be recorded for future broadcast.

AGENDA

1. **EVACUATION PROCEDURE**

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

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

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

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

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

3. MINUTES - to confirm the minutes of the meeting held on 13th February, 2023 (**Page 7**) and to confirm the minutes of the Extraordinary meeting – Civic Honours (**Page 47**) and the Extraordinary Council – Management Team Restructure both held on 29th March, 2023 (**Page 56**)
4. DECLARATIONS OF INTEREST - To receive declarations of disclosable pecuniary interests and other interests in matters under consideration pursuant to Council procedure Rule 4A.2(iii).

Declaring interests at meetings

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

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 65**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

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

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

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

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

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

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

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

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

5. ANNOUNCEMENTS - to receive announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive.
6. PUBLIC PARTICIPATION - (maximum 20 minutes).
to hear and answer questions by any resident of the Borough concerning the work of the Council where notice has been given (maximum 20 minutes). A copy of the Procedure Rule 9 is attached (**Page**) and this is not subject to debate. A question or statement can be submitted using the link below which will send your submission to the Chief Executive and Member Services: [Ask a question at meetings of Full Council | Public participation at meetings | Nuneaton & Bedworth \(nuneatonandbedworth.gov.uk\)](#)
7. QUESTIONS BY MEMBERS - (Council Procedure Rule 10). A copy of Procedure Rule 10 is attached. (**Page**) and this is not subject to debate.
8. SPECIAL URGENCY DECISIONS - (Access to Information Procedure Rule 4B.16)

None
9. CABINET – report by Leader of the Council (**to follow**)
Members may ask questions on the report and receive answers from the Leader or other Cabinet members, and this is not subject to debate.
10. TIMETABLE OF MEETINGS – report of the Strategic Director – Finance & Governance attached (**Page 72**)
11. OSP ANNUAL REPORTS – reports of the Chairs – Overview and Scrutiny Panels attached (**Page 76**)
12. RECOMMENDATIONS FROM CABINET OR OTHER COMMITTEE

Cabinet – 8th March 2023

a) **CAPITAL BUDGET MONITORING 2022/23 Q3**

At its meeting held on 8th March 2023 a report (**copy attached Page 85**) by the Strategic Director – Finance & Governance was considered and the following recommendations were agreed:

i) the addition of five new project budgets on the General Fund as detailed in the report be noted and recommended to Council for approval.

Employment Committee – 15th March 2023

b) PAY POLICY STATEMENT

At its meeting held on 15th March 2023 a report (**copy attached Page 87**) by the Head of People and Culture was considered, and the following recommendation put forward for Council approval:

i) it be recommended that the Pay Policy be put forward to Council for ratification and published as required by Section 38 of the Localism Act 2011.

Overview and Scrutiny Panels

c) OVERVIEW AND SCRUTINY GUIDE

The above guide (**attached Page 106**) was submitted to all three panels for review and consideration. Following this the guide has been recommended by the Overview and Scrutiny Panels for Council approval.

a) the Overview and Scrutiny Guide be recommended for Council approval;

b) subject to above the Council's Constitution be amended accordingly to include the Overview and Scrutiny Guide.

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

Point of order

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

Personal explanation

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL

COUNCIL

13th February, 2023

The meeting of the Nuneaton and Bedworth Borough Council was held on Wednesday, 13th February 2023 which was recorded and live streamed.

Present

The Mayor (Councillor J. Clarke)
The Deputy Mayor (Councillor M. Walsh)

Councillors D. Brown, B. Beetham, C. Cape, T. Cooper, J. Coventry-Moreton S. Croft, L. Cvetkovic, K. Evans, C. Golby, M. Green, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, K. Kondakor, S. Markham, G. Moreton, B. Pandher, R. Baxter-Payne, J. Sheppard, E. Shiers, J. Singh, R. Smith, M. Tromans, R. Tromans, C. Watkins, K. Wilson and M. Wright

Apologies were received for Councillors L. Downs, S. Harbison, N. Phillips and T. Sheppard

A minute silence was held for former Councillor Danny Aldington and Cabinet Member, who had passed away recently.

CL52 **Minutes**

RESOLVED that the minutes of the Ordinary Council meeting held on 14th December 2022, and the two Extraordinary Meetings held on 12th January 2023 were confirmed, and signed by the Mayor

CL53 **Declarations of Interests**

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

CL54 **Announcements**

Councillor K. Wilson announced that the Abbey Street development name unveiling would be live streamed tomorrow (14th February) and details placed on Facebook and other social media channels for any members of the public to watch online.

CL55 **Public Participation**

Question 1 – Alan Baxter asked the following question to the Portfolio Holder for Finance and Corporate:

Could the Council update us as to the value of the monetary “Reserves” held by the Borough Council.?

I also think the General Public and even some of the Councillors present would benefit from being told what the spending criteria are for the financial “Reserves” and how they may be used to fund projects and activities within the Borough.

The Portfolio Holder for Finance and Corporate, Councillor S. Croft, gave the following written response:

I refer you to my budget speech that I made at the meeting which can be viewed via YouTube and include the relevant part of my speech below:

The Risk to Reserves

More than this, as the report details at 6.3 and 7.3, our medium-term financial position and our reserve balances are in grave peril unless we change course.

On our current trajectory, the £3k surplus we have achieved this year will become a deficit of £2.6m in 2024-25, and eventually increase to £6.2m over the course of the Medium-Term Financial Plan.

If this happens, this will have a catastrophic effect on our reserve position.

At the end of the last financial year, NBBC held £14.2m in earmarked reserves, that is, those reserves which have been allocated against specific projects (a full list was included in Item 11 of the October cabinet report, and an updated list will be published after financial year end in July).

These reserves are not, contrary to popular belief, held as a kind of general saving into which we can dip to fund new policies.

There are no spare reserves, if we liquidate them to close deficits that means that we have to review and potentially cancel projects.

Should the deficits in the MTFP be allowed to happen, reserves will diminish from £9.4m in March 2023 to £3.5m in March of 2027.

Question 2 – Mr Peter Smith asked the following question to the Portfolio Holder for Housing and Communities

Given that the current local housing allowance rate for a single room with shared facilities is £112.77.

How can the housing benefit team justify awarding £469 to NABCEL for this service. Claimants have no part in this process nor can they question the amount or the service given for such a large amount of money claimed in their name. With the cabinet proposing to raise this charge by 37% in the new budget?. This is a clear case of benefit fraud by NBBC and NABCEL. This

has been reported to the Nuneaton and Bedworth fraud team and we await their findings.

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

The proposal to increase Homelessness Temporary Accommodation charges relates solely to the accommodation provided by the Council.

It does not apply to any other temporary accommodation that is utilised by the Council and therefore does not apply to NABCEL.

The increase in the charge reflects the increased operational costs associated with providing this accommodation including but not limited to: salaries, utilities costs and maintenance costs.

Question 3 – Mrs Michele Kondakor asked the following question to the Leader of the Council:

I regularly see in Council papers that there is ‘anti-social behaviour’ in this place or that. No-one in our Borough wants to see or be subject to anti-social behaviour but I am alarmed at the reduction in activities for young people, notably the recent demolition of the skate-park in the Miner’s Welfare Park in Bedworth. You seem to be anti-skate-boarding, anti-cycling, anti-watersports..... Will the leader of the Council commit to producing an action plan for increasing responsible, constructive activities for the young people across the Borough?

The Leader of the Council, Councillor K. Wilson, gave the following response:

I am delighted to reply to Mrs Kondakor’s question as it gives me a great opportunity to highlight all of the wonderful work we have been doing in our Borough to enhance our offer to our young people. And as can clearly be demonstrated, Mrs Kondakor is – as usual – wide of the mark.

Our commitment can be evidenced from day 1 of this Conservative administration.

I gave a clear instruction as soon as we took control that we would bid for the Levelling Up Fund and that it had to be for Bedworth. We all know that the Leisure Centre there is well past it’s best and we need to replace it as soon as we can.

The new Physical Activity Hub will deliver a range of indoor and outdoor facilities for young people, including new planned facilities for cycling, skate park/pump track, all weather football, and many other outdoor opportunities.

Furthermore, we delivered mountain bike trails, County standards floodlit netball courts have and improvements to tennis, bowls and cricket facilities in the Miners Welfare Park. All of which are being enjoyed by thousands of people – young and old – from across our Borough.

And that's not all, Mr Mayor.

Over the last 12 months we have installed, or are about to install, brand new play equipment in the following areas:

- Bulkington Recreation Ground
- Keresley
- Stockingford Recreation Ground
- Marston Lane in Wem Brook
- Bedworth Miners' Park
- Montana Walk
- Riversley Park
- Newdigate Park

This has been possible because of this Conservative administration investing in our parks and young people. We spent money that was squirrelled away by the last administration that should have been spent for the benefit of the residents. And we invested £50,000 extra into our parks and open spaces last year.

And tonight, we go further.

Not only will we make the £50,000 extra spending towards our parks and open spaces a permanent part of the budget rather than the one off spend we did last year. We will now expand that to £75,000. This means that more parks and open spaces that were neglected by Labour for decades will now have the opportunity to some much-needed upgrades.

In the last month Cabinet have agreed the complete replacement and upgrade of Buttermere Park. This is funded by the contributions that developers have had to pay from their extensive developments in St Nicolas ward. This ensures that the areas that have taken significant housing and paid the price for Labour's Borough Plan will finally get something to improve the area for existing residents.

Mr Mayor, I think all of the above goes to show how seriously this Conservative administration takes improving the availability of decent and safe play equipment for the young people of Nuneaton and Bedworth. But above all, this Conservative administration takes safety seriously. Cllr Gutteridge will respond in more detail later. But, I cannot emphasise enough that the decision to remove the Skate Park in Bedworth was made because an independent report was categorically clear – it was unsafe, at the end of its useful life, and had to be removed immediately. That was their recommendation, not ours.

If we had have tried to ignore that recommendation – not that officers could have allowed me to legally – I would have been guilty of negligence and putting the safety of our youngsters in danger. There was a real possibility that serious injury could be caused by continued use of the park. I am not prepared to risk a child being injured, and I would hope that Mrs Kondakor would agree with that.

And I can confirm, Mr Mayor, that this safety first policy applies equally to use of our water courses and spaces.

Anyone who wishes to engage in water sports is welcome to partake in what is a greatly enjoyable sport. But, water sports should always be undertaken in safe spaces and not put someone at risk. We cannot make that guarantee at any of our sites. The tragedy that we saw in Solihull over Christmas clearly illustrates these dangers. When you go in the water you never know what is there – a dangerous under current could take you in seconds. The temperature could overwhelm you at any moment. When you start panicking this makes an already dangerous situation worse. Unfortunately, this can – and does – lead to fatalities.

Not on our watch, Mr Mayor. Enjoy yourselves in accredited and designated facilities. Not in our rivers or open water bodies.

As for a plan – we have been working on one for months. The parks team has been working on a Play and Open Space Strategy which will be coming forward in the near future. This was yet another neglected area which we inherited from the Labour Party. There were no plans for the future of Nuneaton and Bedworth.

And, Mr. Mayor, I believe that sums it up perfectly.

Under Labour there was no plan for Nuneaton and Bedworth and the young people of our Borough. Under this Conservative administration we have been working tirelessly to put right the decades of neglect that we inherited and put forward the vision, ambition and aspiration that our residents rightly deserve.

CL56 **Member Questions**

Question 1 - Councillor Colin Cape asked the following question to the Portfolio Holder for Housing and Communities:

NBBC have a long history of affiliation with the local Armed Forces. The Veterans Contact Point led the way in the county, Royal British Legion support our remembrance parade along with many others and of course there is the world famous Bedworth Armistice.

We as a council achieved have Armed Forces Covenant Gold status. But let us not rest on our laurels, what are the council doing to build upon this long

relationship and what can we do in this centenary year to celebrate veterans and serving personnel in our region?

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

We are hugely proud of our Armed Forces Covenant (AFC) gold status and in line with the continued commitment in supporting our Armed Forces Community we are going to be arranging Armed Forces Community Champions training for staff and members for the first time since 2019, which we are hoping can take place during Armed Forces week.

We are working closely with the Veterans Contact Point about offering Nuneaton and Bedworth staff and volunteers access to additional development opportunities which will benefit individuals and families. Staff from housing and communities regularly attend the WCC AFC meetings and we also continue to contribute to the work program aimed at engaging and supporting the armed forces in the community.

We are exploring funding opportunities that will allow us to deliver community events alongside relevant organisations and plans for celebrating the coronation are in the early stages of planning.

Question 2 - Councillor Kyle Evans asked the following question to the Leader of the Council:

At the last Full Council meeting, Council resolved that the Leader of the Opposition should, within ten working days, present his alternative funding model to confirm how the Labour Group would fund the immediate re-opening of the Bedworth Civic Hall. Can the Leader of the Council confirm whether any such proposal has been received from the Leader of the Opposition?

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

Quite simply Mr Mayor not to my knowledge.

Councillor K. Evans asked the following supplementary question:

In light of the leader of the council's response, would he therefore, agree with me that it was somewhat disingenuous of the Bedworth Labour Party to tell residents that they would indeed reopen the Civic Hall

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

I would indeed agree with Councillor K. Evans that if Bedworth Labour have been going around telling residents that they have a plan to immediately reopen the Civic Hall financially then that is, in my view, misleading them although I do await with baited breath Mr Mayor to see what proposals are put

forward later tonight by the opposition if they do intend to actually reopen the Civic Hall and how they will fund this on a sustainable basis.

Question 3 - Councillor D. Brown asked the following question to the Portfolio Holder for Health and Environment:

Like many members on this side of the Chamber, I was surprised to hear that the skate park in Bedworth Miner's Welfare Park has had to be closed, and the ramps removed, because they had deteriorated to a point where they had become dangerous.

Can the Portfolio Holder please provide some additional information about the circumstances that led to the closure of the skatepark on the advice of the independent assessment that was carried out on the skatepark equipment?

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

It should be noted that it was always the intention to replace the skate park facility as part of the Bedworth Physical Activity Hub project. Once it was confirmed that the Bedworth Physical Activity Hub was to be paused the Parks and Green spaces team contacted several metal skate part manufacturers to get quotes for carrying out an inspection of the Miners Welfare Park skatepark. The contractor was chosen and carried out the inspection on the 27th January. The contractor contacted the Council on the 30th January by telephone to inform us that the findings of the inspection would be due as soon as possible and highlighted that the ramps were unsafe and needed to be decommissioned. Officers contacted a contractor to meet out on site on the 31st January to look at the ramps and assess a possible safe way of decommissioning them as soon as possible.

The 1st February, the final report was received from the contractor with a residential risk of 25 or very high. 25 is the top it was very unsafe the main issues were that all the noses of the ramps were sinking or protruding significantly from the tarmac surface creating dangerous trip hazards. In addition to the trip hazards they highlighted other issues with denting on the ramp decks and splitting of the ramps due to corrosion. Taking all these issues into account and the age of the facility (20 years plus) it's been outside all its working life, rain sun, frost and snow, they concluded that the structure that it was not structurally or financially viable to keep the skate park open.

Upon receiving the report Council officers commissioned the contractor to remove the skate park which they did at the earliest time available - Monday 6th February. The ramps were removed in half a day and the site was swept by our colleagues in refuge and cleansing that afternoon and Council officers will ensure that we will tarmac the surface and is filled as soon as possible.

I'd just like to inform people we have met with contractors on site already and are waiting for a price. The report concluded that the safety risk 25, I repeat

25 because it's frightening, 25 was very high it's the highest we can get unfortunately which could lead to accidents and permanent disabilities for our young people which I do not want in this Borough.

Councillor K. Kondakor moved that this matter be referred a subcommittee and to the appropriate Overview and Scrutiny Committee for discussion on the future of the Bedworth Skate Park

Councillor M. Wright seconded this.

A vote was taken.

The motion was lost.

Question 4 – Councillor Brett Beetham asked the following question to the Portfolio Holder for Housing and Communities:

At the NBBC audit and standards committee meetings on the on 10th January Councillor Kondakor claimed he has made representations to the auditors over legal expenses for “Councillor Clare Golby’s legal costs for defamation”. At the 31st of January NBBC audit and standards committee meetings, scrutinising the latest audit report, Councillor Kondakor again stated “there are issues like the paying the legal costs of the deputy leader over defamation stuff”

Both of these meeting were public meetings of this council which I attended and were broadcast on the councils YouTube channel.

There has also been social media posts by Councillor Kondakor made to the same effect. Can Councillor Golby provide some clarity to members and residents on these claims which have been made?

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

Thank you for this question. Yes I’m aware of these comments made by Cllr Kondakor.

This is the next round in what seems like his obsessive and continuing efforts to drag my name through the mud with half-truths and smears. Pravda would be proud of some of the stuff that has been put out recently.

It’s ironic that Councillor Kondakor is the person bringing this up because it was in fact him who was threatening to sue me for defamation.

I wasn’t going to mention this, in fact I’ve kept quiet for a long time but seeing as though this is being publicly spoken about by Councillor Kondakor its only right I should put forward my side of events.

On the 13th January 2022 I received an e-mail from a solicitors explaining they were acting on behalf of Councillor Kondakor who had instructed them to write to me with regards to a claim for libel.

My alleged libellous action had been carried out in March 2021, in the form of a tweet, which did not name anyone, however Councillor Kondakor felt inference alone was sufficient to seek legal recourse, albeit some 310 days or 10 months after the supposed offending tweet was posted.

The letter then went on to issue what I can only call a list of demands that I must comply with in order for Councillor Kondakor not to continue to pursue me in court. The demands were quite honestly ridiculous and included payment for hurt feelings.

I of course spoke to the legal team here at the council and was informed that the given the context of the threatened action I would be covered by the council's insurance, and by extension the excess would also be covered. I must admit that until that point, I wasn't aware of this insurance at all.

A legal representative was engaged, and a response was issued pointing out:

Your client's [Cllr Kondakor] threats of libel action against our client [me] appear to be, with respect, a rather chilling attempt by him to curb free speech and undermine an elected councillor giving her view of a matter, something that will have been all the more relevant given the Tweet was posted on International Women's Day. 10 months on, your client is now threatening our client for telling the truth and speaking her mind on a global day celebrating the social, economic, cultural, and political achievements of women.

We also note that your client [Cllr Kondakor] is very happy to indulge in incendiary language, some of which could be deemed to be highly defamatory, such as his references to our client [me] as "Nuneaton's most extreme right-wing councillor", likening local Conservatives to Nazis and levelling unfounded allegations that local Conservatives cheat on their expenses and cheat during elections. Put in this wider context, your client [Cllr Kondakor] displays a level of audacity in complaining about the actions of our client and threatening her with legal proceedings.

This was the opportunity for Councillor Kondakor to stop. However, he didn't.

I then received a subsequent legal letter from his solicitors.

Eventually we get to the nub of the issue. Allegedly a tweet I posted resulted in the loss of an election and subsequent loss of prestige and money associated to him holding that seat.

To which another response was sent. To put it simply, it was queried whether the client had suffered serious harm to his reputation as a result of the Tweet.

It's worth noting that there are mechanisms for challenging election results. Councillor Kondakor has not pursued these, but instead waited 10 months after the election to raise the prospect of a defamation claim against me.

It has also worth noting that my colleagues have many times publicly called out Councillor Kondakor behaviour. They have raised his bullying, both in this chamber to his face and on his social media platforms, as have members of the public.

Councillor Kondakor has not attempted to litigate against those who during the election he publicly accused of conducting a smear campaign against him, or indeed he has not had his solicitor send legal letters to the person who actually beat him at the ballot box either, that's Councillor Tromans.

The common theme with these people? They are all men. No wonder my tweet on International Women's Day annoyed him.

He has not pursued these men for 1000's of pounds for hurting his feelings.

My solicitors have queried "*It is unclear why you contend our client, an elected female councillor should be barred from expressing her views on the conduct of another elected councillor*" "*We would welcome further clarity from you on this point*".

Councillor Kondakor however did not have the courage of his convictions. He did not follow through with the legal threats of taking me to court if I didn't cough up the cash.

I've noticed Councillor Kondakor has started posting about legal issues with one recent post stating, "I have had lots of problems with Councillor Golby which has cost me real money in taking legal advice." No, you chose to spend that money on frivolous legal action, trying to sue me over a tweet.

You chose to seek legal advice, you chose to do that, not me. It's astounding how he always paints himself as the victim or the victor but never the villain.

Finally, I'd like to thank Councillor Beetham for this question as it given me the opportunity to speak publicly about some, not all, of the behaviour, I'm having to deal with on an almost weekly basis.

I have been the subject of a more than my fair share of misogynistic behaviour, attempted smears and falsehoods propagated across many platforms by a certain few people both political and not. You may remember at the last full council the police were here to intervene over a similar matter.

No one should have to put up with this but apparently, I do. Again, the common theme I am a woman.

I have not and will not capitulate or be cowed by this sort of commentary and behaviour from these sorts of individuals.

Those who attempt to intimidate or domineer and then feign victimhood to avoid justifiable criticism or those who throw around wild accusations but don't like it when they are challenged to provide evidence and the ones who align with these people making themselves equally as culpable.

So, to be absolutely clear. As councillors we are all covered by insurance policies of this council, including you Councillor Kondakor. One of those policies is for legal cover. Like most insurance cover there is an excess to be paid on any insurance claim and as a financially responsible organisation there is a budget set aside to cover insurance excesses of all kinds, including legal claims.

Councillor Kondakor threatened to sue me, I qualified for this cover. If he doesn't want the council to spend money on legal protection maybe, he should stop sending legal letters.

Question 5 – Councillor Jack Kennaugh asked the following question to the Portfolio Holder for Finance and Corporate

I have been made aware of posts on social media showing a small part of an invoice dated 29th September 2021 for the sum of £11,900 with the line item 'Cllr Golby Complaints'. On one of these posts, it is claimed by Cllr Kondakor that this sum is for "stalled Golby Cases."

Can the Portfolio Holder for Finance please explain what this is in relation to?

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

Mr Mayor, just to give some context to this question, this is not an invoice that has been published by this Council. Just to explain to all members if they are not already aware Councillor Kondakor has a habit of wasting a great deal of my officer's time in the finance department with a large number of audit queries outside of our annual audit each year asking for usually hundreds of audit samples, which he doesn't need to see, as with almost everything this councillor says, the comments he has made are misleading. I can confirm that the invoice that he has published does not relate to any complaints against elected members and was not an investigation undertaken under the code of conduct for elected members. This issue was an operational matter which required external investigation, hence, the external legal firm invoice at the request of the then Executive Director, who is the current CEO. The reference to Councillor Golby is a reference to the fact that Councillor Golby had highlighted the issue involved. It was not a complaint about Councillor Golby, or any other member, and officers have actually apologised to Councillor Golby for the fact that this was published, and it should never have referred to the Deputy Leader in the subject of the invoice.

Councillor Kondakor has once again taken half understood information out of context to impugn the name of the Deputy Leader and, Mr Mayor, let us have no more of this humbug, that this is somehow some kind of non-political

person or, that this is some kind of disinterested community campaigner. His actions in this matter and the way he has behaved reveal him to be just another political common or garden low rent hack and he has attempted to blaggard the name of a decent woman for obviously his own political agenda.

Question 6 – Councillor Richard Baxter-Payne asked the following question to the Portfolio Holder for Housing and Communities:

At an NBBC audit and standards hearing on the 25th November, which I chaired, Councillor Kondakor made a claim that a complaint he made in March 2021 still has not been investigated as “Certain people have been exempt from the process because they are too busy”

There have also been social media posts made by Cllr Kondakor where again in relation to a complaint from the same time period he stated Cllr Golby claimed to be “too busy to talk to an external independent investigator”?

As the Chair of Audit and Standards I would like to ask Cllr Golby are you too busy to engage in this process?

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

Thank you for this question and yes, I’m also aware of these comments too. There’s a theme here isn’t there. I’m getting the impression Councillor Kondakor has got a bit of a thing for me.

So again, for context and those unfamiliar with the background I need to timeline the situation, so it all makes sense.

In September 2021, I was contacted by the Monitoring officer, Director Richardson, who informed me that a complaint had been raised against me. I am waiving my right to any anonymity in this situation. On 24th November I was contacted by the external monitoring officer to which I responded immediately explaining that I now work full time so without this being an absolute priority could the interview wait until the new year? I received a response a few days later saying this would be fine and that in fact the Monitoring Officer was going on holiday, so this worked well for them too.

On the 8th of February I was again contacted by the external monitoring officer asking if I had any availability to speak to them on the 14th Feb 2021. By this time, I had received the legal letter from Councillor Kondakor solicitors which I have just spoken about, explaining they were acting on behalf of Councillor Kondakor who had instructed them to write to me with regards to a claim for libel.

It is because of this I then refused to carry on any conversation relating to the complaint, clearly stating that “Cllr Kondakor is currently threatening to sue me for liable so I will not be engaging further on this matter at the moment.” This is where things become more complicated.

Cllr Kondakor himself who has brought this into the public domain and is making false claims that his outstanding complaint against me is purely because I'm too busy to be interviewed.

He has made these claims in public meetings of this council and on social media. He has brought this matter into the public domain multiple times through various mediums. The truth is I refuse to engage on anything like this while the spectre of legal action still hangs in the air. Which it does.

Although the time is spent for Cllr Kondakor to legally serve me in this matter, it is not for any potential legal action against this council in much the same way.

It is for this reason why again I will not engage on this complaint. So as not to prejudice any potential legal action or risk that something that I say in the standards interview that might inadvertently undermine the Council's position. Councillor Kondakor is very good at pushing half-truths and misdirection to make himself look like a victim. He even sat in a recent council meeting with a placard saying "what about 3/21"

Well, what about is it Councillor Kondakor? You know what "What about 3/21"?

This is another good example of nasty behaviour particularly towards me, from this man.

Let me be clear.

Outside of this chamber I have nothing to do with Councillor Kondakor. He and his acolytes are blocked from my social media. Something else I've been roundly criticised for, however something I'm perfectly entitled to do. I am not deliberately antagonistic, but I will stand up for myself. I believe this is where the problem stems from. A woman who won't be pushed around. He certainly isn't nearly as obsessed with my male colleagues as he is with me. Councillor Kondakor has, over the last few years, made some wildly inaccurate statements about me, which have been presented as fact. He introduces conjecture and fantasy as objective truth, and this is another one of those times.

So, to sum up, out of the nearly two years this complaint has been live I accept there was an initial delay of a few weeks where diaries could not be aligned.

The rest of the time where this complaint has not be progressed, is entirely down to the actions of Cllr Kondakor. He constantly claims there is a smear campaign against him when it is in fact him doing the smearing to appear as if he's the victim with his misleading propaganda.

What is happening, the delay, is a direct result of his own actions and he knows it.

CL57 **Special Urgency Decisions**

None.

CL58 **Cabinet**

The Leader of the Council submitted the Leaders report on behalf of Cabinet. The report highlighted matters considered at the Cabinet meetings held on 11th January, and 1st February 2023 and details of reports from the West Midlands Combined Authority Board, which has a direct impact on NBBC.

RESOLVED that the report be noted.

CL59 **Election of Mayor and Deputy Mayor**

The Council gave consideration to the selection of Mayor and Deputy Mayor for the Municipal Year 2023/24:

(a) Mayor

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

A vote was taken

The motion was carried

RESOLVED that Councillor M. Walsh be invited to accept the office of Mayor for Municipal Year 2023/24

(b) Deputy Mayor

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

A vote was taken

RESOLVED that Councillor B. Hammersley be invited to accept the office of Deputy Mayor for Municipal Year 2023/24

CL60 **Recommendations from Cabinet and Other Committees**

i) Review of Risk Management Policy and Strategy

At the Audit and Standards Committee meeting held on the 10th January 2023 a report on the above was considered and a recommendation then put forward for Council approval. Councillor R. Baxter-Payne proposed the recommendation for approval. This was seconded by Councillor B. Hammersley.

RESOLVED that the constitution be updated accordingly.

ii) Annual Audit Report

At the Audit and Standards Committee meeting held on 31st January 2023, a report on the above was considered and a recommendation then put forward for Council approval. Councillor R. Baxter-Payne proposed the recommendation for approval. This was seconded by Councillor D. Brown.

RESOLVED that the Annual Audit report be noted

Councillor K. Kondakor requested that his vote against the recommendation be recorded in the minutes.

iii) General Fund Revenue Budget 2023/24

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

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet on the 8th February 2023, in respect of the above, and moved a motion for their approval.

Councillor K. Wilson seconded the motion.

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

LABOUR BUDGET RECOMMENDATION

- (a) That the General Fund draft revenue budget 2023/24, attached as Appendix B, be recommended to the Council for approval.
- (b) That the Council Tax requirement for 2023/24 is determined as £9,943,904 and the District Council Tax for 2023/24 be increased by £5 for a Band D property.
- (c) To note the initial budget changes approved by NBBC Cabinet on 7th December 2022 and those included within 8th February 2023 NBBC Cabinet report are agreed, other than the amendments detailed below.
- (d) That the following budget changes are included as detailed below:

Offer services to other local authorities for riverbank clearance	(£5,000)
Advertising of car park season tickets and hire of Town Hall	£5,000
Check with DLUHC whether the £40,000 funding for demolition of the Lily Pad fountain can be used for other purposes.	£0
Total Additional Growth (net spend)	£0

Housing Revenue Account

Savings and Spend Pressure Items	£
Increase in Housing Rents set at 5.75% instead of 6.75%	£381,985
Increase replacement of fleet to 9 years	(£200,000)
Fund deficit through use of HRA Earmarked Reserves	(£181,985)
Total Additional Cost/Income	£0

- (e) With the above budgetary growth and savings initiatives, the net revenue expenditure of the General Fund Revenue Budget for 2023/24 of £16,906,523 as detailed at Appendix B.
- (f) The revised budget position is a deficit of £95,376 on the General Fund to be funded from the General Fund Earmarked Reserve Balances and deficit of £181,985 on the HRA to be funded from the HRA Earmarked Reserve Balances.
- (g) Where there are any potential staffing implications of the savings above, the Council's Management of Change policy will be followed.
- (h) That the Labour General Fund Revenue Budget for 2023/24 of 16,906,523 be recommended to Council for approval.
- (i) That the Head of Financial Services assurance statements on reserves and base budget proposals as included in Appendix A be noted.
- (j) Because of the timescales involved, the General Fund Revenue Budget 2023/24 was considered as an urgent item and not subject to call-in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

APPENDIX A

ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF THE RESERVES

1.) Introduction

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

2.) Robustness of Estimates

The budget estimates include assumptions on spend pressures, inflationary pressures, interest rate forecasts and current trends on demand for services. The latter is kept under constant review, especially for the income generating services. The estimates also reflect the Local Government Finance Settlement 2023/24 as well as the most up to date forecast of business rates income. Savings targets have also been assessed to ensure that they are realistic and achievable.

3.) Adequacy of Reserves

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

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

The main categories of reserves to be considered:

a) Earmarked Reserves

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

It is estimated that the General Fund will have revenue reserves of £7.85m and capital reserves of £1.61m as at 31st March 2023, and £5.08m and £1.29m respectively as at 31st March 2024.

b) Unallocated General Reserves (General Fund)

The Council has determined a minimum working balance of £1m for the general fund balance over the medium term to deal with timing issues and uneven cash-flows and avoid unnecessary borrowing.

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

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

4.) Deputy Section 151 Officer's Statement

Taking into account the above, together with all the proposals within the budget report, it is the Head of Financial Services' view that the estimates for 2023/24 are robust and the proposed level of reserves is adequate, although they are only just above that considered the minimum acceptable level. A risk assessment of the assumptions within the budget are accepted as being achievable.

Appendix B

Opposition General Fund Budget Summary

	Current Budget 2022/23	Proposed Budget 2023/24
	£	£
Business & Regeneration	1,373,400	1,897,175
Finance & Corporate	4,076,860	4,521,614
Health & Environment	3,030,560	3,206,894
Housing & Communities	1,217,850	1,554,232
Planning & Regulation	(391,180)	(224,449)
Public Services	8,098,230	7,640,218
Portfolio Total	17,405,720	18,595,684
Central Provisions	334,500	1,220,500
Depreciation and Impairment	(3,096,530)	(3,096,530)
Transfers To/ (From) Corporate Reserves	(3,268,230)	(1,000,173)
Financing of Capital Expenditure	1,258,700	470,000
PWLB Premiums	21,120	21,120
Interest and Investment Income	(460,000)	(460,000)
Minimum Revenue Provision	536,000	654,000
Debt Interest	438,000	438,000
Total Council Net Expenditure	13,169,280	16,906,523
Funded by:		
Net Retained Business Rates	(4,077,300)	(5,124,733)
NDR Collection Fund (Surplus)/ Deficit	1,723,300	(159,299)
Council Tax Collection Fund (Surplus)/ Deficit	(18,010)	(81,868)
New Homes Bonus	(644,430)	(1,361,266)
Other Government Grants (one off funding)	(420,100)	(143,405)
Transfer Deficit from General Fund Reserves	10,964	(92,048)
COUNCIL TAX REQUIREMENT	9,743,704	9,943,904*

**Note that the reduction in Council Tax Requirement above is due to the proposal of a £5 increase in Council Tax rather than 2.99%, hence reducing Council Tax income. The total net deficit as a result of the proposals in the body of this report has been funded by transfers from corporate reserves.*

Appendix B

Opposition HRA Budget Summary

Service	2022/23 Current Budget	2023/24 Proposed Budget
	£	£
SUPERVISION & MANAGEMENT - GENERAL	6,567,860	6,343,869
SUPERVISION & MANAGEMENT - SPECIAL	3,396,980	4,199,682
REPAIRS & MAINTENANCE	5,580,760	5,994,405
CAPITAL FINANCING COSTS	10,669,200	10,515,050
INCOME	(26,949,520)	(29,138,935)
APPROPRIATIONS		
Appropriations to / (from) MRR	0	0
Capital Expenditure funded by HRA (CERA)	2,296,620	2,292,620
Appropriations to/ (from) Revenue Reserves	(275,000)	(181,985)
	2,021,620	2,492,620
Support Services (Pay Award Provision)	0	229,526
Total HRA	1,286,900	254,232

Councillor K. Wilson moved an adjournment to consider the alternative budget put forward by the opposition at 20.02PM.

The meeting reconvened at 20.27pm.

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

A vote was taken.

The procedural motion was carried.

A vote on the alternative budget amendment put forward by the Labour Group was taken.

The Labour Group budget amendment was lost

The Conservative budget was then the substantive motion

Councillor K. Kondakor put forward an amendment to present the alternative budget proposal on behalf of the Green Group which was seconded by Councillor M. Wright as follows:

GREEN GROUP OPPOSITION BUDGET RECOMMENDATION

- (a) That the General Fund draft revenue budget 2023/24, attached as Appendix B, be recommended to the Council for approval.
- (b) That the Council Tax requirement for 2023/24 is determined as £9,890,984 and the District Council Tax for 2023/24 be increased by 1.50% for a Band D property.
- (c) To note the initial budget changes approved by NBBC Cabinet on 7th December 2022 and those included within 8th February 2023 NBBC Cabinet report are agreed.
- (d) That the following budget changes are included as detailed below:

Savings Identified	£
Car Parking: £1 fixed charge at the Pingles and Bedworth Leisure centres between 11am and 4pm.	(75,000)
Car Parking: Remove the allocated parking for the mayor, deputy mayor and post van from Riverside car park (based on £1.50 for 3 hours)	(4,900)
Car Parking: Remove Councillor season tickets for all but Mayor, Leader and Shadow leaders, thereby increasing parking capacity for the general public in the Riverside car park.	(2,500)
Increase in car park season tickets by 20%	(20,500)
Car Parking: amended fees (see appendix C)	(141,296)
Trial half-yearly green bin option (as difficult to estimate take-up) - £25 per household	(50,000)
Reduction of footpath electricity costs by the newly installed energy efficient lighting.	(260)
Solar panels producing 10% electricity saving. (General Fund). Requires lead time but potentially £27k savings in future years	(13,500)
Reduction in mayoralty budget	(2,349)
Reduction in community safety budget	(2,173)
Remove £100,000 from Borough Plan budget in 23/24	(100,000)
Total Savings	(412,478)

Additional Growth Items	£
Car Parks: Provide free parking to Riverside car park after 5.30pm.	1,750
Amendments to market rents (see appendix C)	38,110
Increase Council Tax by 1.5% rather than 2.99%	148,253
Employ an Energy Officer to support climate change projects to improve the Council's energy efficiency.	36,200
Total Additional Growth	224,313

Housing Revenue Account

Savings and Spend Pressure Items	£
Increase in Housing Rents set at 5.96% instead of 6.75%	300,000
Increase replacement of fleet to 10 years (and review funds received for selling vans that can be reinvested in energy efficiency).	(300,000)
Total Additional Cost/Income	£0

Capital

Capital Spend to create Future Efficiencies	£
Town Hall: To replace single pane windows at the Town Hall with energy efficient glazing.	950,000
Replace the existing non-LED lights across the borough.	47,000
Fund set aside to install solar panels at council buildings across the borough including sheltered housing.	200,000
Total Additional Capital Spend	£1,197,000

- (e) That the upfront one-off capital costs to fund future energy efficiencies be funded from the New Homes Bonus reserve.

- (f) With the above budgetary growth and savings initiatives, the net revenue expenditure of the General Fund Revenue Budget for 2023/24 of £16,570,046 as detailed at Appendix B.
- (g) The revised budget position is a surplus of £188,165 to be transferred to the General Fund Balances, to partly offset the use of New Homes Bonus.
- (h) Where there are any potential staffing implications of the savings above, the Council's Management of Change policy will be followed.
- (i) That the Green General Fund Revenue Budget for 2023/24 of £16,570,046 be recommended to Council for approval.
- (j) That the Green HRA Revenue Budget for 2023/24 including an increase in rents of 5.96% instead of 6.75% be recommended to Council for approval.
- (k) That the Head of Financial Services assurance statements on reserves and base budget proposals as included in Appendix A be noted.
- (l) Because of the timescales involved, the General Fund Revenue Budget 2023/24 was considered as an urgent item and not subject to call-in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

APPENDIX A

ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF THE RESERVES

5.) Introduction

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

6.) Robustness of Estimates

The budget estimates include assumptions on spend pressures, inflationary pressures, interest rate forecasts and current trends on demand for services. The latter is kept under constant review, especially for the income generating services. The estimates also reflect the Local Government Finance Settlement 2023/24 as well as the most up to date forecast of business rates income. Savings targets have also been assessed to ensure that they are realistic and achievable.

7.) Adequacy of Reserves

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

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

The main categories of reserves to be considered:

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It is estimated that the General Fund will have revenue reserves of £7.85m and capital reserves of £1.61m as at 31st March 2023, and £5.08m and £1.29m respectively as at 31st March 2024.

b) Unallocated General Reserves (General Fund)

The Council has determined a minimum working balance of £1m for the general fund balance over the medium term to deal with timing issues and uneven cash-flows and avoid unnecessary borrowing.

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

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

8.) Deputy Section 151 Officer's Statement

Taking into account the above, together with all the proposals within the budget report, it is the Head of Financial Services view that the estimates for 2023/24 are robust and the proposed level of reserves is adequate, although they are only just above that considered the minimum acceptable level. A risk assessment of the assumptions within the budget are accepted as being achievable.

Appendix B

Opposition General Fund Budget Summary

	Current Budget 2022/23	Proposed Budget 2023/24
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Finance & Corporate	4,076,860	4,411,715
Health & Environment	3,030,560	3,206,634
Housing & Communities	1,217,850	1,553,805
Planning & Regulation	(391,180)	(224,929)
Public Services	8,098,230	7,544,458
Portfolio Total	17,405,720	18,244,207
Central Provisions	334,500	1,235,500
Depreciation and Impairment	(3,096,530)	(3,096,530)
Transfers To/ (From) Corporate Reserves	(3,268,230)	(2,133,251)
Financing of Capital Expenditure	1,258,700	1,667,000
PWLB Premiums	21,120	21,120
Interest and Investment Income	(460,000)	(460,000)
Minimum Revenue Provision	536,000	654,000
Debt Interest	438,000	438,000
Total Council Net Expenditure	13,169,280	16,570,046
Funded by:		
Net Retained Business Rates	(4,077,300)	(5,124,733)

NDR Collection Fund (Surplus)/ Deficit	1,723,300	(159,299)
Council Tax Collection Fund (Surplus)/ Deficit	(18,010)	(81,868)
New Homes Bonus	(644,430)	(1,361,266)
Other Government Grants (one off funding)	(420,100)	(143,405)
Transfer Surplus to General Fund Reserves	10,964	191,509
COUNCIL TAX REQUIREMENT	9,743,704	9,890,984

**Note that the reduction in Council Tax Requirement above is due to the proposal of a 1.5% increase in Council Tax rather than 2.99%, hence reducing Council Tax income. The total net surplus as a result of the proposals in the body of this report has been presented as a transfer to corporate reserves.*

Appendix B

Opposition HRA Budget Summary

Service	2022/23 Current Budget	2023/24 Proposed Budget
	£	£
SUPERVISION & MANAGEMENT - GENERAL	6,567,860	6,343,869
SUPERVISION & MANAGEMENT - SPECIAL	3,396,980	4,199,682
REPAIRS & MAINTENANCE	5,580,760	5,994,405
CAPITAL FINANCING COSTS	10,669,200	10,515,050
INCOME	(26,949,520)	(29,220,920)
APPROPRIATIONS		
Appropriations to / (from) MRR	0	0
Capital Expenditure funded by HRA (CERA)	2,296,620	2,192,620
Appropriations to/ (from) Revenue Reserves	(275,000)	0
	2,021,620	2,492,620
Support Services (Pay Award Provision)	0	229,526
Total HRA	1,286,900	254,232

Appendix C

Proposed car parking charges

	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	over 6 hours	Sunday
Orchard Street	£1.00	£1.00	£1.00	£2.00	£3.00	£4.00	£5.00	£1.00
Justice Walk, Regent Street 1 & 2, Rope Walk	£1.40	£2.40	£3.40	£3.80	£4.80	£5.80	£6.80	as weekday
Town Hall, Riverside	£1.20	£2.00	£3.20	£4.40	£7.00	£7.50	£8.00	£1.00
Spitalfields 1 & 2	£0.70	£1.40	£2.20	£3.10	£4.00	£4.80	£5.00	£1.00
Upper Abbey Street, Riversely Park, Pool Bank Street, Victoria Street 2, Harefield Road	£0.00	£0.00	£0.00					

Note: free parking subject to 3-hour time limit

Proposed market rents (Nuneaton)

Saturday:	
Licensed Trader 1 Stall	£30
Licensed Trader 2 Stalls	£57
Licensed Trader 3 Stalls	£84
Licensed Trader 4 Stalls	£101
Casual Trade Cost Per Stall	£32 + £27 for each extra
Wednesday:	
Licensed Trader 1 Stall	£28
Licensed Trader 2 Stalls	£53
Licensed Trader 3 Stalls	£78
Licensed Trader 4 Stalls	£103
Casual Trade Cost Per Stall	£31 + £25 for each extra

A vote on the alternative budget amendment put forward by the Green Group was taken.

The Green Group budget amendment was lost

The Conservative budget was then the substantive motion.

A recorded vote was taken on the substantive motion:

FOR: Councillors R. Baxter-Payne, B. Beetham, D. Brown, C. Cape, J. Clarke, T. Cooper, J. Coventry-Moreton, S. Croft, L. Cvetkovic, K. Evans, C. Golby, M. Green, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, S. Markham, G. Moreton, B. Pandher, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, K. Wilson

AGAINST: K. Kondakor, J. Sheppard, E. Shiers, C. Watkins

ABSTENTIONS: None

The Conservative budget was carried.

RESOLVED that

- a) the forecast outturn position for the General Fund for 2022/23 be noted;
- b) the Council Tax requirement for 2023/24 of £10,039,237, an increase of 2.99% on a Band D, be approved in accordance with the Local Government Finance Act 1992;
- c) the NNDR1 has been completed and submitted to the Department for Levelling Up, Housing and Communities (DLUHC) and included within the Budget for 2023/24 with a precept for Nuneaton and Bedworth Borough Council (NBBC) of £14,979,616 in 2023/24 be noted;
- d) any increases in Fees and Charges for 2023/24 (see separate corrigendum to the report for Appendix 4) be approved;
- e) the net General Fund revenue expenditure budget of £16,906,464 be approved (Appendix 1 of the report);
- f) delegated authority be given to the Director – Regeneration & Housing and the Head of Economic Development & Communities in consultation with the Portfolio holder for Business & Regeneration to undertake procurement activities to deliver against the 2023/24 priorities set out as part of the UK Shared Prosperity Fund (UKSPF);
- g) delegated authority be given to the Director – Public Services in consultation with the Portfolio Holder for Public Services to formally accept, subject to confirmation of match funding from other relevant bodies, the award of the £750k revenue grant from Arts Council England to increase the level of cultural activity across the Borough and finalise contractor arrangements;

h) the existing Local Council Tax Support Scheme be approved for use in the financial year 2023/24;

i) Members' Allowances and Special Responsibility Allowances for the financial year 2023/24 not be increased; and

iv) Housing Budget Account (HRA) 2023/24

The Cabinet Member for Housing and Communities, Councillor C. Golby, presented the recommendations made at Cabinet held on 8th February 2023, in respect of the above and moved the motion.

Councillor S. Croft seconded the motion

Councillor C. Watkins moved the joint alternative Housing Revenue Account budget from the Labour and Green Group as detailed above under the Labour Budget amendment. Councillor J. Sheppard seconded the alternative HRA budget.

A vote was taken on the Joint Alternative Housing Revenue Account

The vote was lost.

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

FOR: Councillors R. Baxter-Payne, B. Beetham, D. Brown, C. Cape, J. Clarke, T. Cooper, J. Coventry-Moreton, S. Croft, L. Cvetkovic, K. Evans, C. Golby, M. Green, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, S. Markham, G. Moreton, B. Pandher, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, K. Wilson

AGAINST: K. Kondakor, J. Sheppard, C. Watkins

ABSTENTIONS: None

The substantive motion was carried

RESOLVED that

a) the forecast outturn position for the HRA for 2022/23 be noted;

b) the net budget of £254,232 for 2023/24 be approved;

c) a rent increase on dwellings of 6.75% be approved;

d) the Homeless Hostel rents increase of 32% be approved;

e) Fees and Charges for the HRA (Appendix 2 of the report) be approved; and

v) Capital Budget 2023/24

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet on the 8th February 2023, in respect of the above and moved the motion.

Councillor K. Wilson seconded the motion.

A recorded vote was taken as follows:

FOR: Councillors R. Baxter-Payne, B. Beetham, D. Brown, C. Cape, J. Clarke, T. Cooper, J. Coventry-Moreton, S. Croft, L. Cvetkovic, K. Evans, C. Golby, M. Green, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, S. Markham, G. Moreton, B. Pandher, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, and K. Wilson

AGAINST: K. Kondakor

ABSTENTIONS: J. Sheppard and C. Watkins

vi) Council Tax 2023/24

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

'To defer the determination of the Council Tax 2023/24 to a Council Tax Setting Committee to be held on 27th February, 2023 due to the Police and Crime Commission Precept not being available yet and that the Committee consist of five conservatives (Councillors K. Wilson, J. Clarke, S. Croft, B. Beetham and R. Baxter-Payne) one Labour and one from the Green Group (Councillor K. Kondakor)

This was seconded by Councillor K. Wilson.

A vote was taken.

The motion was carried.

RESOLVED that

- i) the setting of the council tax be deferred to a Council Tax setting Committee to be held on 27th February 2023 upon the receipt of Warwickshire Police and Crime Commissioner precept; and
- ii) the committee consist of five conservative members (Councillors K. Wilson, J. Clarke, S. Croft, B. Beetham and R. Baxter-Payne) one labour member (to be confirmed) and one member from the Green Group (Councillor K. Kondakor).

vii) Treasury Management Strategy and Budgetary Framework 2023/24

The Cabinet Member for Finance and Corporate, Councillor S. Croft, presented the recommendations made at Cabinet, in respect of the above, on 8th February 2023 and moved the motion.

Councillor K. Wilson seconded the motion.

A recorded vote was taken as follows:

FOR: Councillors R. Baxter-Payne, B. Beetham, D. Brown, C. Cape, J. Clarke, T. Cooper, J. Coventry-Moreton, S. Croft, L. Cvetkovic, K. Evans, C. Golby, M. Green, J. Gutteridge, B. Hammersley, J. Hartshorn, J. Kennaugh, S. Markham, G. Moreton, B. Pandher, J. Singh, R. Smith, M. Tromans, R. Tromans, M. Walsh, and K. Wilson

AGAINST: K. Kondakor

ABSTENTIONS: J. Sheppard and C. Watkins

RESOLVED that the proposed Treasury Strategy and Budgetary Framework 2023/24, as detailed in Appendix J of the report be agreed including the items below be agreed:

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

CL61 **Vote of Thanks**

Councillor S. Croft, Cabinet Member for Finance and Corporate, proposed a vote of thanks, which was seconded by Councillor K. Wilson, to the Director – Finance and Enterprise and the Finance Officers who have all worked tirelessly to enable this budget to be brought forward.

Mayor

Council - Schedule of Declarations of Interests – 2022/2023

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder Member of the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Combined Audit, Risk and Assurance Committee • Warwickshire Adult Social Care and Health Overview and Scrutiny Committee (substitute) 	
	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"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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"> • Exhall Education Foundation (Council appointment). 	
	C. Cape	Director of Capability Coaching and Consultancy Ltd.	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Armed Forces Covenant Meeting 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C. Nuneaton Conservative Association; Deputy Chairman Officer of the Abbey Preceptory No.541 - Nuneaton Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Festival of Arts 	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	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"> • Building Control Partnership Steering Group 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	Member on the following Outside Body: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	K. Evans	Employed by the Local Government Association	Sponsorship: Election Expenses – North Warwickshire Conservative Association	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Membership of Other Bodies: <ul style="list-style-type: none"> • Substitute Member of the West Midlands Combined Audit, Risk and Assurance Committee Member of the Bedworth Conservative Club Member of the Conservative Party.	
	C. Golby		Member of Warwickshire County Council Membership of Other Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	M. Green	Employed by Horiba Mira – Calibration Technician	Chair of Education Standards Committee – St Thomas Moore School Executive Member – Nuneaton Conservatives. President – St Vincent De Paul Society at Our Lady of the Angels Church. Our Lady of the Angels Church. Member of the George Eliot Fellowship Member of the Nuneaton Education Strategy Board	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Member on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children. 	
	J. Gutteridge		Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Warwickshire Health and Wellbeing Board • Age UK (Warwickshire Branch) • Committee of Management of Hartshill and Nuneaton Recreation Ground • West Midlands Combined Authority Wellbeing Board 	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	S. Harbison	Self Employed	Member of Conservative and Unionist Party. Member on the following Outside Bodies: <ul style="list-style-type: none"> • Astley Charity 	
	J. Hartshorn	Employed by Asda Nuneaton	Member of Nuneaton Conservatives	
	J. Kennaugh	County Councillor W.C.C. Employed by FedEx Express UK Ltd	Member of the W.C.C. Regulatory Committee Member of the Conservative Party Member of UNITE the Union Member on the following Outside Bodies: <ul style="list-style-type: none"> • EQUiP 	
	K.A. Kondakor	Electronic and Embedded Software Design Engineer (self-employed)	Unpaid Director of 100% Renewables UK Ltd Green Party (E&W)	
	S. Markham	County Councillor – W.C.C.	Governor at Ash Green School Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum • Warwickshire Direct Partnership • Warwickshire Waste Partnership 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> Sherbourne Asset Co Shareholder Committee 	
	G. Moreton	Member of School Appeals Panels at Warwickshire County Council	Share in rental dwellings at Sealand Drive, Bedworth and Tresillian Road, Exhall. Member on the following Outside Bodies: <ul style="list-style-type: none"> Bedworth Neighbourhood Watch Committee 	
	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"> Foleshill Charity Trustee – Proffitt's Charity 	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> Nuneaton Labour CLP The Fabian Society The George Eliot Society The PCS Union Central Credit Union Stockingford Sports and Allotment Club Haunchwood Sports and Social Club 	
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local. Director of Wembrook Community Centre. Member of Labour Party	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	T. Sheppard		Member of Unite Union Member of Labour Party	
	E. Shiers	Employed by and Director of Cannon Enterprise Ltd. Director of The Fresh Dessert Company	The Labour Party Coventry East Credit Union Member of the Pride in Camp Hill Board.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Member of the governing board for Camp Hill Primary School.</p> <p>Member of the Board of Trustees of Camp Hill Community Association.</p> <p>Volunteer for the Coventry and Warwickshire district RSPCA</p>	
	J. Singh			
	R. Smith		<p>Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • West Midlands Combined Authority and Land Delivery Board 	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	<p>Director of RTC Ltd, Nuneaton</p> <p>Compliance, GIM, Coventry</p> <p>Warwickshire County Councillor (Weddington)</p> <p>Share in a rental property in Hydes Pastures, Nuneaton</p>	<p>W.C.C Warwick</p> <p>Member of the Conservative Party</p> <p>Member of the Chartered Institute of Credit Management</p>	
	M. Walsh	Employed by Maclnnes Tooling Ltd. – UK Sales Manager		

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) 	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – 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 Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	
	M. Wright			

NUNEATON AND BEDWORTH BOROUGH COUNCIL**EXTRAORDINARY COUNCIL****29th March, 2023**

An Extraordinary Council meeting of the Nuneaton and Bedworth Borough Council was held on Wednesday, 29th January 2023 which was recorded.

Present

The Mayor (Councillor J. Clarke)

Councillors D. Brown, C. Cape, T. Cooper, J. Coventry-Moreton, S. Croft, L. Downs, K. Evans, M. Green, J. Gutteridge, B. Hammersley, S. Harbison, J. Kennaugh, K. Kondakor, S. Markham, G. Moreton, R. Baxter-Payne, J. Sheppard, T. Sheppard, E. Shiers, J. Singh, M. Tromans, R. Tromans, M. Wright and K. Wilson

Apologies were received for Councillors B. Beetham, L. Cvetkovic, C. Golby, B. Pandher, N. Phillips and, R. Smith, M. Walsh (Deputy Mayor) and C. Watkins

CL62 Declarations of Interests

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

CL63 Announcements

Councillor K. Wilson made the following announcements both related to the upcoming coronation of his Majesty King Charles III:

1) Coronation Street parties - the council is facilitating members of the public and communities with Street parties this year as we did last year with the Platinum Jubilee. Applications should be in by the 6th April, the web address is www.nuneatonandbedworth.gov.uk/street-party

2) The Coronation Champions Award which is being promoted by his Majesty the King, there are indeed eight different categories of awards which include; Supporting Older People, Supporting Young People and Children, Crisis and Welfare, Communities, Sports, Culture and Heritage, Health and Care, Sustainability and Environment, and Animal Welfare the deadline for this is 2nd April, 2023. The website for that is [Coronation Champion Awards | Nomination open | Royal Voluntary Service](#) if people would like to get involved.

CL64 **Public Participation**

None

CL65 **Nomination of Honorary Freeman – David Leach**

Mr David Leach was nominated by the Civic Honours Sub-committee held on 5th December, 2022 to receive the honorary title of Freeman for his distinguished services to this Borough. The former macebearer has become a key figure in relation to his knowledge and service for the Mayoralty which include organisation of events such as Remembrance and Mayor Making and for the work in connection with the Mayors charities spanning at least 27 years.

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

RESOLVED that

- a) Mr David Leach be admitted as an Honorary Freeman of the Nuneaton and Bedworth Borough Council under section 249 of the Local Government Act 1972 in recognition of his distinguished service to Nuneaton and Bedworth and that his name be enrolled on the Freemans's roll
- b) the common seal of the Council be affixed to the enrolment of David Leach on the said Freeman's roll and to the certificate to be presented to him on his admission as an Honorary Freeman of the Borough; and
- c) delegated authority be given to the Chief Executive to agree an expenditure figure in consultation with the Portfolio Holder for Finance and Corporate for the purposes associated with the appointment.

Mayor

Council - Schedule of Declarations of Interests – 2022/2023

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder Member of the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Combined Audit, Risk and Assurance Committee • Warwickshire Adult Social Care and Health Overview and Scrutiny Committee (substitute) 	
	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"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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"> • Exhall Education Foundation (Council appointment). 	
	C. Cape	Director of Capability Coaching and Consultancy Ltd.	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Armed Forces Covenant Meeting 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C. Nuneaton Conservative Association; Deputy Chairman Officer of the Abbey Preceptory No.541 - Nuneaton Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Festival of Arts 	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	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"> • Building Control Partnership Steering Group 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	Member on the following Outside Body: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	K. Evans	Employed by the Local Government Association	Sponsorship: Election Expenses – North Warwickshire Conservative Association	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Membership of Other Bodies: <ul style="list-style-type: none"> • Substitute Member of the West Midlands Combined Audit, Risk and Assurance Committee Member of the Bedworth Conservative Club Member of the Conservative Party.	
	C. Golby		Member of Warwickshire County Council Membership of Other Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	M. Green	Employed by Horiba Mira – Calibration Technician	Chair of Education Standards Committee – St Thomas Moore School Executive Member – Nuneaton Conservatives. President – St Vincent De Paul Society at Our Lady of the Angels Church. Our Lady of the Angels Church. Member of the George Eliot Fellowship Member of the Nuneaton Education Strategy Board	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Member on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children. 	
	J. Gutteridge		Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Warwickshire Health and Wellbeing Board • Age UK (Warwickshire Branch) • Committee of Management of Hartshill and Nuneaton Recreation Ground • West Midlands Combined Authority Wellbeing Board 	
			Member of NABCEL	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	S. Harbison	Self Employed	Member of Conservative and Unionist Party. Member on the following Outside Bodies: <ul style="list-style-type: none"> • Astley Charity 	
	J. Hartshorn	Employed by Asda Nuneaton	Member of Nuneaton Conservatives	
	J. Kennaugh	County Councillor W.C.C. Employed by FedEx Express UK Ltd	Member of the W.C.C. Regulatory Committee Member of the Conservative Party Member of UNITE the Union Member on the following Outside Bodies: <ul style="list-style-type: none"> • EQUiP 	
	K.A. Kondakor	Electronic and Embedded Software Design Engineer (self-employed)	Unpaid Director of 100% Renewables UK Ltd Green Party (E&W)	
	S. Markham	County Councillor – W.C.C.	Governor at Ash Green School Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum • Warwickshire Direct Partnership • Warwickshire Waste Partnership 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> Sherbourne Asset Co Shareholder Committee 	
	G. Moreton	Member of School Appeals Panels at Warwickshire County Council	Share in rental dwellings at Sealand Drive, Bedworth and Tresillian Road, Exhall. Member on the following Outside Bodies: <ul style="list-style-type: none"> Bedworth Neighbourhood Watch Committee 	
	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"> Foleshill Charity Trustee – Proffitt's Charity 	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> Nuneaton Labour CLP The Fabian Society The George Eliot Society The PCS Union Central Credit Union Stockingford Sports and Allotment Club Haunchwood Sports and Social Club 	
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local. Director of Wembrook Community Centre. Member of Labour Party	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	T. Sheppard		Member of Unite Union Member of Labour Party	
	E. Shiers	Employed by and Director of Cannon Enterprise Ltd. Director of The Fresh Dessert Company	The Labour Party Coventry East Credit Union Member of the Pride in Camp Hill Board.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Member of the governing board for Camp Hill Primary School.</p> <p>Member of the Board of Trustees of Camp Hill Community Association.</p> <p>Volunteer for the Coventry and Warwickshire district RSPCA</p>	
	J. Singh			
	R. Smith		<p>Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • West Midlands Combined Authority and Land Delivery Board 	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	<p>Director of RTC Ltd, Nuneaton</p> <p>Compliance, GIM, Coventry</p> <p>Warwickshire County Councillor (Weddington)</p> <p>Share in a rental property in Hydes Pastures, Nuneaton</p>	<p>W.C.C Warwick</p> <p>Member of the Conservative Party</p> <p>Member of the Chartered Institute of Credit Management</p>	
	M. Walsh	Employed by Maclnnes Tooling Ltd. – UK Sales Manager		

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) 	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – 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 Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	
	M. Wright			

NUNEATON AND BEDWORTH BOROUGH COUNCIL

EXTRAORDINARY COUNCIL

29th March, 2023

A second Extraordinary Council meeting of the Nuneaton and Bedworth Borough Council was held on Wednesday, 29th January 2023 which was recorded.

Present

The Mayor (Councillor J. Clarke)

Councillors D. Brown, C. Cape, T. Cooper, J. Coventry-Moreton, S. Croft, L. Downs, K. Evans, M. Green, J. Gutteridge, B. Hammersley, S. Harbison, J. Kennaugh, K. Kondakor, S. Markham, G. Moreton, R. Baxter-Payne, J. Sheppard, T. Sheppard, E. Shiers, J. Singh, M. Tromans, M. Wright and K. Wilson

Apologies were received for Councillors B. Beetham, L. Cvetkovic, C. Golby, B. Pandher, N. Phillips and R. Smith, R. Tromans, M. Walsh (Deputy Mayor) and C. Watkins

CL67 **Declarations of Interests**

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

CL68 **Announcements**

There were no further announcements made at this Extraordinary Meeting of Council.

CL69 **Public Participation**

None

CL70 **Exclusion of Public and Press**

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

CL71 **Management Team Restructure**

The Chief Executive & Head of Paid Service submitted a report on the Restructure of Management Team to full council for consideration.

RESOLVED that

- a) the feedback from the consultation exercise on the preferred option for a revised Senior Management Structure and a final Senior Management

Structure endorsed by Employment Committee attached as Appendix A to the report be noted.

- b) the comments of the Panel of Independent Persons in relation to the proposed new Management Structure and the proposed deletion of one Chief Officer [set out in Paragraph 4.4.4 of the report] be noted.
- c) the resolutions made by Employment Committee at their meeting of 15th March 2023 [set out in Paragraph 4.5 of the report] be noted.
- d) one current Chief Officer post be deleted.
- e) the Council's Monitoring Officer be dismissed on the grounds of redundancy of his substantive post of Director - Planning and Regulation.

Councillor K. Kondakor requested that his vote against the recommendations be noted in the minutes.

Councillor K. Evans requested that his vote for the recommendations be noted in the minutes.

Mayor

Council - Schedule of Declarations of Interests – 2022/2023

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder Member of the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Combined Audit, Risk and Assurance Committee • Warwickshire Adult Social Care and Health Overview and Scrutiny Committee (substitute) 	
	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"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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"> • Exhall Education Foundation (Council appointment). 	
	C. Cape	Director of Capability Coaching and Consultancy Ltd.	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Armed Forces Covenant Meeting 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	J. Clarke	Employed by Marcus Jones MP	<p>County Councillor W.C.C.</p> <p>Nuneaton Conservative Association; Deputy Chairman</p> <p>Officer of the Abbey Preceptory No.541 - Nuneaton</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Nuneaton Festival of Arts 	
	T. Cooper	None	<p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	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	<p>Treasurer of the Conservative Association</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	<p>The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee)</p> <p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Building Control Partnership Steering Group 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane	<p>Member on the following Outside Body:</p> <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	K. Evans	Employed by the Local Government Association	Sponsorship: Election Expenses – North Warwickshire Conservative Association	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Membership of Other Bodies: <ul style="list-style-type: none"> • Substitute Member of the West Midlands Combined Audit, Risk and Assurance Committee Member of the Bedworth Conservative Club Member of the Conservative Party.	
	C. Golby		Member of Warwickshire County Council Membership of Other Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	M. Green	Employed by Horiba Mira – Calibration Technician	Chair of Education Standards Committee – St Thomas Moore School Executive Member – Nuneaton Conservatives. President – St Vincent De Paul Society at Our Lady of the Angels Church. Our Lady of the Angels Church. Member of the George Eliot Fellowship Member of the Nuneaton Education Strategy Board	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Member on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children. 	
	J. Gutteridge		Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Warwickshire Health and Wellbeing Board • Age UK (Warwickshire Branch) • Committee of Management of Hartshill and Nuneaton Recreation Ground • West Midlands Combined Authority Wellbeing Board 	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	S. Harbison	Self Employed	Member of Conservative and Unionist Party. Member on the following Outside Bodies: <ul style="list-style-type: none"> • Astley Charity 	
	J. Hartshorn	Employed by Asda Nuneaton	Member of Nuneaton Conservatives	
	J. Kennaugh	County Councillor W.C.C. Employed by FedEx Express UK Ltd	Member of the W.C.C. Regulatory Committee Member of the Conservative Party Member of UNITE the Union Member on the following Outside Bodies: <ul style="list-style-type: none"> • EQUiP 	
	K.A. Kondakor	Electronic and Embedded Software Design Engineer (self-employed)	Unpaid Director of 100% Renewables UK Ltd Green Party (E&W)	
	S. Markham	County Councillor – W.C.C.	Governor at Ash Green School Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum • Warwickshire Direct Partnership • Warwickshire Waste Partnership 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> Sherbourne Asset Co Shareholder Committee 	
	G. Moreton	Member of School Appeals Panels at Warwickshire County Council	Share in rental dwellings at Sealand Drive, Bedworth and Tresillian Road, Exhall. Member on the following Outside Bodies: <ul style="list-style-type: none"> Bedworth Neighbourhood Watch Committee 	
	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"> Foleshill Charity Trustee – Proffitt's Charity 	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> Nuneaton Labour CLP The Fabian Society The George Eliot Society The PCS Union Central Credit Union Stockingford Sports and Allotment Club Haunchwood Sports and Social Club 	
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local. Director of Wembrook Community Centre. Member of Labour Party	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	T. Sheppard		Member of Unite Union Member of Labour Party	
	E. Shiers	Employed by and Director of Cannon Enterprise Ltd. Director of The Fresh Dessert Company	The Labour Party Coventry East Credit Union Member of the Pride in Camp Hill Board.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Member of the governing board for Camp Hill Primary School.</p> <p>Member of the Board of Trustees of Camp Hill Community Association.</p> <p>Volunteer for the Coventry and Warwickshire district RSPCA</p>	
	J. Singh			
	R. Smith		<p>Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • West Midlands Combined Authority and Land Delivery Board 	
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	R. Tromans	<p>Director of RTC Ltd, Nuneaton</p> <p>Compliance, GIM, Coventry</p> <p>Warwickshire County Councillor (Weddington)</p> <p>Share in a rental property in Hydes Pastures, Nuneaton</p>	<p>W.C.C Warwick</p> <p>Member of the Conservative Party</p> <p>Member of the Chartered Institute of Credit Management</p>	
	M. Walsh	Employed by Maclnnes Tooling Ltd. – UK Sales Manager		

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) 	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – 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 Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 				
	M. Wright			

Council - Schedule of Declarations of Interests – 2022/2023

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	R. Baxter-Payne	Manager Brinklow Quarry Ltd, Brinklow; County Councillor - WCC	Spouse: Self-employed childminder Member of the following Outside Bodies: <ul style="list-style-type: none"> • West Midlands Combined Audit, Risk and Assurance Committee • Warwickshire Adult Social Care and Health Overview and Scrutiny Committee (substitute) 	
	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"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
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	C. Cape	Director of Capability Coaching and Consultancy Ltd.	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Armed Forces Covenant Meeting 	

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	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"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	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"> • Building Control Partnership Steering Group 	
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	R. Smith		<p>Chairman of Volunteer Friends, Bulkington;</p> <p>Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • West Midlands Combined Authority and Land Delivery Board 	
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	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – 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 Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	
	M. Wright			

NUNEATON AND BEDWORTH BOROUGH COUNCIL
PROVISIONAL TIMETABLE OF MEETINGS
2023/2024

Day	Date	Location	Time	Title
Wednesday	17 th May	Town Hall	6.00pm	Annual Council
Tuesday	23 rd May	Town Hall	*5.30pm	Planning Applications
Wednesday	24 th May	Town Hall	6.00pm	Cabinet
Monday	29 th May			Bank Holiday
Wednesday	31 st May	Town Hall	6.00pm	Licensing
Thursday	8 th June	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q4 & end of year)
Tuesday	13 th June	Town Hall	*5.30pm	Planning Applications
Wednesday	14 th June	Town Hall	6.00pm	Borough Plan Committee
Tuesday	20 th June	Town Hall	6.00pm	Employment
Wednesday	21 st June	Town Hall	6.00pm	Cabinet
Wednesday	28 th June	Town Hall	6.00 pm	Licensing
Thursday	29 th June	Town Hall	6.00pm	Housing, Environment and Health OSP (Perf Q4 & end of year)
Tuesday	4 th July	Town Hall	*5.30pm	Planning Applications
Wednesday	5 th July	Town Hall	6.00pm	Council
Thursday	6 th July	Town Hall	6.00pm	Business and Regeneration OSP
Tuesday	11 th July	Town Hall	6.00pm	Audit & Standards
Wednesday	12 th July	Town Hall	6.00pm	Borough Plan Committee
Tuesday	25 th July	Town Hall	*5.30pm	Planning Applications
Wednesday	26 th July	Town Hall	6.00pm	Cabinet
Thursday	27 th July	Town Hall	6.00pm	NABCEL Shareholder Committee
Monday	28 th August			Bank Holiday
Tuesday	29 th August	Town Hall	*5.30pm	Planning Applications
Wednesday	30 th August	Town Hall	6.00pm	Licensing
Tuesday	5 th September	Town Hall	6.00pm	Audit & Standards

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

Day	Date	Location	Time	Title
Wednesday	6 th September	Town Hall	6.00pm	Cabinet
Tuesday	12 th September	Town Hall	6.00pm	Employment
Wednesday	13 th September	Town Hall	6.00pm	Council
Tuesday	19 th September	Town Hall	5.30pm*	Planning Applications
Wednesday	20 th September	Town Hall	6.00pm	Borough Plan Committee
Thursday	21 st September	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q1)
Thursday	5 th October	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	10 th October	Town Hall	*5.30pm	Planning Applications
Wednesday	11 th October	Town Hall	6.00pm	Cabinet
Tuesday	17 th October	Town Hall	6.00pm	Licensing
Thursday	19 th October	Town Hall	6.00pm	Business, Regeneration and Planning OSP (Perf Q1)
Tuesday	24 th October	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	25 th October	Town Hall	6.00pm	Borough Plan
Tuesday	31 st October	Town Hall	*5.30pm	Planning Applications
Tuesday	7 th November	Town Hall	6.00pm	Audit & Standards
Wednesday	8 th November	Town Hall	6.00pm	Cabinet
Wednesday	15 th November	Town Hall	6.00pm	Borough Plan Committee
Thursday	16 th November	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q2)
Tuesday	21 st November	Town Hall	*5.30pm	Planning Applications
Wednesday	22 nd November	Town Hall	6.00pm	Licensing
Thursday	23 rd November	Town Hall	6.00pm	Housing, Environment and Health OSP (Perf Q2)
Wednesday	29 th November	Town Hall	6.00pm	Employment
Wednesday	6 th December	Town Hall	6.00pm	Cabinet
Thursday	7 th December	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	12 th December	Town Hall	6.00pm	Council
Tuesday	19 th December	Town Hall	*5.30pm	Planning Applications

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

Day	Date	Location	Time	Title
Monday	25 th December			Bank Holiday
Tuesday	26 th December			Bank Holiday
Wednesday	27 th December			Offices Closed
Thursday	28 th December			Offices Closed
Friday	29 th December			Offices Closed
		2024		
Monday	1 st January			Bank Holiday
Tuesday	9 th January	Town Hall	6.00pm	Audit & Standards
Wednesday	10 th January	Town Hall	6.00pm	Cabinet
Tuesday	16 th January	Town Hall	*5.30pm	Planning Applications
Wednesday	17 th January	Town Hall	6.00pm	Borough Plan Committee
Tuesday	23 rd January	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	24 th January	Town Hall	6.00pm	Licensing
Thursday	25 th January	Town Hall	6.00pm	Finance and Public Service OSP
Wednesday	31 st January	Town Hall	6.00pm	Cabinet
Thursday	1 st February	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	6 th February	Town Hall	*5.30pm	Planning Applications
Thursday	8 th February	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Wednesday	14 th February	Town Hall	6.00pm	Cabinet (Budget & Council Tax Setting)
Wednesday	21 st February	Town Hall	6.00pm	Council (Budget & Council Tax Setting)
Tuesday	27 th February	Town Hall	*5.30pm	Planning Applications
Wednesday	28 th February	Town Hall	6.00pm	Licensing
Tuesday	5 th March	Town Hall	6.00pm	Employment
Wednesday	6 th March	Town Hall	6.00pm	Cabinet
Tuesday	12 th March	Town Hall	6.00pm	Audit & Standards
Thursday	14 th March	Town Hall	6.00pm	Finance and Public Service OSP (Perf Q3)

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

Day	Date	Location	Time	Title
Tuesday	19 th March	Town Hall	*5.30pm	Planning Applications
Wednesday	20 th March	Town Hall	6.00pm	Borough Plan Committee
Friday	29 th March			Offices closed – Good Friday
Monday	1 st April			Offices closed – Easter Monday
Wednesday	10 th April	Town Hall	6.00pm	Cabinet
Tuesday	16 th April	Town Hall	5.30pm	Planning Applications
Wednesday	17 th April	Town Hall	6.00pm	Council
Thursday	18 th April	Town Hall	6.00pm	Housing, Environment and Health OSP
Tuesday	23 rd April	Town Hall	6.00pm	NABCEL Shareholder Committee
Wednesday	24 th April	Town Hall	6.00pm	Licensing
Thursday	25 th April	Town Hall	6.00pm	Business, Regeneration and Planning OSP (Perf Q3)
Thursday	2 nd May			Election
Monday	6 th May			Bank Holiday
Wednesday	15 th May	Town Hall	6.00pm	Annual Council

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

Report to: Finance and Public Service Overview & Scrutiny Panel - 30th March 2023

Title: Overview & Scrutiny Annual Report 2022-23

Date Made	OSP	Item	Added Value - Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations	Response
a) 09/06/2022, b) 08/09/2022, c) 26/01/2023	FPS OSP	Integrated Performance Report - The Audit and Governance Manager and Governance, Risk Management and Performance Officer, submitted a report to provide the Panel with the appropriate performance measures, budget information and risk data for service areas within the scope of the Panel, for a) Fourth Quarter (End of Year) 2021/22 b) First Quarter 2022/23, c) Second Quarter 2022/23, d) Third Quarter 2022/23		a) The contents of the report be noted. b)The contents of the report be noted; and the additional information requested be provided to members. b) The contents of the report be noted. c) The contents of the report be noted. d) The contents of the report be noted.	a) 09/06/2022 b) 08/09/2022 c) 26/01/2023 d) 30/03/2023	TBD	None	N/A
17/11/2022	FPS OSP	Re-Opening of the Civic Hall - The Director - Public Services provided a report to update the Panel on information relating to the Bedworth Civic Hall not re-opening as from 31st October, which was reported to Cabinet on 12th October, for scrutiny.		It be recommended to Cabinet that: the Bedworth Civic Hall be not re-opened at this time due to the financial constraints places upon the Council; and the lease with the Bedworth Arts Centre be honoured subject to any consequential changes required arising from the decision not to re-open the Civic Hall at this time, to be agreed by the Director - Public in consultation with the Cabinet Member for Public Services.	17/11/2022	TBD	None	N/A
27/01/2022	FPS OSP	Updating of the Outdoor Pitch Booking Policy - The Leisure and Health Manager submitted a report to provide the Panel with a report to share the updated Outdoor Pitch Booking Policy.		The updated Outdoor Pitch Booking Policy was accepted by the Panel.	09/06/2022	TBD	None	N/A
08/09/2022	FPS OSP	Managing Attendance of the Council's Workforce - The Head of People and Culture submitted a report to provide the 2021/22 end of year performance for Sickness Absence, and to ask the Panel to scrutinise the work activity and trends relating to the Attendance Management of the Council's Workforce. Additionally, the Panel were asked to consider the additional initiatives that have been used in an effort to improve attendance.		The contents of the report be noted..	08/09/2022	TBD	None	N/A

26/01/2023	FPS OSP	Everyone Active Leisure Contract Report 2021 to 2022 - Representatives from Everyone Active presented the Panel with the Everyone Active Annual Report. This provided an update on the Leisure Management Contract from November 2021 to October 2022. (EXEMPT ITEM)		The contents of the presentation be noted	26/01/2023	TBD	None	N/A
08/09/2022	FPS OSP	Changing Places - The Chair provided the Panel with a verbal update on the progress of Changing Places in the Borough.		The contents of the update be noted.	08/09/2022	TBD	None	N/A
26/01/2023	FPS OSP	Sub-Regional Materials Recycling Facility - The Director - Public Services provided an update regarding Sub-Regional Materials Recycling Facility (MRF) located at Whitley in Coventry.		The contents of the report be noted.	26/01/2023	TBD	None	N/A
17/11/2022	FPS OSP	Question Referred by Full Council - A question from Mrs Helen Sinclair was referred from the Full Council meeting held on 19th October 2022 to the Finance and Public Scrutiny Pane for further scrutiny.		The amended response to the question be noted.	17/11/2022	TBD	None	N/A
26/01/2023	FPS OSP	Overview and Scrutiny Guide - The Panel were provided with an updated version of the Overview and Scrutiny Guide. .		It be recommended to Council that the revised Overview and Scrutiny Guide be approved.	26/01/2023	TBD	None	N/A
23/11/2021	FPS OSP	Sports and Physical Performance Report - Active for Life Annual Report - The Leisure and Health Manager submitted a report to provide the Panel with the Sports Development - Active for Life Teams Annual Report for April 2020 to March 2021, and the Sports Development - Active for Life Teams six-monthreport from April 2021 to September 2021.		The contents of the report be noted.	23/11/2021	TBD	None	N/A

23/11/2021	FPS OSP	Waste Management Performance Report - The Head of Waste and Transport presented the Panel with a report which provided the Panel with an update regarding waste management and environmental enforecments.		The contents of the report and presentation were noted.	30/03/202			
08/09/2022	FPS OSP	Update on the Leisure Operator Procurement - The Leisure and Health Manager submitted a report to provide the Panel with an update of the Leisure Operator Procurement. .		The updated Leisure Operator Procurement was noted.	08/09/2022	TBD	None	N/A

OSP Briefing Notes: MRF (September 2022), Allotment Action Plan (January 2023), Impact of Welfare Reform (January 2023), FOI and Complaints (January 2023)

Outstanding Reports for FPS OSP - Gambling (Deferred), Capital Strategy and Asset Management Plan (Deferred until March 2024), Museum (Deferred until next municipal year).

Outstanding Briefing Notes for FPS OSP - Environmental Sustainability Strategy.

Report to: Housing, Environment and Health Overview & Scrutiny Panel - 20th April 2023

Title: Housing, Environment and Health Overview & Scrutiny Annual Report 2022/23

Date Made	OSP	Item	Added Value - Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations
23/06/2022	HEH OSP	Transformation of Stroke Services – A report of the Director of Operational and Financial Recovery at Coventry and Warwickshire Clinical Commissioning Group. The briefing note informed the Panel as to the progress of the transformation of stroke services in Coventry and Warwickshire.		The contents of the report be noted.	N/A	Jun-23	None
23/06/2022	HEH OSP	Monitoring of the Grounds Maintenance Contract A report of the Parks and Greenspace Manager provided the Panel with information on the performance of the Ground's Maintenance Contract.		The contents of the report be noted	N/A	Jun-23	None
a) 23/06/2022 b) 27/10/2022 c) 24/11/2022 d) 20/04/2023	HEH OSP	Integrated Performance Report A report of the Audit and Governance Manager and Governance, Risk Management and Performance Officer.		a) The contents of the report be noted b) The contents of the report be noted c) The contents of the report be noted d) tbc	N/A	Jun-23	None
23/06/2022	HEH OSP	Plans for Tree Planting on NBBC Land and as Part of Planning Conditions A report of the Parks and Greenspace Manager provided the Panel with information on the Council's approach to Silviculture and Arboriculture		The contents of the report were noted.	N/A	Jun-23	None
27/10/2022	HEH OSP	CAMHS – Emotional Wellbeing and Mental Health Support for Children and Young People in Warwickshire_ A report of the NHS (Commissioner for Children and Young People's Mental Health and Emotional Wellbeing Services to provide the Panel with an update on the Warwickshire Children and Young People's Emotional Wellbeing and Mental Health Rise Service		The contents of the report were noted	N/A	Oct-23	None

27/10/2022	HEH OSP	JSNA – Update on Current and Future Wellbeing Services. A report of the Programme Manager (JSNA) provided the Panel with an update on the JSNA (Joint Strategic Needs Assessment)		The contents of the report be noted	N/A	Oct-23	None
27/10/2022	HEH OSP	The Impact of Antisocial Behaviour on the Housing Revenue Account A report of the Head of Housing and Responsive Repairs. The report provided the Panel with an overview of the impact of Anti-Social Behaviour (ASB) on the Housing Revenue Account (HRA) and in particular the monetary impact. The report also dealt with the effect ASB has on tenants and officer working practices within the Council's Housing department.		a) That the contents of the report be noted. B) That the Housing Department work with the Communication Team to highlight the cost of ASB to the taxpayers, and that the reports from the Estate Walkabouts be forwarded to the Committee.	N/A	Oct-23	Communications Team be informed by Officer
27/10/2022	HEH OSP	A report of the NHS Primary Care services. The report provided the Panel with an overview on NHS General Practice Access. A report of the NHS Primary Care services. The report provided the Panel with an overview on NHS General Practice Access.		That the report be noted and a representative from the NHS be asked to attend a future meeting.	N/A	Nov-23	None
24/11/2022	HEH OSP	CAMHS – Emotional Wellbeing and Mental Health Support for Children and Young People in Warwickshire A report of the NHS and Mental Health Services to provide the Panel with an update on the Warwickshire Children and Young People's Emotional Wellbeing and Mental Health Rise Service.		The contents of the report be noted	N/A	Nov-23	None
24/11/2022	HEH OSP	Nuneaton and Bedworth Community Safety Partnership (NABSCOP) Community Safety Report A report of the Head of Economic Development and Communities provided the Panel with an opportunity to scrutinise the community safety information for Q2 (2022/23).		The contents of the report be noted	N/A	Nov-23	None

24/11/2022	HEH OSP	<p>Community and Voluntary Sector (WCAVA and CSB) Performance Report</p> <p>A report of the Director for Housing and Regeneration and Head of Economic Development and Communities. The report provided the Panel with an opportunity to scrutinise information pertaining to Warwickshire Community and Voluntary action (WCAVA) and the Citizens Advice Bureau (CAB) during the first two quarters of 2022/23.</p>		The contents of the report be noted	N/A	Nov-23	None
02/02/2023	HEH OSP	<p>Healthwatch Warwickshire</p> <p>A presentation of the North Warwickshire Outreach and Engagement Officer (Healthwatch) provided the Panel with information including the objectives, approach, upcoming projects and the emergent priorities of Healthwatch.</p>		The contents of the presentation be noted.	N/A	Feb-24	None
02/02/2023	HEH OSP	<p>Nuneaton and Bedworth: General Practice Overview (Primary Care)</p> <p>NHS providers presented the Panel with information about Primary Care provision in Nuneaton and Bedworth, including appointments, waiting times, General Practice workforce and the experiences of patients.</p>		The contents of the presentation be noted.	N/A	Feb-24	None
02/02/2023	HEH OSP	<p>George Eliot Hospital NHS Trust</p> <p>A report of the Chief Strategy, Improvements and Partnerships Officer (George Eliot Hospital) provided the Panel with an update on the current effect of winter and coronavirus on the hospitals operational position and predicted return to normal operating conditions. Also, an update on the provision of additional hospice beds.</p>		The contents of the report be noted.	N/A	Feb-24	None

02/02/2023	HEH OSP	Air Quality Management A report of the Director for Planning and Regulation and the Senior Environmental Health Officer gave the Panel the opportunity to scrutinise the Air Quality Management at NBBC including monitoring and mitigation as set out in the most recent Annual Status Report (2022).		The contents of the report be considered and noted.	N/A	Feb-24	None
02/02/2023	HEH OSP	Overview and Scrutiny Guide An updated Overview and Scrutiny Guide for review by the Panel provided information and guidance on the Council's overview and scrutiny arrangements.		The updated guide by approved and recommended to Council for approval.	To be implemented following Council meeting if agreed	-	Recommended to Council for approval
20/04/2023	HEH OSP	Police and Crime Plan Update Report					
20/04/2023	HEH OSP	P3 - Warwickshire Services					
20/04/2023	HEH OSP	Addressing Teen Conception in Nuneaton and Bedworth					
20/04/2023	HEH OSP	Pride in Camp Hill					
20/04/2023	HEH OSP	NABSCOP Community Safety Report - Quarter 3 (2022-23)					
20/04/2023	HEH OSP	HEH OSP Annual Report 2022-23					
		Deferred Reports Autism - Until Autumn 2023 HWBB Annual Report - After June 2023 NABSCOP Strategic Assessment (due Nov 23 - report every two years)					

Report to: Business, Regeneration and Planning Overview & Scrutiny Panel - 9th March 2023

Title: Business, Regeneration and Planning Overview & Scrutiny Annual Report 2022/23

Date Made	OSP	Item	Added Value Social, Policy or Financial	Outcome	Date Implemented	Date of next Review	Recommendations	Response
07/07/2022	BRP OSP	<u>Annual Report of Activities in NBBC of the CWLEP</u> An annual report of the Coventry and Warwickshire LEP had been received by the panel for their consideration.		The contents of the report be noted.	N/A		None	N/A
a) 07/07/2022 b) 06/10/2022 c) 08/12/2022	BRP OSP	<u>Integrated Performance Report</u> A report of the Risk Management and Performance Officer.		a)The contents of the report be noted. b)The contents of the report be noted. c)The contents of the report be noted.	N/A		None	N/A
06/10/2022	BRP OSP	<u>Public Space Protection Orders Review</u> A report of the Head of Economic Development and Communities was received, providing an update on the effectiveness and monitoring arrangements of the current Public Space Protection Orders (PSPO's).		The contents of the report be noted.	N/A		None	N/A
06/10/2022	BRP OSP	<u>Borough Plan</u> Monitoring delivery and consideration of the data around the land supply targets and a yearly monitoring report including details of spend of Section 106 monies and biodiversity net gain.		The contents of the report be noted. A full report to be brought to a future meeting	N/A	Mar-23	None	N/A
08/12/2022	BRP OSP	<u>Regeneration in Bedworth Town Centre</u> A report of the Programme Manager, Regeneration and Housing was presented, providing Members with an update on the regeneration activities in Bedworth.		The contents of the report be noted.	N/A		None	N/A

08/12/2022	BRP OSP	<p><u>Nuneaton Town Centre Development Update</u></p> <p>The Director of Regeneration and Housing presented a report, which provided information about the current position relating to the development in Nuneaton Town Centre</p>		The contents of the report be noted.	N/A		None	N/A
08/12/2022	BRP OSP	<p><u>Town Centres Update</u></p> <p>A report of the Head of Town Centres provided an update relating to the impact of the Covid pandemic on Nuneaton and Bedworth Town Centres. The report provided details of footfall, car parking ticket sales and market stall rentals.</p>		The contents of the report be noted.	N/A		None	N/A
08/12/2022	BRP OSP	<p><u>Petition: Keep the Lilypad Fountain</u></p> <p>A petition was received to 'Keep the Nuneaton Lilypad Fountain in its current location between Queens Road, Market Place and Coventry Street Station'</p>		That the decision made by Cabinet to remove the fountain be supported.	N/A		None	N/A

Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

Date:	8th March 2023
Subject:	Capital Monitoring 2022/23
Portfolio:	Finance & Corporate
From:	Director of Finance & Enterprise

<p>Summary:</p> <p>To update on the Council’s forecasted outturn position on capital expenditure for both the General Fund and Housing Revenue Account (HRA).</p>
<p>Recommendations:</p> <ul style="list-style-type: none"> • To consider the forecasted capital outturn position for 2022/23 for the General Fund and HRA. • To note the addition of five new project budgets on the General Fund as detailed in the report and recommend to Council for approval
<p>Options:</p> <p>To accept the report or request further information.</p>
<p>Reasons:</p> <p>To comply with regulations.</p>
<p>Consultation undertaken with Members/Officers/Stakeholders</p>

Finance officers, Management Team and Portfolio holder

Subject to call-in: Yes

Ward relevance: All

Forward plan: Yes

Building a Better Borough Aim:
Work

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

Relevant statutes or policy:
Local Government Finance Act 1992

Equalities Implications:
None

Human resources implications:
None

Financial implications:
As detailed within the report.

Health Inequalities Implications:
None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

Risk analysis is completed as part of the budget setting process and reserves are in place to support.

Environmental implications:

None

Legal implications:

None

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NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet 8th March 2023

From: Director - Finance & Enterprise

Subject: Capital Monitoring 2022/23

Portfolio: Finance & Corporate (Councillor S Croft)

Building a Better Borough Aim: Work

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

1.0 Purpose of Report

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

2.0 Recommendations

2.1 To note the forecasted capital outturn position for 2022/23 for the General Fund and HRA.

2.2 To agree the addition of five new project budgets on the General Fund as detailed in the report and recommend to Council for approval.

3.0 Background

3.1 Nuneaton and Bedworth Borough Council has a large capital programme to provide community value and improve facilities. The outturn position for 2022/23 updates on how the programme is progressing.

3.2 The report presents detail forecast as at end January 2023.

4. Detail

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

4.2 General Fund projects are developed in line with strategies reported to Cabinet/Council and are funded through Section 106 developer contributions, grant funding (from the Government and other external

providers), internal and external borrowing plus capital receipts generated through asset sales.

- 4.3 HRA projects are mainly for refurbishment of council houses, disabled adaptations to council housing plus new build. They are funded from HRA reserves, capital receipts from Right to Buy plus grant income.
- 4.4 The capital budget for 2022/23 of £61,597,696 was approved in February 2022 at Council with an updated budget position reported of £65,305,570 to Cabinet in September 2022. A further update to the budget is proposed for five additional fully funded projects totalling £517k. Detail is included at paragraph 4.9.
- 4.5 A summary of the General Fund and HRA forecasted expenditure versus budget is below alongside financing of the programme with further detail included in Appendix 1.

EXPENDITURE	2022/23 Budget £'000	2022/23 Outturn £'000	2022/23 Variance £'000
Business & Regeneration	49,276	12,291	-36,985
Finance & Corporate	632	507	-125
Housing & Communities	6,520	6,241	-279
Public Services	9,128	3,709	-5,419
Planning & Regulation	67	67	0
Health & Environment	100	0	-100
Miscellaneous Projects	100	0	-100
GENERAL FUND	65,823	22,815	-43,008
HRA	25,119	17,886	-7,233
TOTAL	90,942	40,701	-50,241

FUNDING	2022/23 Budget £'000	2022/23 Outturn £'000	2022/23 Variance £'000
Earmarked Reserves	5,667	4,260	-1,407
Grants & Contributions	27,079	17,900	-9,179
Capital Reserves	5,270	1,473	-3,797
Borrowing	43,841	8,054	-35,787
Major Repairs Reserve	8,724	8,724	0
S106	146	75	-71
TOTAL	90,727	40,486	-50,241

General Fund

- 4.6 The 2022/23 budget for the capital programme was updated in September 2022 to include carry forward of underspends from 2021/22.
- 4.7 Projects are projected to underspend by £43.01m on the General Fund and £7.23m on the HRA. This will be monitored with carry forwards

being requested if required as part of the final outturn report in July 2023.

4.8 The key projected underspends on the General Fund are detailed below:

- Bridge to Living – the tender exercise has now concluded but a delay has been seen due to additional requirements from Planning and the Environment Agency. Works on site are expected to progress more slowly than initially forecast and therefore the spend in 2022/23 will be closer to £1.0m. This is a potential underspend in year of £6.7m that will need to be reprofiled into 2023/24.
- Bedworth Physical Activity Hub – a tender exercise has concluded for this project with the final cost in the region of £6.5m more than budgeted. Due to this, the project has been paused whilst additional funding is sought. It is expected that an underspend in year of £5.0m is likely and will need reprofiling into 2023/24.
- Abbey Street – the project is now underway after launch on 14th February and has been officially named Grayson Place. The budget in year was ambitious and is likely to underspend by around £29.6m. Any underspend however will be reprofiled into 2023/24.
- Flood Alleviation – this project is being led by Warwickshire County Council. The scheme has come back significantly higher cost after conclusion of the tender and so is currently being remodelled by the County. This project will not commence in 2022/23 and will be reprofiled into 2023/24.
- Vehicle Replacements – after review of the current requirement for vehicles, the programme of replacement has been updated to only require one vehicle in 2022/23. An underspend of £0.3m is expected and this will be carried forward into future years to fund replacements in line with the replacement programme.
- Homeless Hostel Conversion – the project has funding secured of £0.2m which will not be enough to progress, and additional funding is being sourced. This project is unlikely to be started during 2022/23.

Additional Projects

4.9 During 2022/23, projects have been started that were not originally included as part of the budget setting process in February 2022. The projects are fully funded, have now been added to the capital programme and are detailed below.

- Safer Streets – Home Office funding has been received to purchase mobile CCTV cameras and to improve gates and fencing at Stubbs Pool to aid community safety at a cost of £92k in year.

- UKSPF – £311k is forecast for to cover the removal of the Lilypad Fountain (£35k), anti-vandalism measures at Ropewalk and Harefield carparks (£56k), lift works at the Museum (£150k), community safety projects (£40k), public announcement improvements at Pingles Stadium (£5k) and investment in BMX lighting provision (£25k). Due to the limited time available to progress projects, the public announcement and BMX works have been approved under delegated authority of the Chief Executive on 24th February.
 - Play Area Improvement and Renewal – approved as a revenue budget in 2022/23 but is capital in nature and a contribution of £50k from revenue will be made in year. An additional sum of £11k is to be utilised from S106.
 - Buttermere Recreation Ground – approved at Cabinet to spend £449k over a two-year period and is solely funded by S106 contributions.
 - Stockingford Community Centre – as part of the approval to transfer ownership of Community Centres to the community, £25k is due to be paid to Stockingford in year to support with major repairs.
- 4.10 The progress of all projects will be monitored during the year with the final outturn and carry forward of budgets reported in July 2023 to Cabinet and Council.

HRA

- 4.11 The capital budget for the HRA was approved as £22,938,120 in February 2022 but an updated budget position was reported to Cabinet in September 2022 of £25,119,120 to include carry forwards of underspends from 2022/23.
- 4.12 Management of the HRA capital programme is based on scheduled works and progression of new build and acquisition targets. The budget as a whole is utilised by need of the customer and the most efficient use of resources to ensure value for money and will therefore fluctuate against the initial forecasted expenditure by line in any one year.
- 4.13 A thorough review of the Business Plan is to be undertaken in the summer which may alter the profile and priority of projects.
- 4.14 There are three main underspend areas expected but all budgets will be profiled into future years.
- New Build and Acquisition – projects have not progressed as quickly as anticipated but will be considered as part of the full Business Plan review.

- Vehicle Replacement – the specification and is complete and approved but lead in time from order to delivery is extended and will push this expenditure into 2023/24.
- Concrete Repairs / Cladding – work has progressed at an expected cost of £4.2m in year but £1m is likely to be spent early in 2023/24. This is funded by the HRA reserves but also through grant funding.

Capital Reserves

- 4.15 Reserves are held by the Council for capital purposes either generated through sales of assets, setting aside sums from underspends and receipts of grants for capital purposes.
- 4.16 The Council's capital reserve position at the end of March 2022 is as follows.

	2021/22
	£
Capital Receipts	545,282
Capital Earmarked Sums	2,999,881
Capital Grants	5,776,950
General Fund	9,322,113
Capital Receipts	486,610
1-4-1 Receipts	1,449,507
Capital Earmarked Sums	4,062,534
Major Repairs Reserve	932
HRA	5,999,583
Capital Resources	15,321,696

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

5. Conclusion

- 5.1 The capital programme is fully funded in its present form and there is expected to be slippage on projects in 2022/23. The biggest risk to the Council at this stage is the current economic landscape with soaring inflation and price increases for building supplies. Some of the capital projects are in the process of a tender exercise. Although contingencies are built into the projections, as has been seen, they may not be high enough once final submissions are reviewed.

5.2 At this stage, only one of the projects is known to have resulted in a larger cost through tender than included in the budget and this project has been paused while additional funding is sought.

6. Appendices

6.1 Appendix 1 – General Fund Forecasted Capital Outturn 2022/23

6.2 Appendix 2 – HRA Forecasted Capital Outturn 2022/23

7. Background Papers

7.1 Capital Budget Setting – Council February 2022

7.2 UKSPF Report – Cabinet July 2022

GENERAL FUND FORECAST CAPITAL OUTTURN 2022/23

	Approved Budget 2022/23 £	Predicted Outturn 2022/23 £	Variance £
Transforming Bedworth	75,510	75,510	0
Abbey Street Regeneration Phase 1 & 2	38,596,682	9,000,000	-29,596,682
Bridge to Living	7,703,240	1,000,000	-6,703,240
Flood Alleviation	500,000	0	-500,000
Towns Fund	2,247,835	2,062,650	-185,185
Towns Fund - Parks Revival	41,180	41,180	0
Christmas Lights	4,500	4,500	0
Replacement CCTV Cameras	9,700	9,700	0
CCTV Wireless Technology	52,957	52,957	0
CCTV PSN Upgrade	44,410	44,410	0
BUSINESS & REGENERATION	49,276,014	12,290,907	-36,985,107
ICT Capital Programme	398,540	398,540	0
Business Continuity	34,540	34,540	0
Changing Places	125,000	0	-125,000
Camp Hill	73,480	73,480	0
FINANCE & CORPORATE	631,560	506,560	-125,000
Empty Homes - Works in Default	40,000	0	-40,000
HEART	4,520,000	4,520,000	0
Empty Property Loans	70,000	0	-70,000
Green Homes Phase 2	41,980	72,930	30,950
Green Homes Phase 3	1,245,000	1,245,000	0
Homeless Hostel Conversion	200,000	0	-200,000
HUG2	0	0	0
Safer Streets - Stubbs Pool/The Dingle	92,000	92,000	0
UKSPF Projects	311,478	311,478	0
HOUSING & COMMUNITIES	6,520,458	6,241,408	-279,050
Major Repairs	365,750	365,750	0
Vehicle & Plant Replacement	410,000	25,000	-385,000
Sub-Regional Materials Recycling Facility	2,065,656	2,200,000	134,344
Leisure Strategy	272,380	272,380	0
Play & Teenage Provision	24,710	24,710	0
Nomad Cameras	90,000	90,000	0
Fly Tipping Cameras	5,000	5,000	0
Bedworth Physical Activity Hub	5,602,000	602,000	-5,000,000
Pauls Land Pavilion	10,500	10,500	0
Sandon Park/Jack Whetstone Pavilion	27,870	0	-27,870
Preliminary Works - Riversley Park Bridge	40,000	0	-40,000
Cemetery Extension	100,000	0	-100,000

Play Area Improvements	61,000	61,000	0
Stockingford Community Centre Grant	25,000	25,000	0
Buttermere Recreation Ground Redevelopment	28,000	28,000	0
PUBLIC SERVICES	9,127,866	3,709,340	-5,418,526
Town Hall - Fire Safety Works	67,150	67,150	0
PLANNING & REGULATION	67,150	67,150	0
Target Hardening Measures	100,000	0	-100,000
HEALTH & ENVIRONMENT	100,000	0	-100,000
MISC projects	100,000	0	-100,000
	100,000	0	-100,000
TOTAL	65,823,048	22,815,365	-43,007,683

HRA FORECAST CAPITAL OUTTURN 2022/23

	Current Budget £	Current Forecast £	Forecast Budget Variance £
Decent Homes	2,000,000	2,000,000	0
Roof Coverings/Modifications	750,000	750,000	0
Windows & Doors	700,000	700,000	0
Door Entry Scheme	230,000	230,000	0
New Properties (Construction)	1,987,510	426,000	-1,561,510
Byford Court - Rebuild	1,498,610	67,000	-1,431,610
Independent Living Unit - Remodelling	1,000,000	0	-1,000,000
Large Scale Improvement Feasibility	250,000	0	-250,000
Conversion of Homeless Hostel	50,000	0	-50,000
District Heating Works	335,000	265,000	-70,000
Fire Works (General Purpose)	2,875,000	2,875,000	0
Acquisition of Properties	1,280,000	1,280,000	0
Level Access Showers	500,000	500,000	0
Aids & Adaptations	925,000	925,000	0
Central Heating	900,000	900,000	0
Slabs to Tarmac	100,000	100,000	0
Lift Renewal Works	176,000	176,000	0
PIR Electrical Works (Sheltered Housing & Communal)	550,000	550,000	0
Voids	550,000	550,000	0
Structural; Concrete Repairs/ Cladding	5,308,000	4,308,000	-1,000,000
Environmental Works	272,000	202,000	-70,000
Housing Management System	300,000	300,000	0
CCTV Renewal - GP Flats	50,000	50,000	0
Fire Damage Works	0	10,000	10,000
Garages	50,000	50,000	0
Replacement Vehicles	1,750,000	0	-1,750,000
Capital Salaries	572,000	572,000	0
Contingency	160,000	100,000	-60,000
TOTAL HRA	25,119,120	17,886,000	-7,233,120

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Employment Committee
Date: 15 March 2023
From: Ruth Bartlett, Head of People and Culture
Subject: Pay Policy Statement
Portfolio: Finance and Corporate [Cllr S. Croft]

1. Purpose of Report

- 1.1 To present and seek approval on the Council's Pay Policy Statement 2023, attached at Appendix A.

2. Recommendation

- 2.1 That the draft pay policy be approved; and
- 2.2 Subject to 2,1 above, it be recommended that the Pay Policy be put forward to Council for ratification and published as required by Section 38 of the Localism Act 2011.

3. Background

- 3.1 In accordance with Section 38 of the Localism Act 2011, the Council is required to produce and publish a Pay Policy Statement every year relating to the remuneration of all employees.
- 3.2 This statement satisfies the requirements of the Act and requires approval by Council.

4. Conclusion

- 4.1 A Pay Policy Statement is required under Section 38 of the Localism Act 2011. This statement will fulfil that requirement.

APPENDICES

Appendix A – Pay Policy Statement 2023



Pay Policy Statement

Issued by Human Resources

EMP.35

NUNEATON & BEDWORTH BOROUGH COUNCIL

PAY POLICY STATEMENT

Quality Record

Record No.	Date	Comments	Approved
1.	25 April 2012	Approval by Single Member Decision	Yes
2.	11 July 2012	Approval by Council	Yes
3.	8 April 2013	Approval by Single Member Decision	Yes
4.	10 July 2013	Approval by Council	Yes
5.	29 May 2014	Trade Union Consultation	N/A
6.	July 2014	Equalities Impact Assessment	N/A
7.	5 August 2014	Approval by Single Member Decision	Yes
8.	24 September 2014	Approval by Council	Yes
9.	2015	Trade Union Consultation	N/A
10.	2015	Equalities Impact Assessment	N/A
11.	2015	Approval by Single Member Decision	
12.	2015	Approval by Council	
13.	2016	Approval by Council	
14.	2017	Approval by Council	
15.	2018		
16.	2019	Approval by Council	
17.	2020		
18.	2021		
19.	2022		
20.	2023		

This document is available in larger print.

Please contact Human Resources for a larger copy

PAY POLICY STATEMENT

1. Introduction and Purpose

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

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

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

2. Legislative Framework

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

3. Pay Structure

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

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

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

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

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

4. Senior Management Remuneration

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

- a) Chief Executive - Head of Paid Service
- b) Director for Customers and Corporate Services – Deputy Chief Executive
- c) Director of Finance and Enterprise – Section 151 Officer [Chief Officer]
- d) Director of Planning and Regulation – Monitoring Officer [Chief Officer]
- e) All other Directors reporting directly to an Chief Executive [Chief Officers]
- f) All Managers reporting directly to Chief Executive and/or Directors [Deputy Chief Officers]

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

POSITION	SALARY RANGE	NUMBER OF STAFF
Head of Paid Service	£98,588 - £113,850	1
Deputy Chief Executive (Chief Officer)	£82,292 - £88,906	1
Section 151 Officer [Chief Officer]	£74,882 - £81,496	1
Monitoring Officer [Chief Officer]	£72,362 - £78,976	1
Director [Chief Officer]	£69,589 - £76,203	2
Managers [Deputy Chief Officer]	£53,441 - £54,482	6
Managers [Deputy Chief Officer]	£50,619 - £51,650	3
Managers [Deputy Chief Officer]	£48,587 - £49,590	1
Managers [Deputy Chief Officer]	£46,549 - £47,573	3
Managers [Deputy Chief Officer]	£44,539 - £45,495	6
Managers [Deputy Chief Officer]	£42,503 - £43,516	1
Managers [Deputy Chief Officer]	£40,478 - £41,496	1
Managers [Deputy Chief Officer]	£38,296 - £39,493	1
Managers [Deputy Chief Officer]	£32,909 - £34,723	1

NOTES

1. FTE Salary as at April 2023 (pay award pending)
2. Incremental progression is subject to satisfactory performance
3. Increments are paid every two years on 1 April.

4. Managers [Deputy Chief Officers] are those staff that report directly to Directors [Chief Officers]

5. Recruitment of Chief Officers

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

6. Additions to Salary of Chief Officers

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

7. Payments on Termination

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

A copy of the policy is available from Human Resources.

8. Publication

8.1 Upon approval by the full Council, this statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

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

9. Lowest Paid Employees

9.1 In April 2014, the Council introduced a minimum salary for all employees that was equivalent to the Living Wage. The Council also adopts pay awards negotiated by the National Joint Council for all of its workers. As at 1 April 2023, the salary for the lowest paid employees is £20,441 per annum (37 hours FTE). This does not include Apprenticeship Schemes.

9.2 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

9.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton enquiry was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median salary of the whole of the authority's workforce.

9.4 The current pay levels within the Council define the multiple between the lowest paid full time equivalent (FTE) employee and the Head of Paid Service as 1:4.82 and; between the lowest paid FTE employee and median salary of Chief Officers as 1:2.52. The multiple between the median FTE earnings and the Head of Paid Service is 1:3.67 and; between the median FTE earnings and median salary of Chief Officers is 1:1.92.

9.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.

Section 1

1.0 Introduction

The purpose of this Guide is to provide information and guidance on Nuneaton and Bedworth Borough Council's overview and scrutiny arrangements. It contains practical guidance for Members, Officers and others who want information on the scrutiny process and should be read with reference to the Council's Constitution¹.

Scrutiny helps ensure that the Council delivers its objectives, by creating an open, transparent mechanism for Councillors to shape, question, evaluate and challenge its policies, decisions and performance. Scrutiny's role is distinct from the role of the Cabinet but not in opposition to it, its role is that of a 'critical friend'.

Overview and Scrutiny Panels carry out the functions of overview and scrutiny in Nuneaton and Bedworth Borough Council. Scrutiny Members are the elected Councillors who are not members of the Cabinet, although in some cases the membership may be supplemented by the other non-voting representatives. (Section 2 – page 10)

The Overview and Scrutiny Panels have the power to review and scrutinise:

- the priorities and objectives of the Council;
- the policies the Council adopts to meet those objectives;
- the Council's performance in meeting its objectives;
- the decisions taken by the Cabinet, Committees and Officers;
- Services, bodies or issues which affect the well-being of people in the Borough.

In addition to the role of scrutinising decisions and actions taken by Cabinet, overview and scrutiny can play a role in developing and proposing new policies. It can help to monitor and make recommendations to improve existing policies and it may also draw to the attention of the Council, the Cabinet or Officers particular issues or make recommendations to them, but it cannot take decisions on policy or service issues.

¹ See

https://www.nuneatonandbedworth.gov.uk/info/20061/committee_structure_and_constitution/277/council_constitution

1.1 What is Scrutiny?

Scrutiny is about open, transparent decision making in local government. It acts as a counterbalance and complements the decision making powers of the Cabinet.

Scrutiny is a common-sense approach to reviewing decisions and policies and considering whether they are right for the Borough, helping to ensure continuous service improvements and value for money. It also influences the decisions that the Cabinet takes through comments, recommendations and holds it to account for the policies it implements.

The Scrutiny process provides an opportunity for Councillors and, in some cases, external representatives, to examine various functions of the Council, to ask questions about how decisions have been made and to consider whether service improvements can be put in place. It provides an opportunity for them to champion issues of public concern and to participate in the development of new policies.

Scrutiny facilitates debate about the Council's priorities, budgets and strategies and its vision for the Borough.

Scrutiny reinforces the Local Authority's leadership role in promoting the well-being of the local community as it can enable reviews of services, provided by other organisations, to be carried out.

Scrutiny is a positive activity and should contribute to the delivery of efficient and effective services that meet the needs and aspirations of local communities.

Scrutiny should not shy away from the need to challenge and question decisions and make constructive criticism but should avoid unnecessary conflict and confrontation.

1.2 What Scrutiny is Not

Scrutiny is not a process for dealing with individual complaints or concerns.

The Council has a separate corporate complaints procedure as well as systems within each department to deal with concerns and queries about individual cases.

1.3 National Legislation and Council Constitution

1.3.1 Local Government Act 2000

The powers of Scrutiny Committees are set out in the Local Government Act 2000², particularly Section 21³ and the central government guidance on the Act. The Act received Royal Assent in July 2000.

The four principal purposes of the Local Government Act 2000 are:

- to give powers to local authorities to promote economic, social and environmental well-being within their boundaries;
- to require local authorities to shift from their traditional committee-based system of decision-making to an executive model, possibly with a directly elected Mayor (subject to approval by referendum), and with a Cabinet of ruling party group members;
- to create a consequent separation of functions within local authorities, with non-executive Councillors fulfilling an overview and scrutiny role; and
- to introduce a revised ethical framework for local authorities, requiring the adoption of Codes of Conduct for elected Members and Standards Committees to implement the Codes of Conduct; the introduction of a national Standards Board and Adjudication Panel to deal with complaints and to oversee disciplinary issues. **This element of the framework has now been removed and there is no longer a requirement to have a Standards Committee. NBBC however has retained one.**

The Act brought in new arrangements that clearly defined a scrutiny role for elected Members in holding executives of councils to account, and in scrutinising the work of other agencies providing local services. There is now a clear distinction between the Executive's role in proposing and implementing policies, and the role of non-executive Members in reviewing policy and scrutinising executive decisions. **The Council's Overview and Scrutiny Panels have the power to summon Members of the Executive and Officers of the Authority before it to answer questions, and are able to invite other persons to attend meetings to give their views or submit evidence.**

On 7th May, 2019 the Ministries of Housing, Communities and Local Government released new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities⁴. It included a number of policies and practices authorities

² See <https://www.legislation.gov.uk/ukpga/2000/22/contents>

³ See <https://www.legislation.gov.uk/ukpga/2000/22/section/21>

⁴ See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800048/Statutory_Guidance_on_Overview_and_Scrutiny_in_Local_and_Combined_Authorities.pdf

should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

1.3.2 Council Constitution

Nuneaton and Bedworth Borough Council has agreed a Constitution⁵ which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to decide.

The Constitution specifies the formalities of how scrutiny operates in Nuneaton and Bedworth Borough Council. The most important sections relating to Scrutiny are the Terms of Reference in **Part 2 Article 6 P11-14** and the **Overview Scrutiny Procedure Rules set out in Part 4E**.

1.4 The Aims of Overview and Scrutiny

Overview and scrutiny at Nuneaton and Bedworth Borough Council aims to provide a 'critical friend' challenge to the Cabinet as well as external authorities and agencies by:-

- constructive, robust and purposeful challenge to ensure considered policy development and decision making;
- holding decision makers to account;
- encouraging a partnership approach and positively influencing the work of external agencies;
- focused and proactive policy development and review in collaboration with Cabinet Executive colleagues; and
- co-ordinated workload planning integrated into corporate processes.

Overview and scrutiny aims to reflect the voice and concerns of the public and communities by:

- ensuring an on-going dialogue with the public and communities;
- taking a community leadership role by focusing on issues of community concern; and
- providing open and transparent processes with public access to information, participation and feedback where appropriate.

⁵ See

https://www.nuneatonandbedworth.gov.uk/info/20061/committee_structure_and_constitution/277/council_constitution

Overview and scrutiny Members are able to take the lead in scrutiny by:

- maintaining independence from the Cabinet;
- working in constructive partnerships with professional officers and advisers to support scrutiny by lay people;
- developing an independent work programme informed by the Council's priorities and the interests and concerns of the public; and
- supporting the development of services that benefit the public.

Overview and scrutiny makes an impact on the delivery of public services by:

- promoting community well-being and improving the quality of life;
- scrutinising policies, plans and budgets;
- carrying out reviews of policy and service performance in line with strategic objectives;
- monitoring service performance against key indicators; and
- contributing significantly to the continuous improvement of public services.

1.4.1 Bringing Added Value

Overview and scrutiny adds value to the work of the Council by playing an important role in:-

- raising the quality of debate
- improving decisions
- teasing out complex issues
- engaging with the local community and stakeholders
- strengthening accountability
- developing new ideas
- supporting Policy development
- monitoring and improving performance

Those involved in overview and scrutiny should be aware that the Council has set up its scrutiny structure to complement and add value to the work of the Cabinet. It has been put in place to provide an independent process for reviewing Council decisions and policies, it is not intended to be a confrontational or divisive process.

1.5 Scrutiny Meetings

The Overview and Scrutiny Panels meet throughout the year on pre-arranged dates and times as indicated in the Council's Diary of Meetings. In addition, Special or Additional meetings may be called to consider items as necessary. There are also Working Groups and Select Committees that are periodically set up to review services, undertake work programme topics etc., These meet on an informal ad hoc basis. (See Section 4 – page 5 for more meeting information).

Overview and Scrutiny Panel meetings are open to the public and all Members of the Council. They are subject to the same access to information rules as other Council committees. The agenda papers for public meetings are available five working days before the date of the meeting. Copies can be downloaded from the Council's website⁶.

1.6 Pre-Decision Scrutiny

Overview and scrutiny regularly review the Cabinet's Forward Plan⁷ (timetable of future work), (Section 4 - Page 24) to decide if there are any Key Decisions coming up that it wishes to examine or comment on. Items for further examination will then be placed onto the relevant Overview and Scrutiny Panel agenda. It may question Officers and Executive Members about planned decisions and seek the views of local people or other interested parties.

Cabinet sometimes makes decisions on items prior to the commencement of a study or piece of work, to allocate resources, to give guidance or direction. These decisions provide notice to overview and scrutiny that work is about to be undertaken and that scrutiny involvement or monitoring may be appropriate. If any Scrutiny Member wants to take such an item forward they should raise the matter with an Overview and Scrutiny Chair or at an Overview and Scrutiny Panel meeting.

Overview and scrutiny may also be involved in the development and review of policies and strategies as part of the consultation process, as an additional research resource and as an enquiring and challenging investigator.

In all instances of pre-decision scrutiny the Overview and Scrutiny Panels may refer recommendations or comments onto the Cabinet for consideration when the item is being discussed.

⁶ See https://www.nuneatonandbedworth.gov.uk/info/20062/meetings_and_minutes/268/overview_and_scrutiny_agenda_reports_and_minutes

⁷ See https://www.nuneatonandbedworth.gov.uk/meetings/committee/53/forward_plan

1.7 'Call In'

'Call-in'⁸ is the process used as part of the overall checks and balances which have been built into the Council's political management arrangements.

'Call-in' can be used to prevent decisions being implemented until they have been discussed by the relevant Overview and Scrutiny Panel or in some cases Full Council, who can then refer the decision back to Cabinet for reconsideration if it thinks the decision taken is flawed in some way.

It is an important part of the overview and scrutiny function to consider the decisions that have been taken at Cabinet. Scrutiny Members have a responsibility to look at the decisions and consider whether they have been made appropriately, giving regard to the consultation process, evidence and data gathering, Officer direction and whether they are in keeping with the budget and policy framework agreed by the Council.

All decisions of the Cabinet must be in line with the overall budget and policy framework set by the Council. Following each meeting of the Cabinet the minutes will be published and made available to all Scrutiny Members.

Once Cabinet decisions have been published there is a period of 5 clear working days where one Member of the relevant Overview and Scrutiny Panel plus any two non-executive Members can 'Call-in' a decision.

The relevant Overview and Scrutiny Panel or Council are the responsible bodies in respect of 'Call-in' and will hold a Special meeting, to hear 'Call-in' items when required.

To request a 'Call-in' Members should contact the Proper Officer to advise them that they wish to 'Call-in', the decision and the reasons why.

Members should consider the following before Call-in is requested:-

1. Can the decision actually be called in? (if the answer to any of questions 1 a) – g) is yes, then the decision CANNOT be called-in.)
 - a) Does it relate to a non-executive function?
 - b) Was it a non-key decision taken by an Officer under delegated powers?
 - c) Was it an urgent decision?
 - d) Has this issue been called-in in the last six months?
 - e) Does the decision relate to an existing call-in?

⁸ See Constitution 4E.15

- f) Does the decision relate to the formulation of a policy or budget matter that requires full Council approval?
- g) Was it a decision taken by Full Council?
2. Was the decision in accordance with the Council's Policy Framework?
- a) What is the relevant policy or strategy?
- b) Is the decision contrary to that policy? If yes, how?
3. Was the decision in accordance with the agreed budget or budget procedures?
- a) Is there funding for the proposal in an agreed budget/capital programme?
- b) If not, have the rules for virement and supplementary estimates been observed?
4. Was the decision taken in accordance with the principles of good decision making (Article 12 of the Constitution)?
- a) Does the decision comply with the Council's Constitution, i.e.:
- Articles of the Constitution
 - Scheme of Delegation
 - Rules of Procedure
 - Codes and Protocols.
- b) Was the decision;
- reasonable within the common meaning of the word i.e.: rational, based on sound judgement
 - reasonable within the legal definition of "reasonableness" i.e.: was everything relevant taken into account, and was everything irrelevant discarded
 - proportionate to the desired outcome
 - taken on the basis of due consultation
 - taken on the basis of professional advice from officers?

c) Were human rights respected and/or will the decision give rise to any human rights implications, i.e., without discrimination, the right of an individual to:

- liberty and security;
- the enjoyment of their property
- a fair trial
- respect for private and family life
- freedom of thought, conscience and religion
- freedom of expression, and
- freedom of assembly and association etc.?

d) When the decision was taken, was there a presumption in favour of openness?

5. Has the decision been well explained, i.e.: do you need more information?

a) Was it clear;

- what the reasons for the decision were
- what the desired outcomes were
- what alternative options (if any) were considered, and
- why the alternative options were not chosen?

b) Do you need any more information/clarification?

It is the **Chief Executive who will determine whether the item is valid for 'Call-in'** and call a meeting of the relevant Overview and Scrutiny Panel or Council as appropriate within ten days. The full 'Call-in' procedure is available at Section 4 Fig.3.

It is important that the Call-in process is not abused, nor causes unreasonable delay. The main tools of the Overview and Scrutiny Panels to improve the delivery of policies and services should be through monitoring and review at meetings and through working group activity.

1.8 Scrutiny, Overview and Monitoring

The Overview and Scrutiny Panels may request items or conduct reviews to gather evidence and information or to explore issues in more detail. The selection of these topics can be in response to poor performance, the challenges presented by new legislation, an intention to develop new policy or to review existing Policy or service areas.

Items can be referred for consideration by Scrutiny Members or they may be suggested by the Cabinet, Full Council, the public, or other partner organisations.

The Overview and Scrutiny Panels may also consider decisions to identify if there are any lessons to be learned. This may lead to recommendations being made that help to improve the decision-making process. They can monitor and review decisions to see whether intended outcomes are being achieved.

More in-depth reviews of selected Work Programme topics (see Section 3 – Page 1) are carried out by Overview and Scrutiny Working Groups or Select Committees⁹ made up of several Panel Members and where appropriate, co-opted Members.

1.8.1 Monitoring Performance and Budget Information

The Overview and Scrutiny Panels are provided with performance monitoring information, which details the Council's performance against a variety of indicators. These Performance Indicators are set either nationally, or at a local level for each service area in accordance with Government regulation.

By monitoring performance information overview and scrutiny can establish if services are improving and how the Council is performing against similar councils nationally. Where services are under performing, overview and scrutiny can make recommendations to resolve the underlying causes and request the attendance of Officers at its meetings to provide information and answer questions. This should be a co-operative process between Officers and elected Members.

The Overview and Scrutiny Panels consider the budget proposals and make recommendations, as appropriate, to Cabinet for consideration when setting the Council's budget. The Panels receive financial monitoring reports through the year alongside the performance information.

1.8.2 Responding to New Legislation

The Overview and Scrutiny Panels may also play a role in considering the Council's response to new legislation and make recommendations, to the Cabinet, about the impact of new legislation on Council services.

It may also ask Senior Officers to provide progress reports on the action the Council has taken, in response to new legislation, and may comment on or monitor the progress of that work.

⁹ See Constitution 4E.19 & 4E.20

1.8.3 Scrutiny of Other Public Bodies

The Council has a general responsibility to promote the economic, social and environmental well-being of the communities. Overview and scrutiny can play a part in this wider role by using the power it has been given to scrutinise and report on matters which are not the direct responsibility of the Council but which affect the Borough or its people.

Overview and scrutiny cannot currently compel partners and other bodies to engage with it or to implement any recommendations it may make. Nevertheless, it does have the ability to look at what other agencies are doing and to seek to influence them.

List of other public bodies open to scrutiny includes:

- Any district council
- Fire & Rescue authority
- National Park authority
- Community safety authorities.
- Passenger Transport authority
- Health services including the NHS and NHS Foundation Trusts
- Local Probation services
- Youth Offending Team
- Arts Council of England
- Sport England
- Environment Agency
- Health & Safety Exec
- Historic Buildings and Monuments Commission
- National Archives
- Natural England
- Highways Agency
- Jobcentre Plus

1.9 Community Engagement

It is widely recognised that engaging communities in the overview and scrutiny process is good practice. It is essential in helping Members understand the needs of local people, which in turn helps them to provide accessible and responsive services and to develop strategies for improving the quality of life for people in the borough of Nuneaton and Bedworth.

Overview and Scrutiny Panels and Scrutiny Select Committees can directly facilitate community involvement in various ways, i.e. to:-

- set up consultation exercises

- arrange site visits
- ask public and other stakeholders to appear as witnesses, and
- encourage work programme items to be submitted.

1.9.1 Councillor Call for Action (CCfA)

New Powers for Ward Councillors, to help them tackle local problems on behalf of their constituents, were brought in from 1 April 2009. These powers are contained within the Local Government and Public Health Act 2007¹⁰, and the Police and Justice Act 2006¹¹.

CCfA¹² is designed as a 'last resort' to be used when all other attempts at resolution have failed. CCfA will become relevant only when a Councillor has exhausted all other steps to resolve an issue in their Ward. It is not designed to provide an immediate solution, but high-profile public discussion of an issue through CCfA. It offers a chance to bring a pressing issue to a wider audience and to discuss such issues in an independent, neutral forum.

It is up to local councils to specify how CCfA will work in their Authority and full guidance for Members is available at Section 4 Fig 7.

1.10 Petitions

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

1.10.1 What Is A Petition?

We will treat as a petition¹³, any communication that is signed by or sent to us on behalf of 25 people. Less than 25 signatures will be considered a complaint and is dealt with under the Council's Complaints Procedure.

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

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

¹⁰ See https://www.legislation.gov.uk/ukpga/2007/28/pdfs/ukpga_20070028_en.pdf

¹¹ See <https://www.legislation.gov.uk/ukpga/2006/48/contents>

¹² See Constitution Part 5J

¹³ See Constitution Part 5K

c) Petitions of 750 or more will be referred to a meeting of the Council.

1.10.2 What Happens to a Petition that goes to OSP?

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

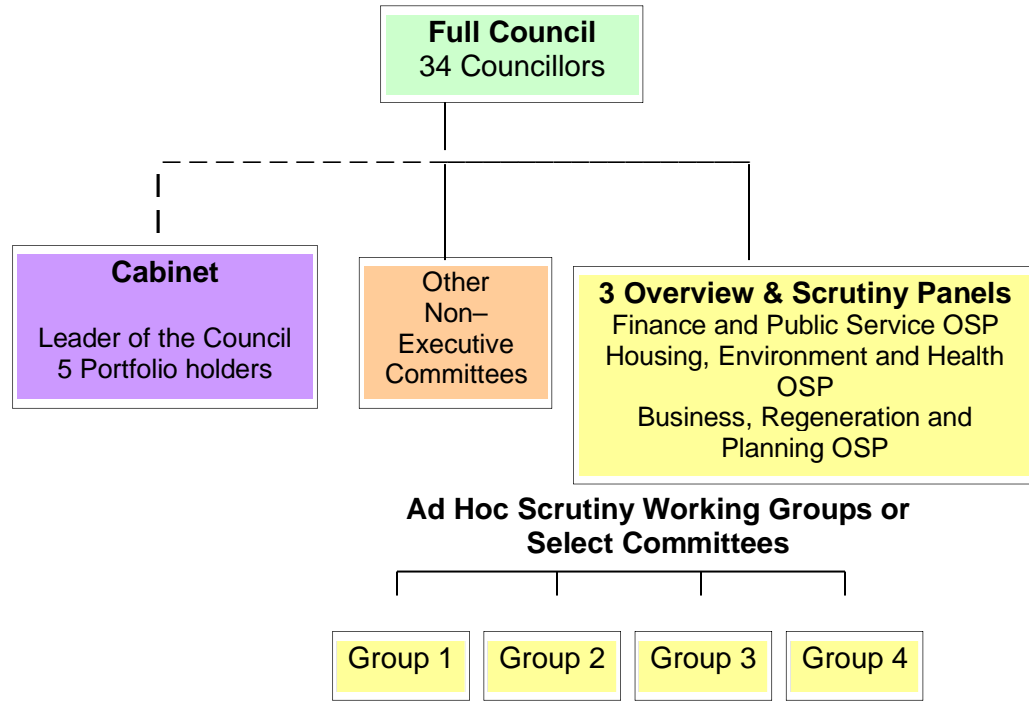
In advance of the Panel meeting, the petition organiser will be invited to submit a list of questions that he/she would like put to the officer at the meeting. These questions will be provided to the Chair of the Panel, who will decide whether they are appropriate, and to the officer concerned, in advance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

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

For further information on how Petitions are dealt with please refer to Section 5K of the Council's Constitution.

Section 2

2.0 Overview and Scrutiny at Nuneaton & Bedworth



2.1 The Council's Political Management Structure

Overview and scrutiny forms part of the Council's political management structure. There are a number of elements to the structure, the most important of which are:

- **Full Council** - is made up of all 34 Councillors. It decides on the budget and sets the policy framework for the Council and agrees the Council's Constitution.
- **The Cabinet** - is made up of the Leader of the Council and five other Councillors who each take a lead on a specific area of work or "portfolio". Collectively, either at meetings of the Cabinet or its Committees, they take decisions about all matters which are not the responsibility of another part of the Council. They are responsible, together with the Officers, for delivering the Council's policies.
- **Overview and Scrutiny Panels** - are appointed from the Councillors who are not members of the Cabinet. They hold the Cabinet to account and help to review and develop the Council policies and services.

- **Non-Executive Committees** - carry out a range of specific functions such as Licensing and Planning, which by law cannot be undertaken by the Cabinet. These include an Audit and Standards Committee, which is responsible for providing independent assurance of the accuracy of the risk management framework and internal control environment and to ensure high standards of ethical conduct which the public is entitled to expect from Members and Officers of the Council.
- **The Head of Paid Service, Monitoring Officer and Section 151 Officer** - The Head of Paid Service, the Section 151 Officer (Chief Finance Officer) and the Monitoring Officer have a duty to consider and recommend action in connection with current governance issues and other matters of concern regarding probity.
- When reaching decisions on any matter **Members must have regard** to any relevant advice provided to them by
 - (a) the Authority’s Chief Finance Officer; or**
 - (b) the Authority’s Monitoring Officer,**
 where that officer is acting pursuant to his or her statutory duties. (Constitution 7(1) 5-5)
- **Senior Officers** - are given delegated powers under the Council's Constitution to make decisions about a range of both Executive and Non-Executive functions. Usually, such decisions will be taken after consultation with one or more Cabinet Members or other Councillors.

There are also a number of appeals panels, advisory committees and consultative committees.

All parts of the political management structure, including the Cabinet, Non-Executive Committees and Overview and Scrutiny Panels, have important roles to play and should seek to work together to achieve the common objectives set by Full Council.

Overview and scrutiny and the Cabinet have different but complementary roles which are equally important.

2.1.1 Scrutiny Structure

Overview and scrutiny has the role of Council ‘watchdog’ in that it monitors service performance and examines Cabinet decisions. Overview and scrutiny is essential to the success of political management arrangements as it is one of the ways in which the Council's performance is monitored and the decision-makers are held to account for the actions they have taken.

Overview and scrutiny supports and challenges the work of the Cabinet by examining major policies, plans, services and financial issues. It provides checks and balances by monitoring, reviewing, selecting, and scrutinising decisions made by and on behalf of the Council. The overview and scrutiny process also allows the community to have a greater say in Council matters and issues of local concern.

The Overview and Scrutiny Panels, Working Groups and Select Committees are focused on policy development and service/policy review. The objectives are to recommend considered, achievable improvements. **Recommendations are normally reached by consensus, rarely is a vote required.**

In circumstances where a vote is required, only constituted Scrutiny Members or substitutes are able to vote, no co-optees have voting rights. It is possible to have one minority report, if necessary, as a result of a split vote.

2.1.2 Overview and Scrutiny Panels

Overview and scrutiny within Nuneaton and Bedworth Borough Council operates through Overview and Scrutiny Panels comprising of Non-Executive Members from all political parties. Each Panel is politically proportionate in their make-up.

There are three Overview and Scrutiny Panels:

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

The role of each Panel is to scrutinise, monitor performance and carry out service and Policy reviews within its area of responsibility.

2.2 Duties and Responsibilities

2.2.1 The Chairs of Overview and Scrutiny Panels

Panel Chairs support Overview and Scrutiny Panels, Working Groups and Select Committees by:

- supporting Members in the delivery of their scrutiny role;
- setting the Work Programme and items for consideration on meeting agendas;
- managing community participation as part of a scrutiny process;
- facilitating and assisting scrutiny discussions;
- liaising with Officers in the drafting and timing of reports;

- monitoring the scrutiny process and ensuring that progress reports and monitoring reports are prepared and reported back to Overview and Scrutiny Panels.

During Overview and Scrutiny meetings, the Chair has a responsibility for ensuring that the discussion is focussed and inclusive and that there is a clear understanding of the outcome of the discussion.

The Chair is required to start or stimulate the discussion, to provide a concise summary and to suggest further courses of action.

The Chair will resolve disagreements, act as an arbiter during meetings and ensure that witnesses are valued and treated with respect.

The Chair has an important role in setting the tone and atmosphere of scrutiny meetings. Scrutiny is about understanding the issues and recommending improvements, not about confrontation or blame.

The Chair will normally be the spokesperson for the Overview and Scrutiny Panel and will therefore, usually, be the one to represent the views of the Panel to the media. When dealing with the media, the Chair should be guided by the Council's Media Relations Protocol at all times.

A Vice Chair is appointed to deputise for the Chair in their absence and to assist and support the Chair in carrying out their duties.

An Annual Scrutiny Report to Full Council

The Chairs of the Overview and Scrutiny Panels will provide an Annual Scrutiny Report to the final Council meeting each municipal year to advise on progress and the work completed during the course of the year.

The Chair of the relevant Panel will also report to Council with any Panel responses on items referred to it for comment and, when appropriate, present Scrutiny Reports to Council.

2.2.2 Scrutiny Members

Overview and Scrutiny membership is drawn from the Councillors who are not members of the Cabinet, they are known as Non-Executive Members.

The Overview and Scrutiny Panels and each of the Scrutiny Working Groups or Select Committees have a membership made up of elected Members (experts or advisers can also be invited as witnesses or as co-optees. See Section 2, Page 9).

A Member of the Overview and Scrutiny Panels can ask another Non-Executive Member from their political party to attend any meeting of the Panel as a substitute for them if they are unable to attend. Substitutes are not however used for Working Group or Select Committee meetings.

Duties and Responsibilities

All Scrutiny Members have an individual and collective responsibility to play an active part in overview and scrutiny meetings by reading agenda papers, contributing to the discussions, asking questions and suggesting lines of inquiry.

All Scrutiny Members should be sensitive to the needs of witnesses and be considerate and respectful in the way that questions are asked.

2.2.3 Scrutiny Working Groups

Working Groups are set up as required by the Overview and Scrutiny Panels to undertake work programme reviews, carry out specific projects or carry out tasks which require more time than can be given to them in the scheduled meetings of the Panels.

The reviews are carried out on a 'Task and Finish' basis and look at issues or a set of related problems in greater depth, and over a longer timescale, than would normally be possible at a formal Panel meeting. The meetings are not public meetings although the public may be invited to contribute in various ways.

Members nominate themselves to be on the working groups based on their interest in particular subjects. These nominations are then confirmed by the relevant Panel.

The objective is **always** to make evidence-based recommendations that can solve particular problems or improve the way the Council or external organisations deliver services.

What the Working Group needs to do:

- Have specific terms of reference and a clear and deliverable scope and expected outcome for the work
- Gather all the evidence and information required including best practice, benchmarking, performance information
- Talk to all the relevant officers, stakeholders, partners and members of the public as appropriate
- Consider the evidence and what it means

- Agree recommendations on how improvements, savings, policy, etc. can be made; and
- Produce a report explaining the reasons for the recommendations for presentation to the parent Overview and Scrutiny Panel.

Working Groups do not have to be politically proportionate.

2.2.4 Scrutiny Working Group Chair

For each Working Group a Chair/Lead will be appointed by the members of that Group at the initial scoping meeting.

- To Chair/Lead the Scrutiny Working Group as it undertakes its work.
- Where necessary seek the assistance of the parent Panel's Chair
- To regularly update the progress of the Working Group at the parent Panel meetings
- To identifying any issues in relation to the delivery of the groups work e.g., completing key tasks, consultation, evidence gathering, meeting review timescales.

2.2.5 Scrutiny Select Committees

Select Committees are set up as required by the Overview and Scrutiny Panels to undertake specific tasks which can be carried out in a single meeting or short period of time, (maximum three months).

The Select Committee will look at an issue in depth, taking into account Officers' reports, available data and expert evidence. These meeting will usually be held in public. The objective is to make evidence-based recommendations in order to resolve a particular problem or issue.

The Select Committee would usually be politically proportionate and may consist of the whole Panel.

The Chair of the Select Committee would normally be the Panel Chair.

What the Select Committee does:

- Has specific terms of reference and an agreed timescale
- The Chair of the Committee is nominated by the parent Panel
- Gather all the evidence and information required by talking to all the relevant officers, stakeholders, partners and members of the public
- Consider the evidence and what it means

- Agree recommendations on what should be done, and
- Produce a report explaining the reasons for the recommendations for submission to the relevant body.

2.2.6 Scrutiny Working Group and Select Committee Members

Duties and Responsibilities

Members are to participate constructively in the activities of the Working Groups and Select Committees under the guidance of the Chairs.

To be proactive in the development and operation of scrutiny investigations in respect of:

- identifying and undertaking review tasks
- identifying and consulting with witnesses
- information gathering and research analysis
- determining review conclusions and recommendations
- preparation of review reports for submission to the parent Panel, and
- identifying training and development requirements for the Overview and Scrutiny Chairs and Officer.

Scrutiny Working Group meetings are normally informal. This means that the Group can be flexible and arrange meetings at short notice. Papers do not need to be circulated in advance and the meetings are not automatically open to the public.

Scrutiny Working Groups may be working with sensitive information or looking at difficult or controversial subjects. In these circumstances it can be quite important that working papers and discussions remain confidential until the Group has agreed a final report or drawn together its recommendations. The final report of a Working Group becomes a public document once it is agreed and is put on an Overview and Scrutiny Panel agenda for discussion.

A Select Committee would be established as a formal group, and it would be covered by the same rules that apply to other formal committees. If a formal Select Committee meeting is intended, it is helpful to make this clear when it is first set up to avoid any confusion about its status.

The relationship between Scrutiny Working Groups and Select Committees with the media should follow the Council's Media Relations Protocol at all times.

2.2.7 Cabinet Members

A key part of the scrutiny role is holding the Cabinet to account for the decisions and actions it is responsible for. The relationship with Cabinet Members is therefore a very important one.

Cabinet Members may be asked to attend a Scrutiny Panel on matters relating to their portfolios, to allow Scrutiny Members the opportunity to question them. From time to time, Cabinet Members also may be invited as witnesses as part of a scrutiny review to give evidence.

Where a Cabinet Member is required to attend a scrutiny meeting the Member is entitled to at least three working days' notice of the meeting. If the Member is unable to attend, efforts should be made to arrange an alternative date for attendance.

The relationship between scrutiny and Cabinet Members is likely to work best if it is challenging but not confrontational. Constructive criticism may be very useful to Cabinet Members and may help them in developing ideas and policies. There may be times when Cabinet Members may suggest areas for the Overview and Scrutiny Panels to investigate or ask for views on a particular issue.

2.2.7 Officer Roles

Committee Services Officers

Provide support for Overview and Scrutiny meetings by:

- preparing agendas and minutes for Overview and Scrutiny Panel meetings;
- maintaining records of the agenda papers – both electronic and hard copies (papers are published on the Council's web page at:www.nuneatonandbedworth.gov.uk)
- liaising with the Chairs of the Overview and Scrutiny Panels on agenda preparation and practical arrangements for the meetings such as dates, times and venues;
- liaising with lead officers responsible for producing reports for meetings of the OSP;
- liaising with any external consultants, specialists or witnesses in conjunction with lead officers;
- updating the Work Programme;
- providing links to other parts of the Council committee structure and the Cabinet; and

- acting as first point of contact for inquiries from Members and members of the public about the scrutiny agendas.

Officer Attendance at Meetings

There are various ways in which Officers may become involved in scrutiny work:

- they may be requested to provide reports or other types of evidence in which case they will liaise directly with the chair as to the timing and content of their reports.
- they may be invited to attend meetings either in person or virtually by video conferencing to give presentations, introduce reports, or to provide advice and expertise;
- they may be invited back to give progress reports and updates on issues the Committee has previously discussed.

Where an Officer is required to attend the Overview and Scrutiny Panels, Working Group or Select Committees, the Officer is entitled to at least three working days' notice of the meeting. If the Officer is unable to attend efforts should be made to arrange an alternative date or for an alternative Officer to attend.

Duties and Responsibilities

Officers attending scrutiny meetings should:

- be prepared to present their report and answer questions put to them by Scrutiny Members honestly and openly to the best of their ability;
- not assume that Scrutiny Members have expert knowledge. They should be aware of and value scrutiny's role and the contribution Members have to make, by drawing on their experience and their knowledge of the communities they represent;
- understand that the role of scrutiny is not simply to receive reports for information. Overview and Scrutiny Panels, Working Groups and Select Committees should have the opportunity to discuss and debate issues and put forward comments and recommendations about those issues; and
- **be aware that scrutiny has the power under the legislation to require Officers to attend meetings and answer questions and Officers have a duty to attend when requested.**

2.3 Co-optees

An Independent Co-opted Member of the public are able to sit on each Overview and Scrutiny Panel and it is also possible for partner organisations, other

councils, the voluntary sector and recognised experts, to be invited to join the Overview and Scrutiny Panels, Working Groups or Select Committees for a particular topic or review. (Section 4 – page 2-5) The advantage of this is that, others bring with them particular knowledge or expertise which will benefit the work of the Panel or a review over its duration.

Additional Co-optees can be arranged in advance when the scrutiny Work Programme is set or more spontaneously, as a result of the scoping exercise when reviews are undertaken.

The duties and responsibilities of Co-optees:

- A willingness to attend all meetings arranged to complete a review
- Playing an active and full role in investigations, e.g., observations/ evidence gathering/visits to other councils etc.
- Bringing knowledge to a review that Members might not have
- Contributing constructively to discussions
- A willingness to share knowledge, experience and expertise
- Identifying issues for further consideration during the review
- Treating witnesses according to Council guidance
- Gaining an understanding of the role and function of scrutiny
- Recognise that certain information gained as a member of the review may be confidential to the Council and should be treated as such

Short training/ briefing sessions will be organised for Co-optees to explain the scrutiny systems and processes in the Council.

2.4 External Advisors and Consultants

From time to time, the Overview and Scrutiny Panels, Working Groups or Select Committees may require expert advice or information as part of a review. Expert information is not always available in-house, it may therefore be necessary to invite external experts from a particular field of work to provide scrutiny with specialist information. Similarly, it may be necessary to engage consultants to carry out research or surveys to provide the technical, qualitative or quantitative data required as part of a review.

The need for external experts or consultants may be recognised at the point of scoping a review or it may not arise until further information becomes available.

The expert or consultant is likely to attend meetings on a one-off basis to provide information or evidence. If their expertise is required for a longer period as an advisor to scrutiny, for the duration of the project, then they could be regarded as a co-optee.

2.5 Community and Other Stakeholders

It is widely recognised that engaging communities in the scrutiny process is good practice. It is essential in helping Members understand the needs of local people, which in turn helps them to provide accessible and responsive services, and to develop strategies for improving the quality of life in the Borough.

Scrutiny can directly facilitate community involvement in various ways, by:

- setting up consultation exercises
- arranging site visits
- asking the public and other stakeholders to appear as witnesses or co-optees
- encouraging work programme items to be of interest to them and submitted by them
- holding meetings in the community, and
- promoting the work of scrutiny.

Section 3

3.0 Work Programme and Reviews

3.1 Suggesting a Work Programme Topic

When suggesting a Work Programme item, consideration needs to be given to the following questions:

- Why is the issue being suggested for review?
- What difference could be made by looking at this item?
- Will the review contribute to the Council's corporate priorities? (Link to Corporate Aims/Objectives, service plans, forward plan, CPA Improvement Plan, strategies, LSP, Community Plan, Local Development Framework etc.

Work programme items may be submitted by Members, Heads of Service, Officers, Council's partners, local community groups and the public. Items are accepted throughout the year, however, invitations encouraging the submission of work programme topics are sent out in the spring and this is when the bulk of the suggestions are put forward.

'A Work Programme Suggestion Form (Section 4 Fig 5) can be found on the scrutiny pages of the Council's website¹⁴.

3.2 Prioritising the Work Programme

Scrutiny aims to function at a strategic level, and it is therefore interested in the delivery and outcomes of policies and strategies rather than the management of services. As a result, **work programme items must relate to the key aims and priorities of the Council and at the same time benefit, as widely as possible, the community.**

Work programme items are prioritised during the course of the year at each of the Overview and Scrutiny Panel meetings. The Work Programme consists of suggested topics and also regular items such as performance monitoring and progress reports.

The Panel Members, other Members, Officers and the public can submit work programme items at any time throughout the year.

¹⁴ See

https://www.nuneatonandbedworth.gov.uk/downloads/download/272/work_programme_suggestion_form

3.3 Conducting a Review

Scrutiny Review Process

Member Roles

- Members decide topics taking account of issues of local concern, Council priorities, suggestions and advice of officers and agreed criteria.
- O & S Panel prioritises reviews to be undertaken.

- Members scope the review ie: decide on objectives, outcomes, evidence/witnesses, methodology, visits, consultation, etc, taking account of Officer advice.

- Members identify and call for evidence as appropriate.
- Members compile questions for witnesses with Officer support if required.
- Members undertake visits.
- Members meet with witnesses and engage users/community groups.

- Members evaluate evidence received and collated by the Panel Chair.
- Members formulate findings and recommendations.

- Members consider the draft report, make amendments as appropriate and approve for referral to the relevant OSP and the Cabinet/Council.

- Members decide the basis of feedback and review outcomes to stakeholders.
- Implementation of agreed actions arising from the report is the responsibility of the Cabinet.

- Members receive progress on the implementation of the adopted recommendations.
- Members may choose to undertake further scrutiny of matter as appropriate.

Stage 1 – Topic Selection

Criteria for selection:

- Potential impact for significant selection(s) of the population
- Matter of general public concern
- Key deliverable of a strategic and/or partnership plan
- Key performance area where the Council needs to improve
- Legislative requirement
- Corporate/LAA priority

Stage 2 – Scoping the Review

- Aims and key issues
- Objectives
- Key priorities and tasks
- Indicators of success/outcomes
- Evidence required and methodology
- Key officers involved
- Key stakeholders/expert witnesses
- Consultation/Survey requirements
- Publicity
- Timescales

Stage 3 – Gathering Evidence

- Site visits
- Written submissions
- Research
- Experts/witnesses
- Working group/Select Committee meetings
- Consultation/Survey

Stage 4 – Considering Evidence

- Compare to the scope
- Seek further information if required

Stage 5 – Report

- Report to OSP for approval
- Recommendations to Cabinet/Council/PSB/Partner agencies for consideration

Stage 6 – Implementation and Feedback

- Feedback outcomes to stakeholders involved in review
- Press release if appropriate
- Recommendations actioned by relevant Service Officers

Stage 7 – Monitoring

- Implementation monitored by the OSP
- Further investigation/recommendations if dissatisfied

Chair & Officer Roles

- The Chair advises Members on review topic selection, having regard to agreed criteria and how best the topic can be tackled.

- Officers present to Review Working Group information on service reviews, audit reports, inspection reports, performance indicators, budget, customer satisfaction results and other relevant information.
- The Chair, with the assistance of a lead officer drawn from the relevant service area produces scoping document for the review, setting out timescales/key milestones, as agreed at scoping meeting

- The Chair makes arrangements for the gathering of evidence, including research, meetings, liaising with witnesses, etc.
- The lead officer supports Members in compiling questions if required.

- The lead officer collates the evidence received and supports Members in formulating their findings and recommendations.

- Based on Member's finding and recommendations, the Chair, assisted by the lead officer, drafts a report for approval by the relevant OSP and then to Cabinet/Council/PSB/Partner agencies.

- The Committee Services Officer supports Members in considering how to feed back the review outcomes to stakeholders.
- The Chair ensures that adopted recommendations are actioned.

- The Chair reports back to relevant OSP at the appropriate time to monitor implementation and outcomes.

A Working Group or Select Committee has no decision-making powers, it carries out its work on behalf of the Overview and Scrutiny Panel. It is therefore necessary to produce a report, in order that the evidence-based findings can be submitted, initially to the relevant Overview and Scrutiny Panel, and then on to Cabinet or Council, as appropriate.

3.4 Working Group Review

3.4.1 Selection of Working Group Members

The Working Group shall comprise not more than eight Members, and its quorum shall be three. Membership¹⁵ shall comprise of at least three members of the relevant OSP and, the remaining seats shall be offered to all other members (except those who are excluded from OSP membership by law or the Constitution i.e., a Cabinet Member or a Member with a conflict of interest. There is also provision to invite members of the public or experts on to the group if they have knowledge or expertise that would benefit the work being undertaken.

Members who have put themselves forward will then be contacted with information regarding the initial meeting of the Group.

The Overview and Scrutiny Panel Chairs will have the ultimate responsibility for the Working Groups if there are any difficulties, e.g.: in getting the prescribed number of Members (too many or too few). If the review is taking too long, or does not appear to be progressing effectively, they will take the appropriate action.

3.4.2 Scoping a Review

Scoping a review at the outset, provides the parameters, aim and objectives to be achieved. It identifies what is required and enables making best use of the facts and evidence to reach clear conclusions and produce, as the final result, achievable recommendations for service improvement. (Scoping Form and Guidance Section 4, Fig. 5).

At the initial Working Group meeting Members will receive information from a lead officer nominated from the relevant service(s) that will allow the Group to formulate the scope of the work, the timescale, what further information is required and who/where they will gather evidence on the matter from.

The lead officer is there to support and assist in getting all the facts needed to identify the aims and objectives of the review and to agree what the review intends to deliver.

¹⁵ See Constitution Part 4E.20

Questions Members need to ask themselves prior to the scoping meetings are;

- What facts can help me?
- Where will I get the information?
- Who should be answering our questions?

The lead officer will assist Members with the evidence gathering process. They will try and find 'experts' to question and where possible provide information in easy to digest formats.

Where possible the future meeting arrangements will also be decided at the initial meeting.

3.5 Select Committee Review

Select Committees are set up as required by the Overview and Scrutiny Panels to undertake specific tasks which can be carried out in a single meeting or short period of time, maximum three months.

The terms of reference and remit for the Group will be set out by the Overview and Scrutiny Panel, together with the timescale for reporting back on the matter.

The Select Committee will look at an issue in depth, taking into account Officers' reports, available data and expert evidence. These meetings will usually be held in public. The objective is to make evidence-based recommendations in order to resolve a particular problem or issue.

The Select Committee¹⁶ shall comprise not more than eight Members, and its quorum shall be three. **The Select Committee would be politically proportionate** and may consist of the whole Panel or nominated members.

The Chair of the Select Committee would normally be the Panel Chair, or a person nominated by the Overview and Scrutiny Panel.

3.6 Preparing and Presenting Review Reports

3.6.1 Preparing Reports

Throughout a review the Members will be collecting and hearing evidence both on the subject matter and related issues. This may be evidence gathered from their own investigations and research, or from information presented to the Group by Officers and witnesses.

¹⁶ See Constitution 4E.19

The information and evidence will be discussed and analysed throughout the process in order to prioritise its importance and evaluate its usefulness in helping to formulate the comments, proposals and/or recommendations in the report.

Once it has heard all the relevant evidence and analysed the information, a draft report will be prepared by the Chair, assisted by the lead officer. This should contain any relevant financial information on any associated costs/savings or income that the proposed recommendations may create.

The draft report will then be considered by the Working Group, Officers and others who have contributed or been involved in the review. Any amendments or additions will then be made before a final draft report is produced.

Also, at this stage the Chair may wish to share the findings and recommendations with the Portfolio Holder, in order to make them aware of the final draft report going to the Overview and Scrutiny Panel, prior to it being published.

Once the final draft report has been completed it will be placed on the agenda of the next available Overview and Scrutiny Panel meeting for consideration and approval. The Chair of the Working Group or Select Committee should be prepared to present the report and to take any questions on the information contained within it.

3.6.2 Presenting a Report

The Overview and Scrutiny Panel will receive the final draft report from the Working Group or Select Committee for consideration and scrutiny.

If the Overview and Scrutiny Panel cannot agree on one single final report then, one minority report may be prepared and submitted for consideration along with the majority report. Or it may refer the report back to the Working Group/Select Committee for further consideration or amendment.

Once the Overview and Scrutiny Panel is satisfied and have approved the report's recommendations, a final report will be prepared for consideration by the Cabinet or the Council as appropriate.

The scrutiny report should be included on the agenda of the next available meeting of the Cabinet or within two months of the report being forwarded. If for any reason the Cabinet does not consider the scrutiny report within eight weeks, then the matter will be referred to Council to consider the report and make a recommendation to the Cabinet.

The final report will be presented at Cabinet and/or Council by the Chair of the Overview and Scrutiny Panel.

3.7. Publishing the Reports

Following Cabinet, the Scrutiny Report is published on the Council's website. The report will be sent out to all interested parties including Members, stakeholders involved in the review and any other outside bodies.

3.8 Monitoring Report Recommendations

Once the final Scrutiny Review Report has been to Cabinet a response will be taken back to the Overview and Scrutiny Panel. The response will identify those recommendations that have been endorsed and, if appropriate, any comments or reasons for a recommendation being rejected. Cabinet may also refer reports back to the Overview and Scrutiny Panel for further information to be obtained.

The final recommendation of any report will contain information on when a subsequent review or monitoring will take place. This is usually 6 - or 12-months following Cabinet agreement, or as appropriate.

A monitoring report is subsequently produced by the relevant lead officer detailing the agreed recommendation outcomes and progress. This would usually be at 6- or 12-month stage following Cabinet approval.

3.9 The Annual Report

The Overview and Scrutiny Panel Chairs must report annually to Full Council on the workings of the Panels and make recommendations for future work programmes and amended working methods if appropriate.

The Annual Report is prepared by the Chairs for presentation at April Full Council. The report includes a summary of the work carried out by each Overview and Scrutiny Panel in the preceding 12 months and a brief synopsis of the in-depth reviews undertaken. Also included with the Annual Report is the proposed Scrutiny Work Programme for the following year.

The Annual Report is then made available to the Council's partners, Members and other stakeholders including the public. The report is placed on the scrutiny pages of the Council's website.

3.10 Use of the Media

In order to promote scrutiny, it is necessary to engage with the media. By writing a press release scrutiny is able to keep the public informed and up to date with its activities and, in the process, help to create a positive profile for Nuneaton and Bedworth Borough Council.

The work of the Overview and Scrutiny Panels, Working Groups and Select Committees is an important and integral part of the Council's political arrangements for the purposes of media liaison.

3.10.1 Media Statements

Media interest in Cabinet reports going to Overview and Scrutiny Panels will normally be responded to by the relevant Portfolio Holder, if the enquiry is about the content of the proposal. If it is about the Overview and Scrutiny Panel's role in considering and reporting on the proposal, then it will be the relevant Chair who will respond.

Interviews and media statements on Scrutiny matters will be made by the relevant Chair in consultation with, and with the support of the other Members. Any media statements or interviews must be in line with the Council Media Protocol. (Section 4, page 7).

Section 4

4.0 Scrutiny Protocols, Procedures and Forms

4.1 Scrutiny Member Protocol

Effective overview and scrutiny of the Council's policies, decision-making and delivery of services is a legal requirement of Non-Executive Councillors.

This protocol seeks to clarify the standards of conduct expected of those Members involved in the Overview and Scrutiny Panels, Working Groups and Select Committees processes and to give guidance to those Members who are involved in this work.

If the Independent Co-opted members, the public, partner organisations, the voluntary sector, external experts or others are invited to join an Overview and Scrutiny Panel, Working Group or a Select Committee for a number of meetings or period of time, they should expect to be treated in a respectful and courteous manner.

Compliance with the following standards is required of all overview and scrutiny Members and any breach of the standards will be referred in the first instance to the relevant Chair and if unresolved to the Chair of the Standards Committee:

- The Overview and Scrutiny Panels, Working Groups and Select Committees will conduct their business in a friendly and orderly way in order to maximise the participation of all Members and facilitate constructive debate. In doing so, Members will provide a safe and confidential environment which is also free from personal criticism of other Members and Officers.
- Attendance by all Non-Executive Members is important to ensure the democratic processes are achieved, all points of view are given, and full discussion takes place with continuity of discussion and debate. Those Members appointed to the Overview and Scrutiny Panels, Working Groups and Select Committees will therefore be expected to give priority to attending scheduled meetings.
- Individual Members will uphold the highest standards of probity and integrity as laid down in the Councillors' Code of Conduct and set out in the Council's Constitution. They will use their powers of scrutiny in a manner worthy of the trust placed in them by the local people.
- Overview and Scrutiny Members will be expected to engage in all scrutiny learning and development opportunities provided by the Council in order to carry out their roles as effective scrutineers.

- The Chairs of the Overview and Scrutiny Panels will ensure effective working relationships with Party Whips.
- The scrutiny Annual Report and review reports will document Member attendance to ensure the highest standard of Councillor commitment.

4.2 Witness Protocol

Attending the Overview and Scrutiny Panel, Working Group or Select Committee meetings as a witness is often a new experience for people. The Council recognises the need to support witnesses. Witnesses will be kept informed during the scrutiny process to try and ensure that the experience is as stress free as possible.

The Council will:

- Inform the witness of the time, date, and place of the scrutiny meeting at which their evidence is to be taken
- Inform the witness of the matters about which scrutiny wished to ask them
- Inform the witness of any documents that the Overview and Scrutiny Panel, Working Group or Select Committee wish to have produced for them
- Provide reasonable notice of all of the requirements, to enable the witness to respond in full at the earliest opportunity
- Provide copies of all relevant reports, papers and background information
- Arrange for the Chairs of the Overview and Scrutiny Panel meetings to introduce himself/herself to the witness prior to the proceedings
- Ensure that all witnesses are treated with courtesy and respect and that all questions to witnesses are made in an orderly manner as directed by the Chair of the meeting
- Ensure where appropriate that the witness is provided with information about claiming witness expenses
- Following the proceedings, write to the witness and where appropriate, inform them of the outcome.

Who will be at the scrutiny meeting?

Overview and Scrutiny Panel meetings are all held in public. On some occasions there may be a journalist taking notes. Members of the public are always welcome but are not usually present in large numbers.

At a meeting of the Overview and Scrutiny Panel there will be approximately nine Elected Members and one co-opted member; a Committee Services Officer will be present to minute the meeting, other Officers and witnesses with an interest in the scrutiny topic(s) on the agenda may be present.

At a meeting of a Working Group there will be 3-8 elected Members, possibly one or two invitees or expert witnesses, a Committee Services Officer and other Officer witnesses on occasion. Not many Working Group meetings are held in public and the support officer will advise you if the public will be present at the time of invitation.

Select Committees are more formal, and the arrangements will be similar to the Panel meetings. These meetings are more likely to be in public unless dealing with an exempt/confidential item.

What happens when I arrive to attend a scrutiny meeting?

Upon arrival at the venue for a meeting you will normally be met by the Committee Services Officer. They will contact you prior to the meeting to confirm the arrangements, and where possible give you an indication of when your evidence is likely to be heard and explain the format for the meeting. If you have any particular concerns or questions, then you should not hesitate to raise these with the Officer. The Chair of the meeting will also introduce her/himself to you before the start of the meeting.

What happens when I give evidence?

Witnesses are welcome to attend the entire meeting or can wait outside the meeting room until the relevant agenda item is reached. When you are called you will be shown to a seat at the table with the Members. They will ask you questions in an orderly and respectful manner as directed by the Chair of the meeting.

Remember:

- take your time and speak slowly and clearly;
- ask for questions to be repeated if you do not understand or cannot hear;
- if you are not sure of the answer then say so.

After you have finished giving your evidence you may leave if you wish to do so, or you are welcome to stay to hear the rest of the evidence.

Can I claim expenses?

If as a result of being asked to attend a scrutiny meeting, you have incurred expenditure then you may claim additional travel costs in line with the Council's Mileage and Subsistence Policy by submitting receipts of expenditure. If you would like to claim for your expenses, please advise the Committee Services Officer before attending the meeting. If the sum is likely to be more than £10.00 you must check beforehand that it is considered "reasonable" and that it will be reimbursed.

4.3 Scrutiny Meetings

4.3.1 Use of the Party Whip

Scrutiny aims to be apolitical and discourages the use of the Party Whip.

When considering any matter where scrutiny is subject to a party whip the Member must declare the existence of the whip and the nature of it, before the commencement of the deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting. (Constitution 4-52)

Definition of the Party Whip:

"Any instruction given by or on behalf of a political group to any Councillor who is a Member of that group as to how that Councillor shall speak or vote on any matter before the Council or any Committee or Sub-Committee, or the application or threat to apply any sanction by the Group in respect of that Councillor should he/she speak or vote in any particular manner".

4.3.2 Agenda Items

Any Member of the Council shall be entitled to give notice to the Head of Paid Service that they wish an item relevant to the work of scrutiny to be included on the agenda for the next available meeting of the relevant Overview and Scrutiny Panel.

Each Overview and Scrutiny Panel shall also respond to requests from the Council or Cabinet to review a particular item and report its findings and any recommendations back to the Council or Cabinet as appropriate. (Constitution 4-46)

4.3.3 Procedure at Scrutiny Meetings

The following business shall be considered:

- Apologies
- Minutes of the last meeting
- Declarations of interest (including whipping declarations)
- Public Consultation – opportunity for public to speak on an item
- Questions to members of Cabinet members in attendance
- Consideration of any matter referred for a decision in relation to Call-in of a decision
- The business otherwise set out on the agenda for the meeting
- Responses of the Cabinet to reports of the Overview and Scrutiny Panel
- The Forward Plan
- Work Programme
- Any other items (considered as a matter of urgency by the Chair).

4.3.4 Apologies

The Committee Services Officer needs to be informed by the Panel Members in advance if they are not attending a meeting and/or have appointed a substitute. If they are not informed in advance of the meeting, then the apologies are not included in the minutes.

Where an Overview and Scrutiny Chair cannot attend a meeting, it is their responsibility to tell the Committee Services Officer in advance, in order that they may notify the Vice Chair that they will be required to take the Chair for the meeting. If the Vice Chair is also unavailable, then a nomination for Chair from the Panel Members will be required at the meeting.

It is appropriate for substitutions to be made for Panel Members at scrutiny meetings, but they are not required for Working Groups or Select Committee meetings.

4.3.5 Declarations of Interest

Members who have a Disclosable Pecuniary or Other interest in any item being discussed on an overview and scrutiny agenda should state that interest at the appropriate time to the Committee Services Officer in attendance, seeking advice where necessary.

4.3.6 Public Consultation

Members of the public will be given the opportunity to speak on agenda items at an Overview and Scrutiny Panel meeting, if notice has been received prior to the commencement of the meeting, or at the Chair's discretion.

4.4 The Forward Plan

4.4.1 Using the Forward Plan

The Forward Plan (Section 4 Fig. 1) is an important document for scrutiny as it acts as an early warning system to Scrutiny Members of what items and reports are coming up over the coming months. The Forward Plan can be found on the Council's website at:

https://www.nuneatonandbedworth.gov.uk/meetings/committee/53/forward_plan

Scrutiny may wish to be part of the consultation process, be involved in pre-decision work on an item, or receive a draft report and provide comment and recommendations to Cabinet. For this reason, the Forward Plan is also put on every Overview and Scrutiny Panel meeting agenda.

4.4.2 Content of the Forward Plan

The Forward Plan contains matters which the Leader has reason to believe will be either Key Decisions or exempt items to be taken for the period of the Plan.

The Forward Plan covers a period of four months beginning with the first day of the second month in the preceding plan. It is updated on a monthly basis, with a new Forward Plan being produced 28 days before it comes into effect. Any outstanding matters from the previous Forward Plan may be carried forward.

The plan informs on:

- the matter in respect of which the decision is to be made
- the name of the decision taker or responsible body
- the date on which, or the period within which, the decision is to be made
- the identification of the principal groups to be consulted
- how consultation is proposed to be undertaken
- how to make representations about the matter and the date by which those steps are to be taken

- a list of the documents submitted to the decision maker for consideration with regard to the matter
- whether the report is an exempt or confidential item to be held in private session.

(For further information on the Forward Plan please refer to the Constitution 4-28).

There are, however, occasions when an item comes up urgently for a decision by Cabinet, and there is not enough time for it to go on the Forward Plan. If the item is a Key Decision, then the General Exception or Special Urgency measures apply.

4.4.3 General Exception

If a matter which is likely to be a Key Decision has not been included in the Forward Plan the decision may still be taken if:

- it is impracticable to defer the decision until it has been included in the next Forward Plan and until the start of the first month to which the next Forward Plan relates
- the Proper Officer has informed the Chair of the relevant Overview and Scrutiny Panel in writing, by notice, of the matter to which the decision is to be made
- the Proper Officer has made copies of that notice available to the public at the offices of the Council; and
- at least five clear days have elapsed since the Proper Officer complied with the above notices (Constitution 4-30)

4.4.4 Cases of Special Urgency

Where the date by which a Key Decision must be made, does not allow time for the General Exception rule above, the decision taker must obtain agreement that the decision is urgent and cannot be reasonably deferred from:

- the Chair of the relevant Overview and Scrutiny Panel;
- or if the Chair of the relevant Overview and Scrutiny Panel is unable to act, then the agreement of three Members of the relevant Overview and Scrutiny Panel will suffice (Constitution 4-31)

4.5 Feedback by Members from Other Bodies/Meetings

Members are often involved with or invited to meetings on an individual basis as representatives of the Council. It is important that information that they receive through these external channels is passed on to their scrutiny colleagues.

This is particularly relevant to training and seminar events, network meetings, County Council meetings, as appropriate, and other meetings of outside bodies where relevant information is being provided.

If Members receive information that would be relevant to other Panel Members they should send it to the Chair to pass copies onto the other Members or arrange for the Member to feedback the information in person through a report or by attendance at an Overview and Scrutiny Panel meeting.

4.6 Media Protocol

Chairs will become the focus of media contacts about the work of the Overview and Scrutiny Panels and will wish to promote the work of the Panels. The Chairs must ensure that all media statements relating to the scrutiny function have the support of the relevant Panel. Any such statements must be consistent with the intent that the scrutiny function shall help to achieve a culture of continuous improvement throughout the Council.

There needs to be an acknowledgement by all concerned of the often-conflicting viewpoints of how they would wish to see issues presented in the local media. There may be the potential for conflict between positions adopted by the Cabinet and those of a scrutiny Panel on an issue and each may wish to promote its viewpoint in the media. The effectiveness of the scrutiny function relies to an extent on the ability to raise the profile of issues within the local media.

In order to achieve this positive media relationship, the following shall apply:

- Any statements to the media concerning scrutiny whether from Cabinet, Overview and Scrutiny Panels or individual Members must be consistent with the intent that the scrutiny function furthers a culture of openness, co-operation and continuous improvement throughout the Council
- The Chair of each Panel may initiate the issue of statements to the media in furtherance of the work of their Panel and shall act as the main focus for media enquiries about their work.
- Scrutiny Chairs must discuss the issue and content of all press releases with the Corporate Communications Officer
- All official press releases from the Council on scrutiny issues will be issued by the Chair

- Where appropriate, press releases will be issued before a meeting of the Panel in order to attract media and public interest in the meeting. However, the content of any such press releases must be carefully balanced and the decisions or views of the Panel should not be anticipated
- With press releases issued after the meeting, other members of the Panel should be consulted if there is any doubt as to whether the views proposed for inclusion in the press release represent the views of the Panel.

4.7 Figures

1. Forward Plan
2. Call-in Procedure Note
3. Request for Call-in Form
4. Work Programme Suggestion Form
5. Scoping Review Form
6. Monitoring Implementation of Cabinet Decisions Form
7. Councillor Call for Action Procedure and Form

Section 5

5.0 Useful Information

5.1 Frequently Asked Questions

HOW DO I 'CALL-IN' A CABINET DECISION?

Members should contact the Proper Officer to advise them that they wish to 'Call-in' the decision and the reasons why. (For more information please see [Section 1, page 6](#)).

HOW CAN I PUT AN ITEM ON THE WORK PROGRAMME?

An invitation, encouraging the submission of Work Programme topics, is sent out in the spring and this is when the bulk of the suggestions are put forward. However, items are accepted throughout the year, so please pass on your suggestions to the Chair or complete a Work Programme Suggestion Form. (For more information please see [Section 3, page 1](#)).

HOW CAN I BECOME A MEMBER OF A WORKING GROUP?

The Committee Services Officer will send out an invitation to appropriate Members when an Overview and Scrutiny Panel initiates a review. Members who have an interest in that particular topic should respond to nominate themselves on to the Working Group. (For more information please see [Section 3, page 3](#)).

WHO CHAIRS THE SCRUTINY MEETINGS?

The Chairs of the Overview and Scrutiny Panels are selected by the controlling Group at the beginning of the year at Annual Council. The Chair of a Working Group is selected by the group at its initial meeting. The Chair of a Select Committee is nominated by the Overview and Scrutiny Panel and is often the Panel's Chair. ([Section 2, pages 3 & 5](#))

WHO MAY SIT ON THE OVERVIEW AND SCRUTINY PANELS?

All Non-Executive Members of the Council may be members of the Overview and Scrutiny Panels.

HOW CAN I PUT AN ITEM ON THE SCRUTINY COMMISSION OR PANEL AGENDA?

Any Member of the Council shall be entitled to give notice to the Head of Paid Service that they wish an item relevant to the work of scrutiny to be included on the relevant Overview and Scrutiny Panel agenda for the next available meeting.

WHAT SKILLS DO I NEED TO CARRY OUT EFFECTIVE SCRUTINY?

Team Working Skills – the ability to work towards a common goal.

Questioning Skills – the ability to ask challenging and probing questions without being adversarial or aggressive.

Listening Skills – particularly useful where others are giving differing views and opinions.

Analytical Skills – the ability to interpret and review data and reach conclusions.

Presentation Skills – the ability to confidently present the findings and recommendations of the review and justify recommendations.

Project Planning Skills – the ability to plan events to ensure the efficient and timely conduct of a review.

Chairing Skills – for those Members who may want to be a Lead Member on a Select Committee and will have the vital role of taking the lead, encouraging participation and being the voice on the issue.

5.2 Officer Directory and Other Useful Contacts

NUNEATON & BEDWORTH BOROUGH COUNCIL 024 7637 6376

CABINET EXECUTIVE

Cllr Kristofer Wilson
Cllr Clare Golby
Cllr Samuel Croft
Cllr Julian Gutteridge
Cllr Richard Smith
Cllr Sue Markham

PORTFOLIO

Business and Regeneration
Housing and Communities
Finance and Corporate
Health and Environment
Planning and Regulation
Public Service

OVERVIEW & SCRUTINY CHAIRS

Cllr Kyle Evans (Housing, Environment, and Health OSP)
Cllr Damon Brown (Finance and Public Service OSP)
Cllr Martin Walsh (Business, Regeneration and Planning OSP)

OVERVIEW & SCRUTINY VICE-CHAIRS

COMMITTEE SERVICES TEAM

Kelly Baxter (Members & Committee Support Services)	024 7637 6000
Victoria McGuffog (Committee Services Officer)	024 7637 6619
Maria Meede (Committee Services Officer)	024 7637 6220
	024 7637 6215

CHIEF EXECUTIVE

Brent Davis	024 7637 6347
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DIRECTORS

Tom Shardlow – Customer and Corporate Services
Philip Richardson – Planning and Regulation (Monitoring Officer)
Kevin Hollis – Public Services
Dawn Dawson – Regulation and Housing
Victoria Summerfield – Finance and Enterprise (Section 151 Officer)

OPERATIONS:

Glen Hooper (Principal Building Surveyor)	024 7637 6314
Jonathan White (Head of Town Centres)	024 7637 6549
Glen McGrandle (Head of Waste and Transport)	024 7637 6049

PLANNING AND REGULATION

Phil Richardson (Director)	024 7637 6233
Waheeda Sheikh (Legal Services Manager)	024 7637 6897
Rachel Fleeson (Head of Safety & Environmental Health)	024 7637 6402

Paul Coopey (Head of Home Environmental Services) 024 7637 6400

PUBLIC SERVICES

Kevin Hollis (Director) 024 7637 6143
Katie Memetovic-Bye (Leisure and Health Manager) 024 7637 6147
Catherine Nisbet (Museum & Arts Officer) 024 7635 0720
Linda Redhead (Civic Hall Operations Manager) 024 7637 6706

FINANCE AND ENTERPRISE

Victoria Summerfield (Director) 024 7637 6002
Matthew Wallbank (Strategic Creditors & Procurement Manager) 024 7637 6258
Rachael Dobson (Head of Revenues & Benefits Shared Service) 024 7637 6167
Linda Downes (Head of Audit and Governance) 024 7637 6260

CUSTOMER AND CORPORATE SERVICES

Tom Shardlow (Director) 025 7637 6004
Elaine Newborough (Business Support & Admin Manager) 024 7637 6154
Jo Pierson (Building Services Manager) 024 7637 6360
Gavin Orton (Customer Services Manager) 024 7637 6145
Ruth Bartlett (Head of People and Culture) 024 7637 6211
Megan Beach (ICT Client Manager) 024 7637 6196
IT Help Desk 024 7637 6488

REGENERATION & HOUSING

Dawn Dawson (Director) 024 7637 6408
Jane Grant, (Head of Strategic Housing Services) 024 7637 6483
Nicola Botterill (Head of Housing & Communities) 024 7637 6523
Mathew Byrne (Head of Development) 024 7637 6015
Les Snowden (Head of Estates and Emergency Planning) 024 7637 6249

USEFUL WEBSITES FOR SCRUTINY & LOCAL GOVERNMENT INFORMATION

Centre for Guidance and Scrutiny: www.cfgs.org.uk

Defra for Environment/Waste info www.defra.gov.uk

For News/Policy/Consultation Items:

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- <https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities>www.direct.gov.uk

For Performance:

- <https://www.psaa.co.uk/>
- <https://www.nao.org.uk/>
- <https://www.frc.org.uk/>
- <https://www.gov.uk/government/collections/local-audit-framework-replacing-the-audit-commission>
- www.statistics.gov.uk
- www.nuneatonandbedworth.org.uk/index.html
- **Don't forget other Local Authorities' websites**

5.3 General Glossary

Annual Performance Report	The Council is required annually to produce and make available for public inspection a Report setting out current performance, successes and achievements and any plans for improvement.
BID	Business Improvement District - a business -led and business funded body formed to improve a defined commercial area.
Borough Plan	The Borough Plan will play a key role in shaping the future of the Borough up to 2031. It will influence what development takes place, how much and where within the Borough it will be located. The Plan will outline a spatial vision and strategic objectives for the area, along with a strategy and policies to enable its delivery.
Cabinet	The Cabinet comprises of five Members who have responsibility for the Council's service area portfolios.
Call-in	The process which can be used by Scrutiny to prevent Cabinet decisions being implemented without further discussion.
Capacity Building	The capability of Local Authorities to deliver all round best performance in relation to changing demands, while taking into account the available resources.
Capital Expenditure	Capital Expenditure is money spent by the Council which will produce an asset capable of providing long term community benefits eg: new IT equipment, building a new leisure centre.
Capping	The Local Government Act 1999 enables the Secretary of State to regulate increases in Council Tax and budget requirements
CCfA	Councillor Call for Action – procedure used to enable Members to bring issues (criteria applies) to overview and scrutiny for review.
CCG	Clinical Commissioning Group – Drs responsible for commissioning the services in the Borough in relation to health and care. NBBC and North Warks Warwickshire come under the Warwickshire North CCG.
CCTV	Closed Circuit Television.
CDRP	Crime & Disorder Reduction Partnership – see NABSCOP.
CGPS	Centre For Guidance and Scrutiny – for information and advice on scrutiny related matters.
CIL	Community Infrastructure Levy – is a planning charge, introduced as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.

Committed Land	Land already considered acceptable for a particular purpose by virtue of having a current or past planning permission.
Community Leadership	Local Government Act 2000 gives councils power to promote the well-being of an area. Councils can enable local communities to steer their own future.
Contingencies	Money set aside in the revenue budget to meet unforeseen items of expenditure.
Cost Centre	A cost centre is a Council function or service area for which a specific budget is identified within the Authority's accounts. Each cost centre is usually the responsibility of a single manager.
Council Constitution	A statutory document which sets out how the Council runs its affairs, its powers and duties.
Council Tax	A local charge set by the Council levied on domestic properties, based on the value of the property and the number of residents.
Council Tax Benefit (CTB)	An allowance to persons on low incomes to meet in whole or part their Council Tax liability. The benefit is administered by the Council.
Council Procedure Rules	Detailed rules governing the order and conduct of the Council and Committee business.
CPE	Civil Parking Enforcement relating to on-street parking ticketing.
CSW Partnership	Coventry, Solihull and Warwickshire Partnership Ltd.
Data Protection Act	The Data Protection Act sets out the legal requirements with regard to the holding of personal information/data by organisations.
DCG	Dog Control Orders – enforcement by the Dog Warden Service through Fixed Penalty Notices.
Decent Homes Standard	This is the minimum standard by which no social housing should fall below. All Council housing is expected to meet this standard by 2010.
Defra	Department of Environment, Food and Rural Affairs.

Designated Powers	Some responsibilities within the Council are delegated to Officers. As part of the Local Government Act 2000 the Council's Constitution should show the level of delegation between the Executive and Non-Executive functions.
Development Briefs	Documents prepared to inform on the appropriate development of a specific site. Usually produced for large and/or mixed use sites.
Development Plans	The Development Plans guide day to day decisions as to whether or not planning permission should be granted.
E-government	Councils are required to provide all services electronically or online by December 2005. It is regarded as being central to achieving improved customer services, increased efficiency and community engagement.
Electoral Commission	Government body with a range of powers to oversee electoral matters and enforce controls on political party funding and campaign expenditure.
Environmental Audit	An Environmental Audit provides the means of ensuring compliance with legislation and for verifying the adequacy and efficiency of organisational systems.
Executive	The Council's Executive is a Cabinet consisting of a Leader and Portfolio Holders
External Audit	The independent examination of the activities and accounts of the Council to ensure the accounts have been prepared in accordance with the proper requirements and legislation and that proper arrangements are in place to achieve economy, efficiency and effectiveness.
FPN	Fixed Penalty Notices – issued by Officers of the Council to enforce car parking restrictions, dog fouling and nuisance.
Formula Spending Share (FSS)	A formula representing spending needs and is the main determinant of Councils Revenue Support Grant (RSG). The FSS makes use of Information reflecting the demographic, physical and social character of each area.
Fourth Option Council	A Council with a population of less than 85,000 that has retained a Committee structure as its method of governance. They are also required to have an overview and scrutiny function.
Forward Plan	A list of the matters which are likely to be the subject of Key Decisions to be taken by the Cabinet Executive or Council.
Full Council	Meeting attended by every Councillor where Council decisions are voted on and policy and budget matters considered.

General Fund	General Fund is money used to pay for day to day items of revenue expenditure eg: wages and heating and lighting. It does not include expenditure on social housing which is charged to the Housing Revenue Account (HRA).
HB	Housing Benefit – An allowance to persons on low incomes to meet in whole or part their housing costs.
Housing Needs Survey	A survey undertaken to ascertain the housing needs of the Council's area to assist in establishing affordable housing policies and the Housing Strategy.
HMO	Houses in multiple occupation – this includes hostels, nursing homes, bed sit accommodation and dwellings where residents share kitchen, bathroom/living room facilities but retain separate rent arrangements.
HRA	Housing Revenue Account – Allowance received for social housing
IEG	Implementing Electronic Government – used to monitor progress against each project's progress towards implementation of e-government.
IIP	Investors in People. A national quality standard awarded to organisations in recognition of their commitment to supporting and developing their employees.
Internal Audit	Section within the Council to objectively examine, evaluate and report on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources.
IT/ICT	Information Technology/Information and Communication Technology
Key Decisions	Key decisions are decisions made by the Executive or under delegated powers which are significant. The definition is set out in Article 13 of the Council's Constitution.
LA	Local Authority (Council).
LDD	Local Development Document – the individual documents that set out planning policies and guidance for specific topics or geographical areas.
LDF	Local Development Framework - collection of policies and documents that form the planning framework.
LGA	Local Government Association
LGO	Local Government Ombudsman. A Government official who investigates complaints by the public against councils.

LSVT	Large Scale Voluntary Transfer. The transfer of ownership of a Council's housing stock to another landlord, eg a Housing Association.
MHCLG	Ministry for Housing, Communities and Local Government. Government Ministry responsible for Local and Regional Government issues.
MRP	Minimum Revenue Position – minimum amount that the Council must include in its revenue account to repay it borrowing for capital purposes.
MTFS	Medium Term Financial Strategy. The Council's three year financial strategy within which its annual budgets and financial planning are developed.
NABCEL	Nuneaton and Bedworth Community Enterprises Ltd - a subsidiary trading arm to raise funds for the Council through trading in Council activities.
NABSCOP	Nuneaton and Bedworth Safer Communities Partnership. The local Crime & Disorder Reduction Partnership (CDRP) Group made up of Police, WCC, PCT, Fire & Rescue, NBBC and other statutory and voluntary organisations to tackle community safety priorities.
Net Expenditure	Gross expenditure less specific service income but before Revenue Support Grant is deducted.
NNDR	National Non-Domestic Rates (Business Rates).
Outsourcing	Outsourcing is where a contract to provide a public service is awarded to a private, voluntary or other public sector body.
O&S	Overview and Scrutiny – the purpose of the overview and scrutiny function is to hold the Cabinet Executive to account, to support the Council in terms of policy development and to contribute to the role of Community leadership through the scrutiny of local services.
Partnership	A key term used in current political debate to describe co-operation or collaboration, formally or informally, between any number of individuals or organisations.
Peer Review	A review carried out by a third party organisation that challenges processes and practices to identify improved ways of working and promote change
PI	Performance Indicators – a way of measuring how a service is performing against its objectives. They may be collected for local or national purposes. Councils must record their performance and publish them in the Annual Performance Reporting Plan.

Performance Review	A system of monitoring the standards of service against specific targets.
PPS	Planning Policy Statement – this replaces the Policy Guidance(PG). These are subject specific Government advice and policies on national land use.
PPPs	Public Private Partnerships contracts are issued to public and private sector bodies, to share the provision of a public service.
Procurement	The whole process of acquiring goods and services from third parties.
PSA	Public Service Agreement. A local PSA is a three year agreement between a Council working in partnership with other councils/public bodies and the Government, aimed at improving the quality of public services in an area.
Portfolio	An area of service responsibility of a Cabinet Member of the Council.
Quango	Quasi Autonomous Non-Governmental Organisation.
Quorum	The number of Members that must be present at a meeting to make the proceedings valid. A third of the eligible Members.
Reserved Capital Receipts	Portion of the capital receipts set aside to repay external debt as part of the Provision of Credit Liabilities.
Reserves and Balances	These are accounting terms which refer to the amount of money still held at the end of the financial year, after allowing for all expenditure and income to take place.
Resolution	A motion or recommendation agreed by a meeting is subsequently referred to as a resolution.
Revenue Budget	Funds used to pay for day to day expenditure on Council Services.
Revenue Expenditure	Current expenditure plus debt charges.
Ringfencing	When the Government gives money and predetermines where it will be spent rather than the Council making the decision.
RSG	Revenue Support Grant.

RSL	Registered Social Landlord. A not-for-profit landlord, e.g. a Housing Association.
SAP	Standard Assessment Procedure. Used to determine energy efficiency ratings in domestic dwellings.
Scrutiny	A thorough in-depth examination of a service, item or topic area. Also see O&S - Overview & Scrutiny.
Section 106 Agreement	Restrictions placed on developers by the Council requiring them to minimise the impact on the local community and to carry out tasks which will provide community benefits.
Section 151 Officer	The Section 151 Officer is charged with the responsibility for the proper administration of the Councils financial affairs. At NBBC it is the Executive Director (Resources).
SHLAA	The Strategic Housing Land Availability Assessment is an assessment of potential housing sites throughout the borough. The purpose of the assessment is to demonstrate that there would be a sufficient number of deliverable sites to meet future housing demand.
SLA	Service Level Agreement – sets out how services will be provided, to what standard and how it will be monitored by two parties.
SSA	Standard Spending Assessment is used to distribute the RSG to Local Authorities.
Stakeholder	Any person or body that is directly affected by a project and has an interest or stake in it. Stakeholders will therefore differ depending on the project or undertaking.
Standing Orders	Detailed rules governing the order and conduct of the Council and Committee business.
Statutory	Required or permitted by law.
Sustainable Development	“Development which meets present needs without compromising the ability of future generations to achieve their needs and aspirations”. (Brundtland Report 1987).
Total Standard Spending	The amount through grants, as a whole, that the Government is prepared to support Local Authorities.

TPO	Tree Preservation Order - an Order made by Planning to prohibit the felling or lopping of trees stated without consent from them.
Virement	An accounting term which refers to the transfer of resources between budget heads.
West Midlands Councils	The Employers Organisation supporting the Council and provides expert advice and information in its Human Resources function.
WMCA	The West Midlands Combined Authority (WMCA) is twelve local authorities and three Local Enterprise Partnerships (LEPs) working together to move power from Whitehall to the West Midlands. Individual councils will still deliver services and retain their identity, but on the big decisions the WMCA will have the resources to work together

5.4 Amendments

Section	Page	Item	Date Amended
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Full Revision			1/1/14
Full Revision			26/4/17
Full Revision			4/12/18
Section 5	3	5.2	20/05/19
Full Revision			18/08/20
Full Revision			27/09/2022