



BRENT DAVIS
CHIEF EXECUTIVE
Town Hall, Nuneaton,
Warwickshire, CV11 5AA

Our Ref: KB

Your Ref:

Date: 17th January 2024

Telephone Committee Services: (024) 7637 6000
Fax No. (024) 7637 6596
Typetalk Registered
DX Nuneaton 16458
e-mail: committee@nuneatonandbedworth.gov.uk
If calling please ask for: Committee Services

Dear Sir/Madam,

A meeting of the **FINANCE AND PUBLIC SERVICE OVERVIEW AND SCRUTINY PANEL** will be held in the Council Chamber, Town Hall, Nuneaton on **Thursday 25th January 2024 at 6.00 p.m.**

Please note that meetings will be recorded for future publication on the Council's website.

Yours faithfully,

Brent Davis

Chief Executive

To: All Members of the Finance and
Public Service Overview and Scrutiny
Panel

Councillors D. Brown (Chair), C. Watkins (Vice-Chair),
R. Baxter-Payne, L. Downs, B. Hammersley, S.
Harbison, J. Kennaugh, K. Kondakor, M. Tromans and
Mrs D. Ross.

A G E N D A

PART 1 – PUBLIC BUSINESS

1. EVACUATION PROCEDURE

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

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

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

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

Chair to advise the meeting if all or part of the meeting will be recorded for future broadcast.

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

3. MINUTES - To confirm the minutes of the meeting of the Finance and Public Service Overview and Scrutiny Panel held on 16th November, 2023, attached (**Page 6**)

4. DECLARATIONS OF INTEREST/PARTY WHIP - To receive declarations of Disclosable Pecuniary and Other interests in accordance with the Members' Code of Conduct and of the Party Whip in accordance with the Overview and Scrutiny Procedure Rules 4E, Paragraph 16(b).

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 12**). 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 & 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. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items if notice has been received.
6. QUESTIONS TO CABINET – In accordance with Overview & Scrutiny Procedure Rule 4.E.8 c) 20 minutes shall be set aside for questions to a member of the Cabinet from the Panel in relation to matters in respect of which the Panel has powers or duties.
7. INTERGRATED PERFORMANCE REPORT Q2 2023 - 2024 report of the Risk Management and Performance Officer attached **(Page 14)**
8. FORWARD PLAN – attached for information **(Page 92)**.
9. DRAFT WORK PROGRAMME – for approval, attached, **(Page 101)**
10. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified)
11. EXCLUSION OF THE PUBLIC AND PRESS
RECOMMENDED that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the

following item, it being likely that there would be disclosure of exempt information of the description specified in paragraphs 3 of Part I of Schedule 12A to the Act.

12. EVERYONE ACTIVE LEISURE CONTRACT REPORT 2022 TO 2023 – A report of Assistant Director – Recreation and Culture.

Nuneaton and Bedworth Borough Council

Building A Better Borough

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

AIM 1: LIVE

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

Priority 1: Promote residents' health and wellbeing

Priority 2: Enable appropriate housing development

Priority 3: Sponsor a sustainable green approach

Priority 4: Prioritise community safety and empowerment

AIM 2: WORK

Using our prime location within the national road and rail networks and responding to the needs of private companies, we want to make our borough a place in which businesses choose to locate and where our residents enjoy a range of employment options.

Priority 1: Grow a strong and inclusive economy

Priority 2: Champion education and skills

Priority 3: Embrace new and emerging technology

Priority 4: Support local businesses

AIM 3: VISIT

Taking advantage of our open green spaces, our heritage, and our location within the West Midlands, we want our borough to be a vibrant destination for residents and visitors alike. A place where people and families want to spend time relaxing, socialising and taking part in leisure and cultural activities.

Priority 1: Create vibrant and diverse town centres

Priority 2: Stimulate regeneration

Priority 3: Celebrate and promote our heritage

Priority 4: Improve the physical environment

NUNEATON AND BEDWORTH BOROUGH COUNCIL

**FINANCE AND PUBLIC SERVICES OVERVIEW
AND SCRUTINY PANEL**

16th November 2023

A meeting of the Finance and Public Service Overview and Scrutiny Panel was held on Thursday, 16th November 2023 in the Council Chamber, Town Hall Nuneaton. The meeting was recorded for publication on the Council's website.

Present

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

Councillors: R. Baxter-Payne, L. Downs, B. Hammersley, S. Harbison, J. Kennaugh, K. Kondakor, M. Tromans, and Mrs D. Ross.

Apologies: None received

PART I – PUBLIC BUSINESS

FPS17 Minutes

The minutes of the meeting of the Finance and Public Service Overview and Scrutiny Panel held on 21st September 2023 were submitted for approval.

RESOLVED that the minutes of the meeting held on 21st September 2023 be confirmed and signed by the Chair

FPS18 Declarations of Interest

RESOLVED that the declarations of interest are as set out in the Schedule attached to these minutes.

FPS19 Questions to Cabinet

Councillor S. Markham (Portfolio Holder for Public Services) was in attendance to answer questions from members of the Panel. Councillor S. Croft (Portfolio Holder for Finance and Corporate) was also in attendance to answer any questions.

Councillor K. Kondakor asked the Portfolio Holder for Finance and Corporate a question:

The financial arrangement for opening the hotel, I was fortunate enough to have a tour of the hotel yesterday, and I understand around August next year it will open but I believe that'll be a council owned company that owns will only the running of the hotel. Could Councillor Croft explain how that will be financed and if we need Revenue funding to actually see to effectively lend to the operating company and also if you give us an indication of the final cost that will be down for the hotel because if you look in the paperwork we only see the in-year capital programme and obviously there are bits before this year and there'll be bits into next year so if you could give us an idea of the total cost of the hotel?

The Portfolio Holder for Finance and Corporate responded as follows:

Thank you very much Mr Chairman I've got to be careful what I say here because I'm not entirely sure what can we put in the public domain in terms of the arrangements with the hotel operator. In terms of the deal that we have with them I'm going to defer the answer to that because, at the moment, we are looking into the payback and the capital cost to the council in terms of the Grayson Place development and indeed all of the developments that are coming that are that are being built as part of the Regeneration programme for the Borough. So I don't want to give him a direct figure yet because we have got to rework the numbers and if I put that in the public domain then we'll potentially give him an inaccurate cost because market conditions have changed since 2019/20 when these figures were first finalised and when the projects were established and given that the council takes a very long time to adapt to reality which is something we're working to change we've finally got into a position where we can reopen the programme so I think I'll defer the answer and we'll give him a response when we publish the revised programme in December.

Councillor Kondakor then asked:

Thank you, rather than an exact figure though it would be useful to know the mechanism because a near identical hotel in Stockton which is also a Hamilton by Hilton, there was a firm formed by the council which is obviously lent some money and then does all the setup and all the running of the hotel is through the arm length company. So can you confirm that that's a sort of arrangement we are going to do and it will need some form of funding even if you don't know the figures?

The Portfolio Holder for Finance and Corporate responded:

The arrangement is that Hampton by Hilton run the hotel on our behalf, and we pay them a fee, a fixed fee and a percentage profit. I don't want to go into any more detail than that, but the council will not be running the hotel, no, that won't be the position.

Councillor Kondakor asked the Portfolio Holder for Finance and Corporate:

Can I come back now to the question I asked last time about the Bridge to Living Project, which is delayed maybe a year or so and, the council's spent about 2 million pounds buying up properties and relocating firms. What is the revenue we are going to have to fund to effectively mothball that prior to the development

The Portfolio Holder for Finance and Corporate responded:

So in terms of the NNDR costs and the costs of the units that have been purchased The Bridge Street unit will be about £45,000 in this financial year and £11,000 for the Church Road units within the financial year due to exemptions. We have already factored that into the general fund projected outturn report that we saw at cabinet last week or the week before. We have been very, very prudent in terms of our budgeting for NNDR and we've built in a lot of fiscal stabilizers to this year's budget we are capable of absorbing that

as I say and I will repeat ad nauseum because I'm not going to make a projection until the work has been done.

What will happen with the British living project and what will happen to those assets will have to wait until we have published a revised Capital programme and regeneration plan which like I say is scheduled for the December Cabinet we should certainly have the workings done by December Council.

Councillor Kondakor then asked:

Thanks for those answers, but also myself and the Leader of Labour group will have to start producing a budget is there going to be some officer time for the opposition groups to actually get the information we need to produce a viable budget and the figures for all the various projects that you'll leave us with if we end up running the council after May.

The Portfolio Holder for Finance and Corporate responded:

Mr Chairman the opposition are always provided with exactly the same support that was given to the conservative group when we were in opposition. Now obviously that will depend on when the draft budget is published, I envisage it will not be this side of Christmas because we have had the additional workload on the Regeneration programme and the delays we've had through our audit partners but when those figures are available, he and the leader of the opposition will have exactly the same support that we had. and that does not involve huge amounts of officer time to create policy although he is welcome to develop his own policy and ask officers to see if they're viable and workable.

Councillor Kondakor asked a question for the Portfolio Holder for Public Services:

A lot of residents keep talking on social media about the caddies that have scattered around the Borough and at night we have now got black caddy's being left on pavements all over the place getting blown around. Can we have an update on when they're going to be cleared away and what communications we've got, particularly like do people need to leave them out over the weekend, are we collecting them, because they are quite a hazard and particularly in the high winds that they're going all over the place.

The Portfolio Holder for Public Services responded:

They are being collected as soon as possible. The reason that there's a delay in the collection is because there actually being more presented than we expected. We expected some people to keep them, but everybody seems to want to get rid of them. They need to be left out because we are going out, we are even going out on Saturdays to pick them up so it would be helpful if the residents can stack them if they've got one with their neighbours maybe put them together. This stops them blowing around a bit because I know that they are blowing around and we are going to be extending the collection period as well and that will be going out on Facebook/social media and also in the press so if they can just leave them presented, they will be collected.

Councillor K. Kondakor asked a question for Portfolio Holder for Public Services:

Thanks for that and it would be useful for our social media to tell people to stack them because that has stopped them blowing around.

My final question is about the Civic Hall bidding process I obviously don't want any confidential information in terms of values of bid but can you tell us how many bidders say there were and when you're expecting to effectively reach a legal closure

The Portfolio Holder for Public Services responded as follows:

There were only the two bidders. The two that put in for the expressions of Interest obviously one of those was put forward and we are just waiting for the lease to be signed. I cannot tell you when that will be but it's with legal at the moment.

FPS20 Work Programme Suggestion Form

A work programme suggestion form was submitted to the panel by Mr S. Margrave regarding the creation of a Bedworth Town Council.

SPEAKER: Mr S. Margrave

RESOLVED that the above work programme suggestion not be added to the Finance and Public Services OSP Work Programme.

FPS21 Forward Plan

The Forward Plan showing the key decisions that will be made in the four months commencing 1st December 2023, was provided to the Panel for information.

RESOLVED that the Forward Plan be noted.

FPS22 Draft Work Programme 2023/24

The Draft Work Programme for the Finance and Public Service Overview and Scrutiny Panel was submitted for approval.

RESOLVED that the work programme be noted

Chair

Finance and Public Services Overview and Scrutiny Panel - Schedule of Declarations of Interests – 2023/2024

	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	Employed by Vinci Construction Major Projects UK Ltd (VCMP UK Ltd); 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) 	
	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). 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane Little Caesars Donuts Limited NBBC Council Contract for market pitch	Member on the following Outside Body: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	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. 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)	
	M. Tromans	Warwickshire County Councillor (Galley Common) Share in a rental property in Hydes Pastures, Nuneaton	Member of WI Member of the Conservative Party	
	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) 	

Finance and Public Services Overview and Scrutiny Panel - Schedule of Declarations of Interests – 2023/2024

	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	Employed by Vinci Construction Major Projects UK Ltd (VCMP UK Ltd); 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) 	
	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). 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane Little Caesars Donuts Limited NBBC Council Contract for market pitch	Member on the following Outside Body: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	
	B. Hammersley	County Councillor – W.C.C.	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charity 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	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. 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)	
	M. Tromans	Warwickshire County Councillor (Galley Common) Share in a rental property in Hydes Pastures, Nuneaton	Member of WI Member of the Conservative Party	
	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) 	

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: **Finance and Public Services Overview and Scrutiny Panel, 25th January 2024**

From: **Risk Management and Performance Officer**

Subject: **INTEGRATED PERFORMANCE REPORT - SECOND QUARTER 2023-24**

1. Purpose of Report

- 1.1 This integrated report seeks to provide appropriate performance measures, budget information and risk data for service areas within the scope of this Panel
- 1.2 The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements) whilst still providing the Panel with sufficient information to monitor results to address issues arising

2. Format of Report

The report consists of three parts:

- 2.1 **Appendix A** shows the results available as at the end of the latest quarter:
- The first page provides a summary of financial / performance / strategic risk register data within the remit of the panel and Freedom of Information / complaints.
 - The following finance table give(s) a breakdown of budgets by service areas and the “key” ones are highlighted in bold text .
 - Subsequent pages provide more detailed information on performance in these key areas. Charts have been introduced for each indicator and “smiley / sad / neutral faces”, as appropriate, to indicate the performance trend.
 - The last page provides an overall conclusion for the key areas and, when applicable, exception reporting of performance information for the other (“non-key”) areas to ensure that Elected Members are made aware of issues / under-performance.
- 2.2 The Strategic Risk Register summary then follows (**Appendix B**). This shows the latest quarter status summary of the full register followed by the summary and current details of those risks **within the remit** of the panel.
- 2.3 Next is the latest Strategic Performance Report Executive Summary (**Appendix C**). The Strategic Performance report has been developed to provide an overview of the Council’s position using the following categories:
- Finance
 - People and Service Delivery
 - Processes
 - Improvement

The report is reviewed monthly by Management Team.
It provides concise information on positive performance, areas of improvement and where performance is on or around target - comparing to best practice, and/or target and/or previous year, as appropriate.

2.4 Freedom of Information (FOI) / Environmental Information Regulations (EIR) Requests and Complaints

Members have requested summaries of the (anonymised) details of FOI / EIR requests and Complaints outside of their relevant response timescales - these are shown at **Appendix D** and **Appendix E**, respectively. Please note that EIR provide a statutory right of access to environmental information held by UK public authorities.

3. Regulation of Investigatory Powers Act (RIPA) 2000 (covert surveillance)

An inspection report by the Office of Surveillance Commissioners highlighted the following recommendation:

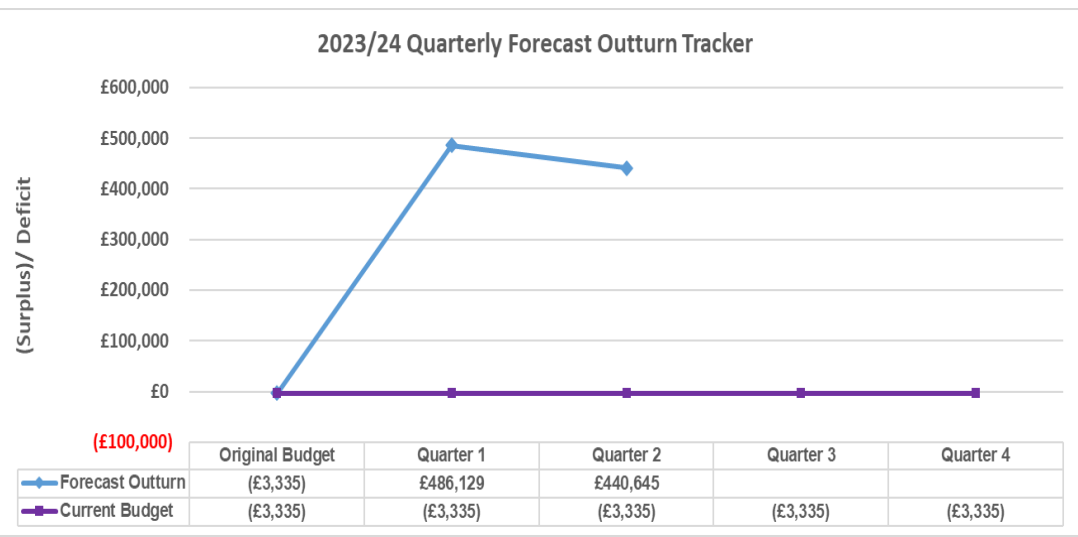
“The importance of keeping the elected Councillors aware of any activity [or non-activity] under RIPA was appreciated and it was accepted that a minimal observation would be incorporated at regular intervals into officer’s reports”

Consequently, Elected Members should be aware that, as at the end of this quarter, there have been no surveillance operations.

4. Recommendation

The panel is asked to scrutinise the performance information contained in this report and make any recommendations to the relevant Cabinet portfolio holder.

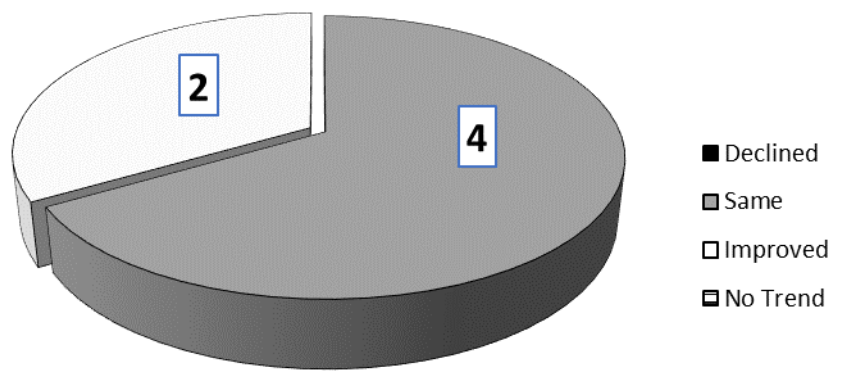
STEVE GORE



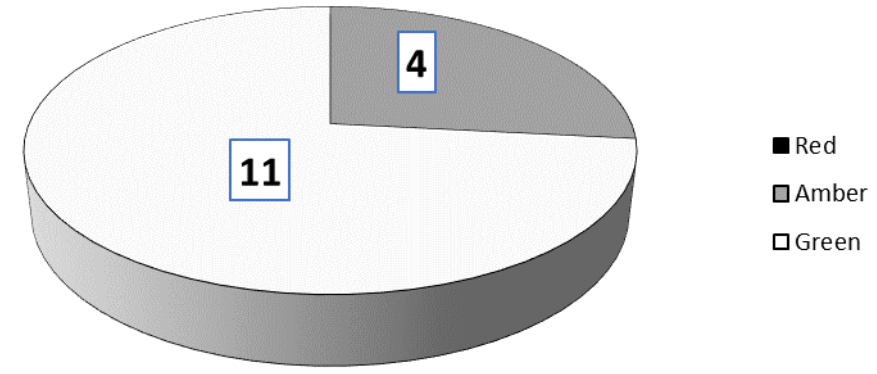
Freedom of Information (FOI) / Environmental Information Regulations (EIR) Requests and Complaints Summary

	Number Received	Completed	Late	Outstanding
FOI / EIR Request (20-day target)	396	396	82	0
Complaints (10-day target)	847	841	98	6

Performance Indicators / Measures Summary



Strategic Risk Register Summary - Finance and Public Service OSP



FINANCE AND PUBLIC SERVICE OSP FINANCIAL SUMMARY (GENERAL FUND)

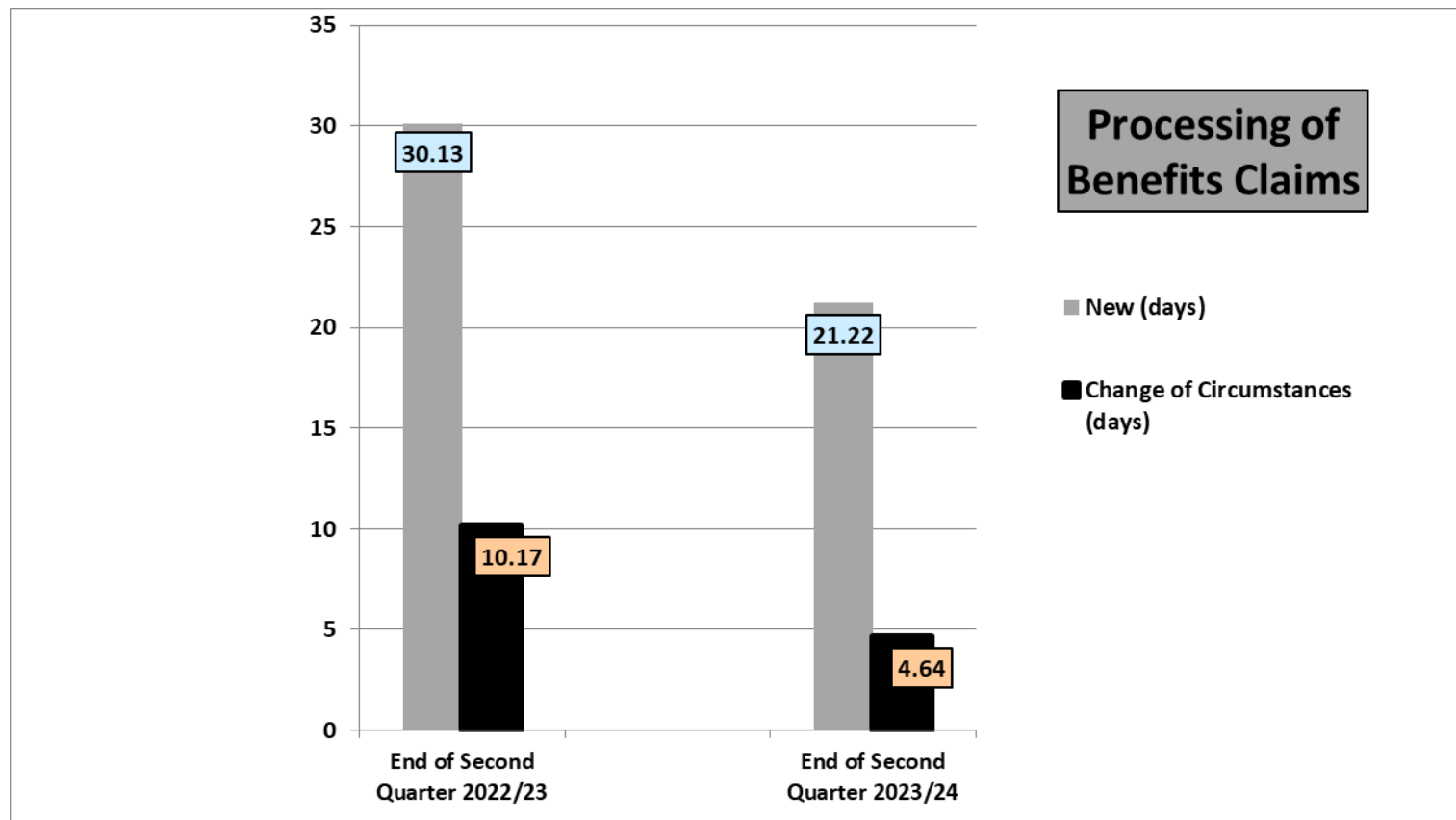
	2022/23 Outturn £	2023/24 Current Budget £	2023/24 Current Forecast £	2023/24 Forecast Variance £
<u>FINANCE & CORPORATE</u>				
RENT ALLOWANCES	268,016	357,142	357,142	0
RENT REBATES	1,596,212	1,053,427	1,053,427	0
ELECTORAL REGISTRATION	220,322	181,820	203,655	21,835
ELECTION EXPENSES	299,670	299,720	157,974	(141,746)
EQUAL OPPORTUNITIES	34,259	34,050	34,050	0
EMERGENCY PLANNING	48,694	26,120	31,075	4,955
DEMOCRATIC REPRESENTATION AND MANAGEMENT	708,310	691,889	680,133	(11,756)
REVENUES	772,642	612,666	582,446	(30,220)
COUNCIL TAX BENEFITS	314,558	161,435	161,435	0
CORPORATE MANAGEMENT	680,103	1,070,875	1,070,875	0
MAYORALTY	35,617	38,420	39,174	754
	4,978,402	4,527,564	4,371,386	(156,178)
<u>PUBLIC SERVICES</u>				
REFUSE & CLEANSING	3,943,299	4,040,885	3,967,118	(73,767)
RECYCLING	1,256,082	1,268,101	1,653,620	385,519
COMMUNITY RECREATION	1,201,385	1,298,041	1,291,992	(6,049)
SPORTS DEVELOPMENT	208,199	217,077	226,744	9,667
CIVIC HALL	587,911	304,435	314,632	10,197
MUSEUM	381,269	307,463	360,417	52,954
ARTS DEVELOPMENT	7,142	51,030	127,884	76,854
LICENCES	58,988	41,727	48,441	6,714
COMMUNITY CENTRES	215,507	65,699	64,033	(1,666)
	7,859,781	7,594,458	8,054,881	460,423

	2022/23 Outturn £	2023/24 Current Budget £	2023/24 Current Forecast £	2023/24 Forecast Variance £
<u>BUSINESS & REGENERATION TOTAL</u>	1,324,868	1,920,663	1,848,278	(72,385)
<u>HEALTH & ENVIRONMENT TOTAL</u>	3,026,012	3,206,900	3,227,906	21,006
<u>HOUSING & COMMUNITIES TOTAL</u>	1,374,560	1,555,977	1,658,387	102,410
<u>PLANNING & REGULATION TOTAL</u>	(563,464)	(224,928)	(308,027)	(83,099)
CENTRAL SUPPORT SERVICES	-	-	168,468	168,468
PORTFOLIOS	18,000,158	18,580,634	19,021,279	440,645
CENTRAL PROVISIONS				
DEPRECIATION & IMPAIRMENT	898,662	1,235,500	1,235,500	-
TREASURY MANAGEMENT	(3,096,624)	(3,096,530)	(3,096,530)	-
CAPITAL FINANCING	(57,700)	652,721	652,721	-
CONTRIBUTIONS TO/ (FROM) EARMARKED RESERVES	946,810	470,000	470,000	-
COUNCIL NET EXPENDITURE	(2,368,124)	(936,251)	(936,251)	-
FUNDING				
COUNCIL TAX	(9,743,704)	(10,039,237)	(10,039,237)	-
NEW HOMES BONUS	(644,711)	(1,361,266)	(1,361,266)	-
BUSINESS RATES RETENTION	(2,765,019)	(5,124,733)	(5,124,733)	-
OTHER GRANTS	(423,384)	(143,405)	(143,405)	-
(SURPLUS)/DEFICIT FROM COLLECTION FUND	(49,720)	(241,167)	(241,163)	-
TOTAL FUNDING	(13,626,538)	(16,909,808)	(16,909,804)	0
(SURPLUS)/ DEFICIT	696,644	(3,734)	436,915	440,645

Rent allowances and Rent rebates – (Finance & Public Services OSP)

Budget 2023/24 £'000	Second Quarter Outturn £'000	End of Year Forecast £'000	Comments	Trend
1,410,569	3,308,701	1,410,569		☺

*Main measures of performance: **Processing of Benefits Claims***

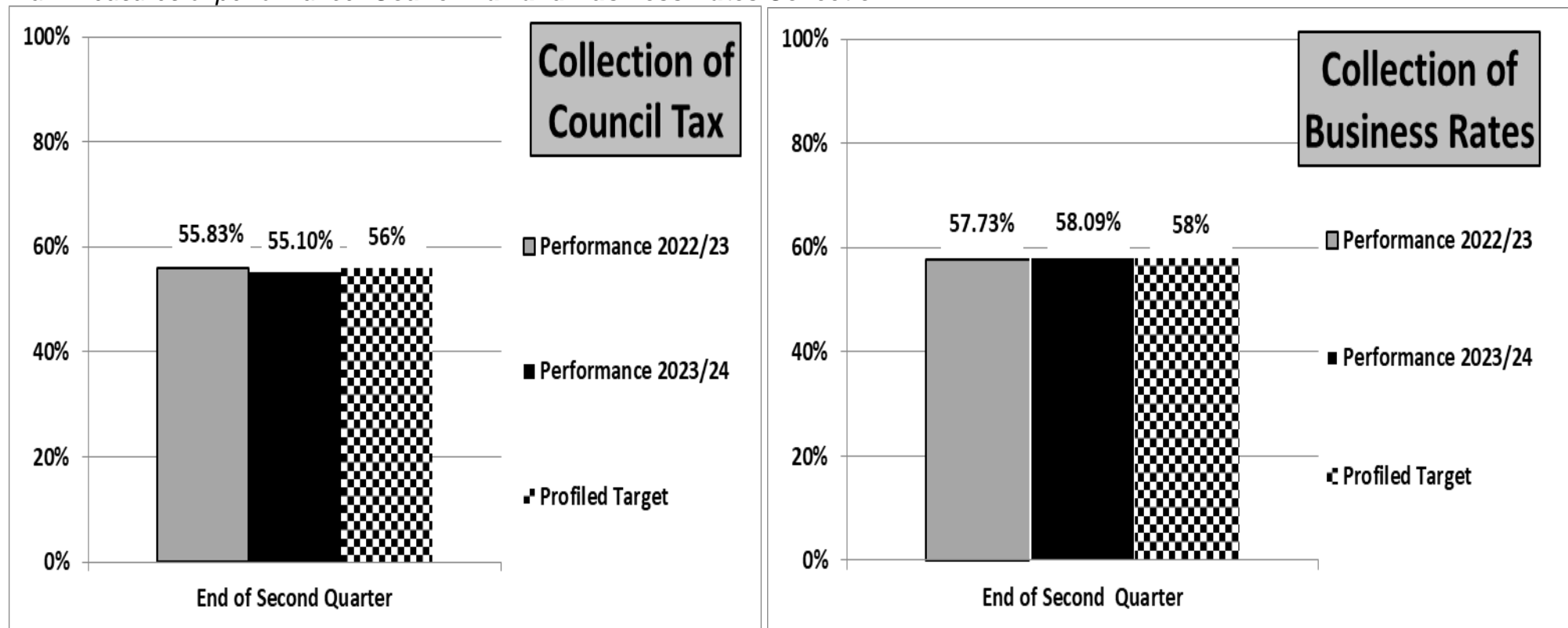


Measure details	End of Second Quarter Performance 2023/24 (2022/23)	Comments	Trend
New Claims	21.22 days (30.13 days)	Low is good performance. 22 days and below is the current benchmark for good performance.	😊
Change of Circumstances Claims	4.64 days (10.17 days)	Low is good performance. 9 days and below is the current benchmark for good performance.	😊

Revenues – (Finance & Public Services OSP)

Budget 2023/24 £'000	Second Quarter Outturn £'000	End of Year Forecast £'000	Comments	Trend
612,666	(326,609)	582,446	Increased recovery of legal fees creating an underspend.	😊

Main measures of performance: **Council Tax and Business Rates Collection**

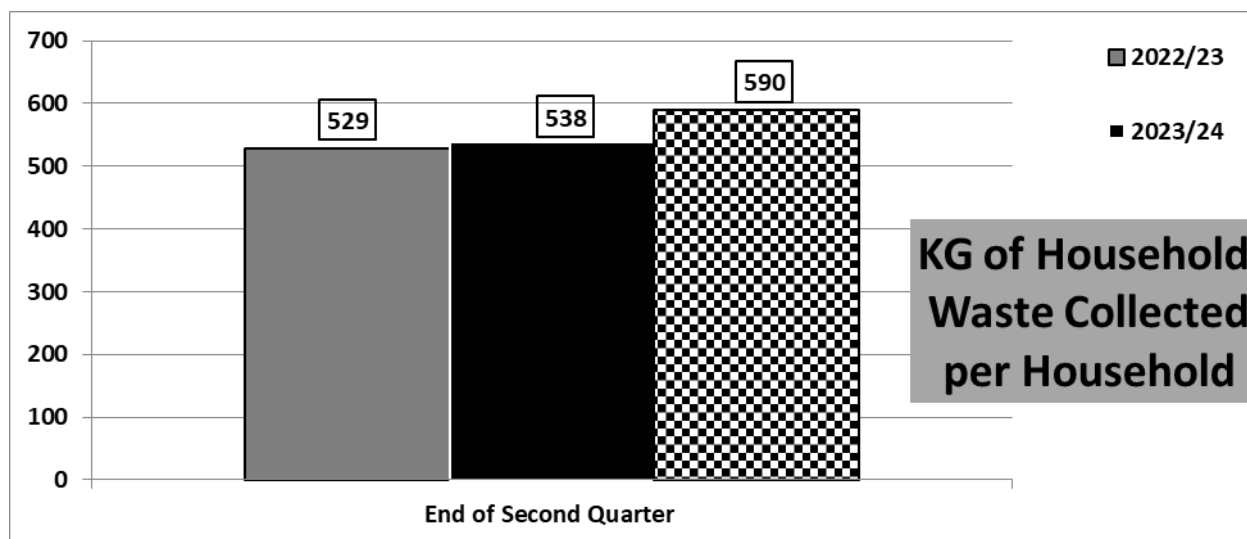


Measure details	End of Second Quarter Performance 2023/24 (2022/23)	Comments	Trend
Council Tax Collection	55.10% (55.83%)	The profiled target for the end of the second quarter 2023/24 is 56%.The trend indicator reflects within tolerance (2.50%) of 2022/23 performance.	☹️
Business Rates Collection	58.09% (57.73%)	The profiled target for the end of the second quarter 2023/24 is 58%.The trend indicator reflects within tolerance (2.50%) of 2022/23 performance.	☹️

Refuse & Street Cleansing – (Finance & Public Services OSP)

Budget 2023/24 £'000	Second Quarter Outturn £'000	End of Year Forecast £'000	Comments	Trend
4,040,885	2,807,413	3,967,118	Increased agency costs offset by vacancy savings, fuel savings, and increased income from developers contribution, bin sales, bulky collections, and enforcement profit share.	😊

*Main measure of performance: **Kg of Household Waste Collected per Household***

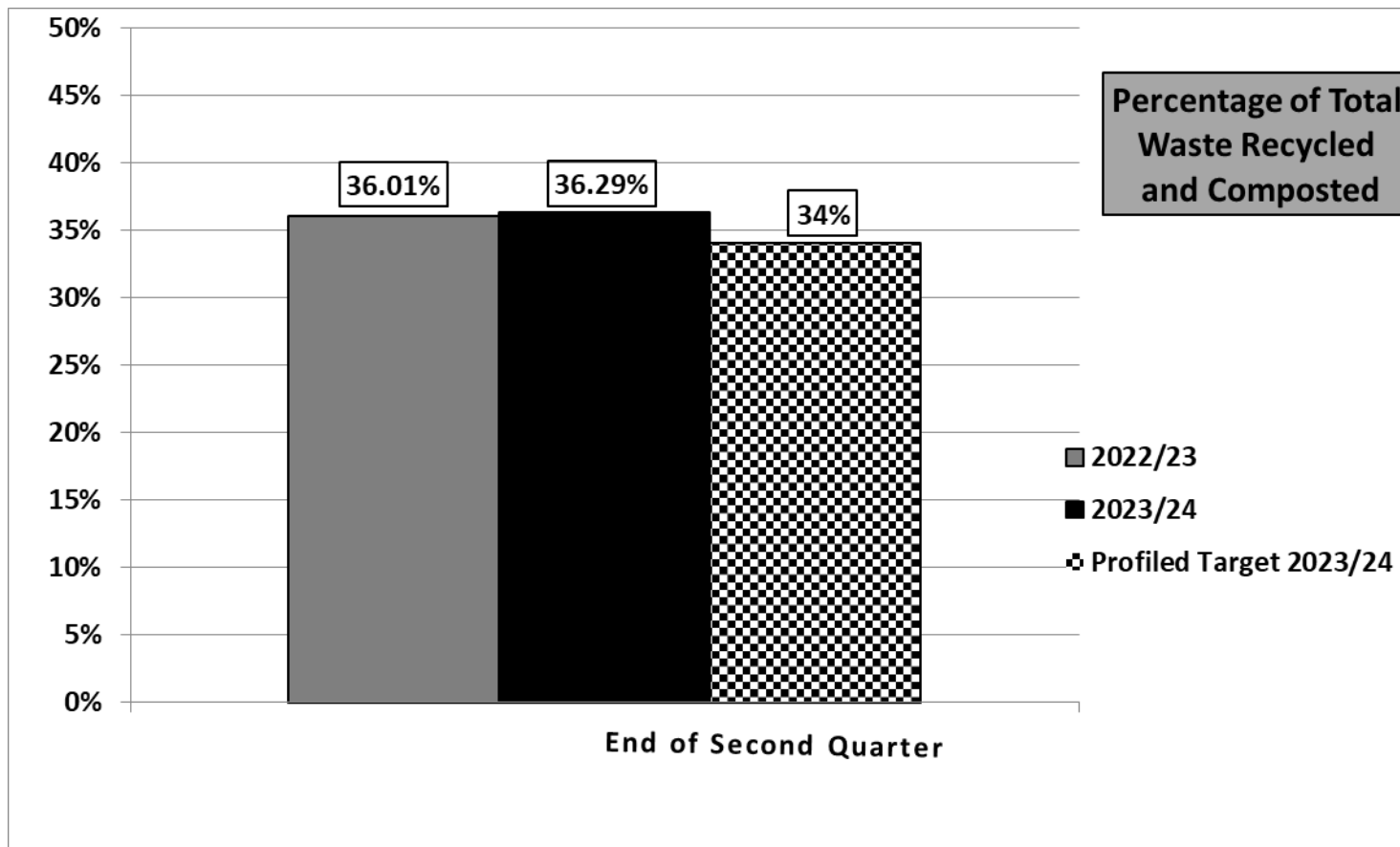


Measure details	End of Second Quarter Performance	Comments	Trend
2022/23	529Kg	Low is good performance. The annual target range for 2023/24 is 543 - 590Kg. Normally reported one month in arrears of other performance data, but the end of second quarter data is available in time for this report. The trend indicator reflects within tolerance (2.50%) of 2022/23 performance.	😐
2023/24	538Kg		

Recycling – (Finance & Public Services OSP)

Budget 2023/24 £'000	Second Quarter Outturn £'000	End of Year Forecast £'000	Comments	Trend
1,268,101	771,482	1,653,620	Variance due to increased agency costs and reduced recycling income expected due to material price plummeting after budget setting.	☹️

Main measure of performance: **Percentage of Total Waste Recycled and Composted**



Measure details	End of Second Quarter Performance	Comments	Trend
2022/23	36.01%	The profiled target for the end of the second quarter is 36%.The target range for end of year 2023/24 is 36 – 45%. Normally reported one month in arrears of other performance data, but the end of second quarter data is available in time for this report. The trend indicator reflects within tolerance (2.50%) of 2022/23 performance.	☹️
2023/24	36.29%		

Summary / Exception Reporting:

Finance data - There are no other areas of particular concern other than those commented on above.

The performance indicator trend data shows that 2 of the 6 key indicators have improved and 4 stayed the same.

NBBC Strategic Risk Register Summary

Second Quarter 2023/24

The total number of 'live' risks is now 22, as one risk has been deleted and five new risks have been added:

Deleted risk

- **R6** (Arson or accidental fire in NBBC corporate buildings, General Purpose flats and Independent Living Complexes) – replaced by two new risks, see R27 and R28 below

New Risks

- **R27** (Arson or accidental fire in NBBC corporate buildings)
- **R28** (Arson or accidental fire in General Purpose flats and Independent Living Complexes / bungalows / HRA-owned hostels)
- **R29** (Human Resources - failure to effectively manage workforce planning / comply with legislation and policies)
- **R30** (Ombudsman complaints - failure to meet customer expectation after completion of our complaints process)
- **R31** (Modern Slavery and Human Trafficking – failure to effectively monitor and comply with legislation)

At the end of September 2023, the breakdown according to net risk is:

- “Net red” 2 (9%)
- “Net amber” 5 (23%)
- “Net green” 15 (68%)

Therefore, 20 (91%) risks are deemed “satisfactorily managed”.

Hence, the ‘traffic light’ reporting position is “Green”.

The “net red” risks are:

- R1 - Potential failure to provide adequate accommodation to meet the needs of the borough with consequent impact on the lives of residents
- R4 - Failure to maintain the economic vibrancy of the borough / town centres

Finance and Public Services OSP Risks

There are now fifteen strategic risks within the remit of the panel. Four are “net amber” and eleven are “net green”. Details of these risks are shown below.

NBBC Strategic Risk Register

Current Version: 14th November 2023

Finance and Public Services OSP Risks

Risk Level Indicator Matrix and Descriptors

Key

	Green (acceptable)
	Amber (tolerable)
	Red (unacceptable)

Likelihood

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
	1	2	3	4

Impact

Likelihood

- 4: **Very High** – occurrence is most likely or has already happened and will do so again if control measures are not introduced
- 3: **High** – occurrence is anticipated within the next 12 months
- 2: **Significant** – occurrence is probable in the next 3 years
- 1: **Low** – foreseeable, but not probable in the next 3 years

	Level of Impact	Service Delivery	Financial / Legal	Reputation / Community
4	Major	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship to people for a period of 3 to 4 weeks or more or 1 week for anyone that is vulnerable, or failure to meet a nationally mandated deadline • Loss of major stakeholder/partner. • Adverse outcome of a serious regulatory enquiry 	<ul style="list-style-type: none"> • Financial loss over £400,000 • Serious risk of legal challenge 	<ul style="list-style-type: none"> • Sustained adverse TV/radio coverage • Borough wide loss of public confidence • Major damage to local environment, health and economy • Multiple loss of life
3	Serious	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship for a period of 2 to 3 weeks or 3 to 7 calendar days for vulnerable people • Formal regulatory inquiry • Loss of a key partner or other partners 	<ul style="list-style-type: none"> • Financial loss between £200K and £399K • High risk of successful legal challenge 	<ul style="list-style-type: none"> • Significant adverse coverage in national press or equivalent low national TV coverage • Serious damage to local environment, health and economy • Extensive or multiple injuries &/or a fatality
2	Moderate	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship for 1 to 2 weeks or 1 -2 calendar days for vulnerable people • Loss of a significant non-key partner • Legal concerns raised • Loss of employees has moderate effect on service provision 	<ul style="list-style-type: none"> • Financial loss between £50K and £199K • Informal regulatory enquiry 	<ul style="list-style-type: none"> • Significant adverse coverage in local press or regional TV • Large number of customer complaints • Moderate damage to local environment, health and economy • Moderate injuries to an individual
1	Low	<ul style="list-style-type: none"> • Disruption to services for up to 1 week • Minor legal implications • Loss of employees not significantly affecting service provision 	<ul style="list-style-type: none"> • Financial loss up to £49K 	<ul style="list-style-type: none"> • Minor adverse media coverage • Minor environmental, health and economy damage • Minor increase in number of customer complaints • One or more minor injuries to an individual

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
NET AMBER RISKS							
R9	<p>Failure to effectively manage Health, Safety & welfare arrangements to limit the potential for accidents and financial penalties</p> <p>NOTE: See also R20, Pandemic – services, social and economic implications</p>	High / Major (RED)	<p>1. Health and Safety Co-ordinators Group (HASCOG).</p> <p>2. Health & Safety policies & procedures.</p> <p>3. Risk assessments and safe systems of work.</p> <p>4. Mandatory Health & Safety training.</p> <p>5. Designated Corporate Health and Safety Officer.</p> <p>6. Compliance software system (NSHARE).</p>	<p>1: Strategic Director (P&S)</p> <p>2, 4, 5 and 6: Head of Safety and Environmental Health</p> <p>3: Strategic /Assistant Directors</p>	Significant / Major (AMBER)	<p>1& 2. HASCOG minutes.</p> <p>3. HASCOG minutes and review / audit of NSHARE.</p> <p>4. Training Records</p> <p>5. Officer in place.</p> <p>6. System in place.</p>	Strategic Director (P&S) / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>7. Regular effective assurance reporting to Management Team.</p> <p><u>Planned:</u></p> <p>1. Fully implement new compliance software system in 2024/25 (NSHARE).</p> <p>2. Report to Management Team relating to review of organisational structure for Health and Safety (October 2023).</p> <p>3. External risk review of Health and Safety arrangements (January 2023) and formulate action plan (October 2023).</p>	<p>7: Strategic Director (P&S)</p> <p>1: Head of Safety and Environmental Health</p> <p>2: Strategic Director (P&S)</p> <p>3: Strategic Director (P&S / Head of Safety and Environmental Health)</p>		<p>7. Management Team reports and minutes.</p> <p>1. I.T. system fully implemented.</p> <p>2. Management Team minutes. Revised structure in place.</p> <p>3. Risk consultancy report.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>4. Review of HASCOG terms of reference and attendance by Assistant Directors.</p> <p>5. Annual statement for Health and Safety assurance.</p>	<p>4: Assistant Director (Environment and Enforcement)</p> <p>5: Assistant Director (Environment and Enforcement) / Head of Safety and Environmental Health</p>		<p>4. HASCOG minutes.</p> <p>5: Audit and Standards Committee minutes.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R16	“Cyber” crime or attack	High/ Major (RED)	<p>1. Anti-virus, managed firewall, security patches and robust back-up procedure updated weekly.</p> <p>2. Awareness training sessions held throughout the year.</p> <p>3. Monthly e-communication from Cyber Crime Officer (WCC).</p> <p>4. Public Services Network (PSN) annual compliance certification</p>	<p>1: ICT Client Manager</p> <p>2 & 3: Strategic Director (E&T)</p> <p>4: ICT Client Manager</p>	Significant / Major (AMBER)	<p>1. PSN certification in place</p> <p>2. Training programme and attendance records.</p> <p>3. Monthly e-communication.</p> <p>4. PSN certification in place</p>	Strategic Director (E&T) / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned:</u></p> <p>1. “Cyber Essentials” certification application to be resubmitted pending Cyber security and risk review (2024/25, subject to upgrade of Electoral Registration software).</p> <p>2. Test internal e-mail security (on-going).</p> <p>3. Post “Azure” migration, LGA cyber security peer review to be undertaken (December 2023).</p> <p>.</p>	1-3: ICT Client Manager		<p>1. Certificate in place.</p> <p>2. Report to Management Team.</p> <p>3. Peer review report.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R20	Pandemic – service, social and economic implications	Very High/ Major (RED)	<p>1. Corporate Business Continuity Plan.</p> <p>2. Business Continuity Plans (BCP).</p> <p>3. Emergency Plan including regular training.</p> <p>4. Risk assessment in place to address and co-ordinate the safe delivery of (revised) services / working arrangements.</p>	<p>1: Chief Executive</p> <p>2: Assistant Directors</p> <p>3: Strategic Director (E&T)</p> <p>4: Head of Health and Safety and Environmental Health</p>	Significant / Major (AMBER)	<p>1. Plan in place.</p> <p>2: Plans in place.</p> <p>3. Plan in place / training records.</p> <p>4. Risk assessment in place.</p>	Management Team / PH - Cabinet / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>5. Pandemic response and recovery:</p> <ul style="list-style-type: none"> • Incident Management Team • Implement responsibilities linked to Civil Contingencies Act <p>6. Implement directives from Central Government, as required.</p> <p>7. Effective and timely communication systems (employees, Elected Members, public and media).</p> <p>8. Encourage employees to take up vaccination offers.</p>	5 - 9: Chief Executive.		<p>5. Terms of reference / meeting minutes:</p> <p>6. Regular completion of pro forma returns to Government.</p> <p>7. E-mail and public / media communications / bulletins.</p> <p>8. Employee newsletters and bulletins.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned:</u></p> <p>1. Update Emergency / Business Continuity Plans (by 31st December 2023).</p>	1: Management Team		1. Plans in place.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R25	<p>Noncompliance with regulations relating to :</p> <ul style="list-style-type: none"> Freedom of Information Environmental Information General Data Protection <p>resulting in penalties applied by the Information Commissioner's Office</p>	Very high / major (RED)	<p><u>Freedom of Information / Environmental Information</u></p> <p>1.Monthly FOI reports to designated service areas.</p> <p>2.Dash Customer Service Workflow application used to manage outstanding cases.</p> <p>3.Email alerts on receipt of new requests.</p> <p>4.Nominated officers in some service areas to monitor outstanding requests.</p> <p>5.Workflow process regularly reviewed and updated if necessary.</p>	<p>1: Customer Experience Officer</p> <p>2: Strategic Director (E&T)</p> <p>3: Strategic Director (E&T)</p> <p>4: Chief Executive / Strategic Directors</p> <p>5-6: Information Management Group (IMG)</p>	Significant / major (AMBER)	<p>1.Reports.</p> <p>2.Dash application.</p> <p>3.Emails.</p> <p>4.Nominated Officers.</p> <p>5.Request reports.</p>	Management Team / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>6. Regular targeted training on meeting FOI request deadlines.</p> <p>7. Nominated employees to monitor and manage FOI / EIR requests.</p> <p>8. Qualified DPO co-ordinating information in line with the Freedom of Information Act 2000</p> <p><u>Planned</u></p> <p>1.Refresher training for Senior Managers (31st March 2024).</p>	<p>7: Strategic Director (E&T)</p> <p>8: Strategic Director (E&T)</p> <p>1: Assistant Director (Central Operations)</p>		<p>6.Training records.</p> <p>7. Officer in place.</p> <p>8. Officer in place.</p> <p>1.Senior Management Team minutes / training records.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>General Data Protection Regulations (GDPR)</u></p> <p>1. Corporate Information Governance Group (CIGG) / Information Management Group.</p> <p>2. Use of an accredited contractor to dispose of electrical equipment (including IT equipment). The contractor guarantees data destruction & provides certification accordingly.</p> <p>3. Compliance with Public Services Network Code of Connection (PSN Co-Co).</p>	<p>1: Audit & Governance Manager</p> <p>2: Strategic Director (E&T)</p> <p>3: Strategic Director (E&T)</p>		<p>2. Contractor agreement and meetings minutes</p> <p>3. Annual PSN Compliance Certification / "Cyber Essentials Scheme" certification.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>4. Senior Information Risk Owner (SIRO) and Deputy appointed.</p> <p>5. Information Governance Framework/ ICT Code of Conduct for Employees/Member Protocol for the Use of IT Resources.</p> <p>6. Appointment of Data Protection Officer (DPO) in line with Data Protection regulations.</p> <p>7. Data audit and publication of privacy notices.</p> <p>8. External Audit undertaken (Information Security Advice Limited).</p>	<p>4: Strategic Director (E&T)</p> <p>5: Audit and Governance Manager.</p> <p>6: Audit and Governance Manager.</p> <p>7: Audit and Governance Manager.</p> <p>8: Audit and Governance Manager.</p>		<p>4. SIRO's Job Description</p> <p>5. Individual Cabinet Member Decision</p> <p>6. DPO in place.</p> <p>7. Audit records (records of processing activity)/notices on council website.</p> <p>8. Report in place.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>9. Data Protection training available on Delta.</p> <p><u>Planned:</u></p> <p>1. Data Protection policy to be updated (March 2024).</p> <p>2. Data Protection information to be made available to employees via the new Intranet when available (March 2024).</p> <p>3. Information asset register to be reviewed annually.</p> <p>4. Data protection and Freedom of Information Act training for Senior Managers (on-going).</p>	<p>9: DPO and Training Officer</p> <p>1: DPO</p> <p>2: DPO</p> <p>3: Information asset owners</p> <p>4: DPO</p>		<p>9. Delta training records.</p> <p>1. Policy approved.</p> <p>2. Intranet.</p> <p>3. Asset registers.</p> <p>4. Senior Management meeting records.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>5. Refresh of Corporate Information Governance Group (CIGG) / Information Management Group (October 2023).</p> <p>6. Data Protection training to be reviewed to ensure that it is up to date and appropriate (on-going).</p> <p>7. Data breach monitoring report to be developed and monitored by the Corporate Governance Group (October 2023).</p>	<p>5: Audit & Governance Manager / DPO</p> <p>6: DPO and Training Officer</p> <p>7: Audit and Governance Manager and DPO</p>		<p>5.Meetings minutes</p> <p>6. Delta training records.</p> <p>7. Monitoring report</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
NET GREEN RISKS							
R3	<p>A major NBBC contractor or supplier cannot deliver a service as planned or ceases trading / failure to comply with requirements for procuring goods and services</p> <p>NOTE: See also risk R20, Pandemic – services, social and economic implications</p>	Significant / Major (AMBER)	<p>1. Legally binding contract documentation.</p> <p>2. Contract monitoring activities.</p> <p>3. Procurement process that is in place and regularly reviewed as defined by contract procedure rules. On-going supplier monitoring including credit check.</p> <p>4. On-going financial check (key contracts).</p>	<p>1: Assistant Director (Democracy and Governance)</p> <p>2: Assistant Directors</p> <p>3&4: Assistant Director (Democracy and Governance)</p>	Low / Major (GREEN)	<p>1. Tender documents, contract conditions and legal documentation.</p> <p>2. Minutes of meetings with contractors.</p> <p>3. Latest version of Contract Procedure Rules.</p> <p>4. Records of processed invoices.</p>	Management Team / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			5. In-house Corporate Governance training.	5&6: Audit & Governance Manager		5. Records of in-house governance training.	
			6. Internal audit.			6. Internal Audit reports.	
			7. External legal advice.	7: Legal Services Manager		7. Records of legal advice.	
			8. Designated Strategic Procurement Team.	8: Strategic Director (F&G)		8. Team in place / training and contract support records.	
			9. Pay suppliers promptly to aid cash flow.	9: Strategic Director (F&G)		9. Regular payments performance reports.	
			10. Contractors required to provide Parent Company Guarantee &/or performance bond, as required.	10: Strategic Director (F&G)		10. Tender documents, contract conditions and legal documentation	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>11. Compliance with Cabinet Office Public Procurement Policy Notes (PPNs).</p> <p><u>Planned:</u></p> <p>1. Review of Contract Procedure Rules (March 2024).</p> <p>2. On-going monitoring of supply market and volatility.</p> <p>3. Contract management training (March 2024).</p>	<p>11: Assistant Director (Democracy and Governance)</p> <p>1: Assistant Director (Democracy and Governance)</p> <p>2: Assistant Director (Democracy and Governance)</p> <p>3: Assistant Director (Democracy and Governance)</p>		<p>11. Creditors and Procurement records.</p> <p>1. Updated procedure rules.</p> <p>2. Minutes of Corporate Governance Group.</p> <p>3. Training records.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R7	<p>Breakdown of Council services due to an emergency or significant incident.</p> <p>NOTE: See also R20, Pandemic – services, social and economic implications</p>	Low/Major (AMBER)	<p>1. Corporate Business Continuity Plan.</p> <p>2. Emergency Plan including regular training.</p> <p>3. Shared service Emergency Planning Officer in place.</p> <p>4. Flexibility of working at Town Hall or Gresham Road Depot.</p> <p>5. Head of People and Culture appointed as strategic lead officer for emergency planning from April 2022.</p>	<p>1: Management Team</p> <p>2: Management Team</p> <p>3: Strategic Director (E&T)</p> <p>4: Strategic Director (E&T)</p> <p>5: Strategic Director (E&T)</p>	Low/ Serious (GREEN)	<p>1. Plan in place.</p> <p>2: Plan in place.</p> <p>3. Joint Emergency Planning Officer (JEPO) two-year work streams plan.</p> <p>4. Availability of locations.</p> <p>5. Officer in post.</p>	Chief Executive and Strategic Director (E&T) / PH - Leader & Cabinet / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			6.Introduce Business Continuity Planning policy.	6: Strategic Director (E&T)		6. Policy in place.	
			7. Updated Emergency Plan.	7: Strategic Director (E&T) and Joint Emergency Planning Officer (shared service)		7. Plan in place.	
			8. "Cloud"-based service replacing server rooms in council buildings.	8: Director (C&CS) and Joint Emergency Planning Officer (shared service)			

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned:</u></p> <p>1. Update Business Continuity Plans (December 2023).</p> <p>2. Explore options to mitigate national power outages (March 2024).</p> <p>3. Training sessions on new Emergency Plan by end of December 2023.</p> <p>4. Refresh of Business Continuity Plans for each Directorate (end of January 2024).</p> <p>5. On-going Strategic and Assistant Directors attending Warwickshire Local resilience Forum (WLRF) training on Civil Contingencies Act responsibilities.</p>	<p>1: Strategic Directors</p> <p>2&3: Strategic Director (E&T)</p> <p>4:Head of People and Culture</p> <p>5: Chief Executive</p>		<p>5. Training records held by WLRF.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R10	Failure to effectively manage the Council's finances	V. High / Serious (RED)	<p>1. Regular monthly monitoring of budgets including Cabinet reporting.</p> <p>2. Adequate level of reserves held to manage fluctuations. Section 151 assurance statement on budget proposals.</p> <p>3. Housing Revenue Account Business Plan.</p> <p>4. Updated Medium-Term Financial Plan.</p>	Management Team (all) unless stated	Low / Moderate (GREEN)	<p>1 & 6. Strategic Performance Management Report to Management Team and Scrutiny panels / Corporate Governance Group minutes.</p> <p>2. Reserves maintained and kept under review / S151 Officer's annual Assurance Statement on reserves.</p> <p>3. Internal / External audit / annual Cabinet report.</p> <p>4. Cabinet / Full Council minutes.</p>	Chief Executive & Strategic Director (F&G) – Section 151 Officer / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>5. Strategic Risk Register maintenance and review.</p> <p>6. Financial and HRA risk assessments.</p> <p>7. Effective / robust internal and external audit.</p> <p>8. Quarterly reporting to Audit and Standards Committee.</p> <p>9. Financial and contract procedure rules and associated regular training.</p> <p>10. Budget holder training for officers and Elected Members.</p>			<p>5. Document controlled Strategic Risk Register.</p> <p>6. HRA Business Plan and budget reports.</p> <p>7. Audit reports.</p> <p>8. Audit and Standards Committee reports.</p> <p>9. Internal / External audit reports / training records.</p> <p>10. Training records.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			11. Level of reserves reviewed as part of annual budget setting process.	11: Strategic Director (F&G)		11. Cabinet report.	
			12. Adherence to CIPFA Financial Management Code.	12: Strategic Director (F&G)		12. Self-assessment document.	
			13. Section 151 Officer in post.	13: Chief Executive		13.Member-led appointment process.	
			14. Ensure the Council maintains the latest version of financial software (Agresso)	14: Strategic Director (F&G)		14.Software in place.	
			15. Migration of Revenues & Benefits System using cloud-based technology.	15: Strategic Director (F&G)		15.Migration completed.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>16. NDR Refunds - Valuation Office Agency provisions in place.</p> <p>17. Warwickshire Business Rates Pool</p> <p><u>Planned:</u></p> <p>1. Multi-year capital budget and funding monitoring (in February).</p>	<p>16: Strategic Director (F&G)</p> <p>17: Strategic Director (F&G)</p> <p>1: Strategic Director (F&G)</p>		<p>16. Refunds applied.</p> <p>17. County Council regular reports.</p> <p>1. Cabinet / Council reports.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R11	Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) gives rise to unplanned liabilities	Significant / Serious (AMBER)	<p>1. NABCEL Board.</p> <p>2. Articles of Association adopted.</p> <p>3. Each new business activity for NABCEL is supported by a robust business case that must be approved by the NABCEL Board.</p> <p>4. Appropriate and effective policies and procedures are in place and budgets are monitored regularly.</p> <p>5. Appropriate insurance cover in place.</p>	NBBC Strategic Directors / Shareholder Committee (all unless stated)	Low / Moderate (GREEN)	<p>1. Board meeting papers & minutes.</p> <p>2. Articles of association</p> <p>3. Business cases / Cabinet minutes.</p> <p>4. Policies located in records management system and budget monitoring.</p> <p>5. Insurance certification.</p>	Management Team / PH - Leader / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>6. External accounting support.</p> <p>7. NABCEL Internal Audit.</p> <p>8. Shareholder agreement / committee.</p> <p>9. Shareholder board member training.</p> <p>10. Effective senior management arrangements in place.</p> <p>11. Three-year Business Strategy.</p>			<p>6. External Account reports.</p> <p>7. NABCEL Internal Audit reports.</p> <p>8. Shareholder agreement record / minutes of Shareholder Committee meetings.</p> <p>9. Training records.</p> <p>10. New structure implemented.</p> <p>11. Strategy in place. Annual review completed.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p>12. Five-year Business Plan.</p> <p>13. Annual review of Business Strategy and Business plan.</p> <p>14. Regular performance review.</p> <p><u>Planned:</u></p> <p>1. Implement appropriate recommendations for NABCEL governance structure (March 2024).</p> <p>2. Review growth model and establish a financial strategy (Quarter 2, 2024/25).</p>	<p>14: NABCEL Board Chair</p> <p>1: Strategic Director (E&T)</p> <p>2: Strategic Director (F&G)</p>		<p>12. Business Plan in place. Annual review completed.</p> <p>13. Updated Strategy and Plan in place.</p> <p>14. NABCEL Board minutes.</p> <p>1. External report.</p> <p>2. Plan in place.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			3. Business Case reviewed (on-going) 4. External audit of NABCEL (on-going).	3: Strategic Director (E&T) 4: NABCEL Board Chair		3. Approved Business Case in place. 4. Audit report.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R15	Insufficient planning or resourcing of capital investment priorities	Significant / Serious (AMBER)	<p>1. Corporate / Strategic programme management arrangements.</p> <p>2. Asset Management Plan & Capital Strategy (5 years).</p> <p>3. Housing Revenue account (HRA) Business Plan</p> <p>4. Medium Term Financial Plan including regular review.</p>	<p>1: Chief Executive</p> <p>2: Strategic Director (F&G)</p> <p>3: Strategic Directors (H&CS) and (F&G)</p> <p>4: Strategic Director (F&G)</p>	Low / Moderate (GREEN)	<p>1. Minutes of meetings (including Strategic / HRA / ITC / Regeneration / Corporate Asset Management programme boards).</p> <p>2. Finance Manager and Strategic Director (E&T) / 3, 6 & 10. Cabinet reports.</p> <p>3. Plan and dedicated Finance Business Partner in place.</p> <p>4. Plan in place.</p>	Management Team / PH - Cabinet / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			5. Acquisitions and Disposal Programme.	5: Strategic Director (E&T)		5. Programme in place.	
			6. Internal audit programme.	6: Head of Audit and Governance		6. Audit reports.	
			7. Treasury Management Strategy and Prudential Indicators.	7 & 8: Strategic Director (F&G)		7. Strategy in place / Council minutes.	
			8. Regular reporting on the multi-year Capital programme.			8. Reports.	
			9. WMCA funding for land remediation.	9: Strategic Director ((E&T))		9. Funding received.	
			10. "Future High Streets" funding agreed.	10: Strategic Director ((E&T))		10 & 11. Monitoring and evaluation returns and programme board minutes /	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			11. "Towns Fund" funding agreed.	11: Strategic Director ((E&T))		11. Funding agreement in place. Corporate programme strategic board minutes.	
			12.Monthly WMCA engagement meetings.	12: Assistant Director (Regeneration)		12. Meeting minutes / funding applications.	
			13. HRA Governance group to review operational and financial management.	13 Strategic Director (H&CS))		13. Meeting minutes.	
			14.Annual General Fund / HRA budget setting (3 year budget process).	14: Strategic Director (F&G)		14.Cabinet meeting minutes.	
			15.Budget monitoring.	15:Management Team (MT)		15. MT reports / minutes.	
			16.Programme management arrangements.	16:Management Team		16. MT reports / minutes.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned:</u></p> <p>1. Revised HRA Asset Management Plan (end of March 2024).</p> <p>2. Review and update Capital Strategy (March 2024).</p> <p>3. Review and update of the HRA Business Plan (February 2024).</p> <p>4. Acquisition and Disposal programme to be monitored by Corporate Governance Group (on-going).</p>	<p>1: Assistant Director (Social Housing and Community Safety)</p> <p>2: Strategic Director (E&T)</p> <p>3: Strategic Directors (F&G) and (H&CS)</p> <p>4: Assistant Director (E&T)</p>		<p>1. Plan in place.</p> <p>2. Document in place and adopted.</p> <p>3. Revised plan in place.</p> <p>4. Corporate Governance Group meeting minutes.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
R22	Failure to deliver sub-regional recycling facility in partnership with other authorities	Low / Very High (GREEN)	<p>1. "Arm's length" company (Sherbourne Resources Ltd.) in place with Director (PS) on the board.</p> <p>2.Experienced consultants as part of project delivery team (Accountant, Solicitor, Civil Servants and Quantity Surveyor).</p> <p>3.Detailed Business Case with stress-testing of assumptions (Assessed and approved by partner authority Section 151 officer).</p> <p>4.Experienced and competent project management team appointed.</p>	1-4: Strategic Director (PS)	Low / Very High (GREEN)	<p>1.Memoranda and articles (Company House).</p> <p>2. Project management team in place / project records.</p> <p>3.Business Case in place / Council reports.</p> <p>4. Project management team in place / project records.</p>	Strategic Director (PS) / PH – PS / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
			<p>5.Elected Member Shareholder panel established to oversee project plan.</p> <p>6.Finance and Operational bi-monthly meetings with partners and project team.</p> <p>7.Construction and equipment contractors appointed and project commenced on site.</p> <p>8. Bi-monthly meeting of Sherbourne Resources Ltd. Board.</p> <p>9. Annual audit of accounts.</p>	<p>5: Cabinet member for Public Services</p> <p>6: Strategic Directors (PS) and (F&G)</p> <p>7: Strategic Director (PS)</p> <p>8; Strategic Director (PS)</p> <p>9: Strategic Directors (PS) and (F&G)</p>		<p>5.Panel reports and minutes.</p> <p>6.Regular meetings and reports to specific working groups with Sherbourne Resources Ltd.</p> <p>7.Regular reports to Sherbourne Resources Ltd. Board.</p> <p>8.Minutes of meetings and regularly updated project risk register.</p> <p>9.Audit report.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
			<p>10. Monitoring of supply, construction and market issues.</p> <p>11. Site visits by Cabinet and OSP scrutiny members to monitor progress.</p> <p>12. Finances and a request for an additional loan approved by Cabinet.</p> <p><u>Planned:</u></p> <p>1. NBBC materials scheduled for delivery October 2023.</p> <p>2. Reconfiguration of refuse rounds for mixed recycling (September 2023).</p>	<p>10: Strategic Directors (PS) and (F&G)</p> <p>11: Strategic Directors (PS) and (F&G)</p> <p>12: Strategic Directors (PS) and (F&G)</p> <p>1: Strategic Directors (PS) and Head of Waste and Transport</p> <p>2: Strategic Directors (PS) and Head of Waste and Transport</p>		<p>10. Accounts records / Finance meeting minutes. Update to OSP in February 2023.</p> <p>11. OSP reports.</p> <p>12: Cabinet meeting minutes.</p> <p>1. Cabinet meeting minutes.</p> <p>2. Cabinet meeting minutes / media press releases.</p>	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
R23	Communications - disruptive adverse comment or media coverage reflecting extremely badly on the Council, impacting on the reputation of the Council and/or the Borough, resulting from failure to take appropriate communications action	Low / Moderate (GREEN)	1. Communications and marketing strategy, associated protocols and plans. 2. Media training for Directors. 3. Additional resource for corporate communications and marketing team agreed by Cabinet 4. LGA social media training for Elected Members.	1&2: Corporate Comms. and Marketing Manager 2: Strategic Director (E&T) / Assistant Director (Central Operations) 3: Corporate Comms. and Marketing Manager 4: Chief Executive	Low / Moderate (GREEN)	1. Press releases, training, communications and marketing action plan; media statements; Media monitoring 2. Training records. 3. Staff in posts 4. Training delivered in January 2022	Strategic Director (E&T) / PH - Cabinet / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
			<p><u>Planned</u></p> <p>1. Periodic media training for Elected Members and Senior Managers (ongoing).</p>	1: Corporate Comms. and Marketing Manager		1. Training records.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / STATUS</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) /OSP</u>
R26	Non-compliance with Department of Work and Pensions (DWP) data use guidelines.	High / Serious (AMBER)	<p>1. On-going system testing linked to DWP plan.</p> <p>Planned</p> <p>1.On-going audit of DWP Plan.</p>	<p>Strategic Director (F&G)</p> <p>1: Assistant Director (Finance and Governance))</p>	Low / Low (GREEN)	<p>1. DWP plan.</p> <p>1.Audit logging records.</p>	Strategic Director (F&G) / PH – F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R29	Human Resources (HR) – failure to effectively manage workforce planning / comply with legislation and policies	Low / Serious (GREEN)	<p>1.Advisory Conciliation and Arbitration Service (ACAS) code of practice and legislation.</p> <p>2.Up-to-date HR policies and procedures subject to regular review and developed in consultation with trade unions.</p> <p>3.Appropriate training on HR policies and procedures.</p> <p>4.Change Management Policy.</p>	<p>1-3:Assistant Director (Central Operations) / Head of People and Culture</p> <p>4: Assistant Director (Central Operations) / Head of People and Culture / service managers.</p>	Low / Serious (GREEN)	<p>1.Approved policies in place.</p> <p>2.Regular alerts from designated bodies / Policies in place.</p> <p>3.Training records.</p> <p>4.Management Team minutes.</p>	Chief Executive (Head of Paid Services) / F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned:</u></p> <p>1.Strategic Workforce Planning training (March 2024).</p>	1: Head of People and Culture / Assistant Directors.		1.Training records.	

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R30	Ombudsman Complaints (Local Government Ombudsman / Housing Ombudsman) – failure to meet customer expectation after completion of our complaints process	High / Low (GREEN)	<p>1. Formal complaints policy and process.</p> <p>2. Designated Customer Experience Officer.</p> <p>3. Review / Final check of service area escalated responses.</p> <p>4. Ombudsman monitoring by Management Team (Strategic Performance Report).</p> <p>Planned:</p> <p>1. Annual Ombudsman report Finance and Public Services (FPS) Scrutiny panel (January 2023).</p>	<p>1-3: Customer Experience Officer</p> <p>4: Management Team</p> <p>1: Customer Experience Officer</p>	High / Low (GREEN)	<p>1. Policy and procedure in place.</p> <p>2. Designated Customer Experience Office in place</p> <p>3. Review records retained.</p> <p>4. Strategic Performance Report.</p> <p>1. FPS meeting minutes.</p>	Strategic Director (E&T) / F&C / FPS OSP

<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
R 31	Modern Slavery and Human Trafficking – failure to effectively monitor and comply with legislation	Low /Major (GREEN)	<p>1. Annual modern slavery statement (including policies and training).</p> <p>2. Qualified officers in post (Human Resources & Procurement).</p> <p>3. Raising awareness with Elected Members.</p> <p>4. Procurement procedures including Modern Slavery questions as part of the tender process – including contract terms and conditions.</p>	<p>1&2: Assistant Director (G&D) / Head of People and Culture</p> <p>3: Strategic Director (F&G) / Assistant Director (G&D)</p> <p>4: Assistant Director (G&D)</p>	Low /Major (GREEN)	<p>1. Cabinet minutes / Modern Slavery Statement Register.</p> <p>2. Officers in post.</p> <p>3. Cabinet minutes / Corporate Governance Training.</p> <p>4. Contract procedure rules and monitoring and review of tender templates.</p>	Management Team / PH – F&C / FPS OSP

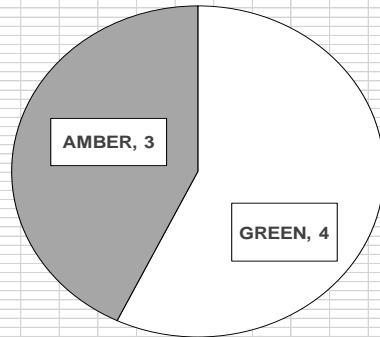
<u>Risk Ref</u>	<u>Risk Description</u>	<u>Gross Risk</u>	<u>Mitigation Control Existing / Ongoing</u>	<u>Mitigation Owner</u>	<u>Net Risk / Status</u>	<u>Sources of Assurance</u>	<u>Risk Owner / Portfolio (PH) / OSP</u>
			<p><u>Planned</u></p> <p>1. Specific Modern Slavery e-learning training module for senior officers (March 2024).</p>	<p>1: Assistant Director (G&D) / Head of Audit and Governance / Head of People and Culture</p>		<p>1. Training records.</p>	

Strategic Performance Report – Executive Summary October 2023

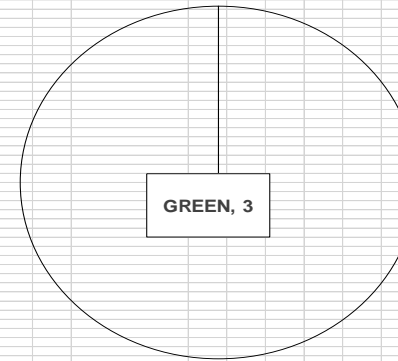
(Data as at the end of September 2023)

Charts Summary

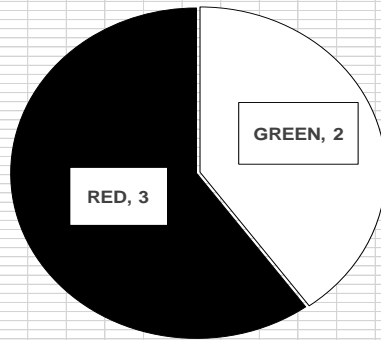
1. FINANCE



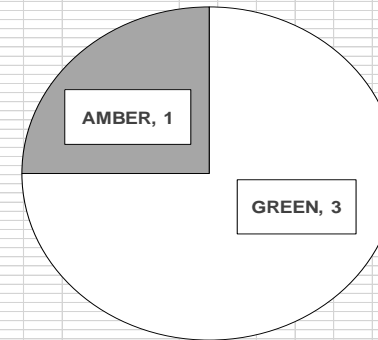
2. PEOPLE AND SERVICE DELIVERY (P&SD)



3. PROCESSES



4. IMPROVEMENT



RED AND AMBER MEASURES BY CATEGORY *

CATEGORY	RED	AMBER
FINANCE	0	3
P & S D	0	0
PROCESSES	3	0
IMPROVEMENT	0	1

* = see Executive Summary narrative (areas for improvement).

Strategic Performance Report – Executive Summary

October 2023

(Data as at the end of September 2023)

Positive Aspects (Chart reference shown in brackets)

- **Processing of new benefits claims** is 21.22 days against the 22 days good performance benchmark
- **The percentage of invoices paid on time** is 97.67% at the end of September - well within the target range of 95 – 100% and compared to 96.44% in September 2022
- **Agency staff spend** £386,075 as at the end of September compared to £599,517 at the end of September 2022:

General Fund	£ 303,392	79%
HRA	£ 82,683	21%
Total	£ 386,075	100%

This is netted against an estimated (£1,096,640) salary underspend, creating a NET underspend of (£710k) across the general and HRA budgets.

	Underspend	Net Underspend
General Fund	- 757,872	- 422,504
HRA	- 338,768	- 288,051
Total	- 1,096,640	- 710,555

NOTE: This year a 5% pay award provision has been included in the budget. As such, any actual salary/agency spend figures have been increased by 5% to give a more realistic view of the underspend.

The top three cost areas are:

DEVELOPMENT CONTROL APPLICATIONS	£93,669
FINANCE AND PROCUREMENT	£47,138
DOMESTIC REFUSE	£43,767
TOTAL	£184,574 (48% of total agency spend)

- **Strategic Risk Register monitoring** is 91% against the 80% target at the end of the second quarter (89% last quarter)

Strategic Performance Report – Executive Summary

October 2023

(Data as at the end of September 2023)

Areas for Improvement (Chart reference shown in brackets)

- **General Fund Revenue** is showing an overspend of approximately £465k compared to budget. Key points:

Homelessness and HB subsidy losses £354k – hostel income and HB subsidy losses have a specific project in progress and will be reported to Cabinet later in the year.

Potential legal costs relating to planning appeals £180k offset against increased planning application fees (£444k).

Recycling and refuse costs £325k. Reduced recycling income £310k due to material price plummeting, £195k increased kerbside recycling contract offset by (£140k) saving on recycling processing contract. Savings are also being seen on transportation (£40k).

Agency/ staffing costs £195k (in refuse £60k, planning £120k and markets £15k)

There is a saving within Elections as there is no election this year (£111k).

An increase in recovery of legal charges for NDR and CT (£30k).

External audit costs, due to changing to accounting standards / increased scrutiny of the standards and delays in the audit timetable, have increased overall against budget (£40k).

The overspend against budget is to be funded from earmarked reserves set aside for the ongoing impact of the pandemic and financial resilience.

- **General Fund Capital Programme** is currently forecasting an underspend variance of approximately £49m. The underspend is predicted due to Bedworth Physical Activity Hub linked to a revised plan due for consideration at Planning Committee in February 2024 (£18.8m), Bridge to Living project on hold pending review of regeneration programme (£6.2m). Grayson Place is still undergoing its final procurement process which will delay the expenditure (£18m). This situation will be monitored, and any changes noted.

Strategic Performance Report – Executive Summary October 2023

(Data as at the end of September 2023)

Areas for Improvement (Chart reference shown in brackets)

- **Working days lost to short term sickness absence** is 2.22 days per full time equivalent (FTE) against the profiled target of 1.74 days/FTE at the end of September
- **Working days lost to long term sickness absence** is 2.79 days per full time equivalent (FTE) against the profiled target of 2.63 days days/FTE at the end of September
- **Short term return to work interview compliance** is 78.40% within 3 days (79.68% last month). The average time to complete all interviews is 3.67 days (3.69 days last month)

Breakdown of Short Term Return to Work Interview Compliance

DIRECTORATE	COMPLIANCE WITHIN 3 DAYS (ROLLING MONTHS)	DAYS TO COMPLETE ALL INTERVIEWS (ROLLING MONTHS)
Chief Executive	100.00	1.14
Finance and Governance	63.23	5.26
Economy and Transformation	76.49	3.53
Housing and Community Safety	89.41	1.75
Public Services	62.53	5.33

- **Annual Development Reviews completed** is 91% (94% last quarter) against the 95-100% target at the end of the second quarter

NOTES

1. **Rent Collection data** - the responsibility for the collection of rent arrears has been passed back to the Housing department from September 2023. Before any performance figures are reported to MT, a full arrears validation process is taking place to ensure that the future reported figures are accurate. Its latest status is included in the charts summary.

2. There are 19 performance indicators within the Strategic Performance Report, reported by exception with performance being on or around target / good performance benchmark unless otherwise stated in this summary.

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI534583813	26/07/2023	20/10/2023	62	Council Property
FI533403553	21/07/2023	09/10/2023	56	Finance
FI535967801	01/08/2023	12/10/2023	52	Transport and Infrastructure
FI539026347	13/08/2023	24/10/2023	51	Environmental Protection
FI543156206	30/08/2023	27/10/2023	42	Environmental Protection
FI512974830	04/05/2023	30/06/2023	41	Transport and Infrastructure
FI542568785	28/08/2023	20/10/2023	39	Environmental Protection
FI542568591	28/08/2023	20/10/2023	39	Environmental Protection
FI541978836	25/08/2023	18/10/2023	38	Leisure and Culture
FI539536167	15/08/2023	05/10/2023	37	Housing
FI506815714	11/04/2023	31/05/2023	36	Management
FI509320231	20/04/2023	09/06/2023	36	Consumer Affairs

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI508975370	19/04/2023	07/06/2023	35	Democracy
FI523615547	13/06/2023	01/08/2023	35	Human Resources
FI509092217	19/04/2023	06/06/2023	34	Environmental Protection
FI541162855	22/08/2023	09/10/2023	34	Housing
FI523350634	12/06/2023	27/07/2023	33	Legal
FI538357810	10/08/2023	26/09/2023	33	Finance
FI540082922	17/08/2023	02/10/2023	32	Finance
FI541503487	23/08/2023	06/10/2023	32	Transport and Infrastructure
FI524169975	15/06/2023	28/07/2023	31	Finance
FI529426068	05/07/2023	17/08/2023	31	Democracy
FI534599792	26/07/2023	07/09/2023	31	Procurement
FI538936502	13/08/2023	26/09/2023	31	Finance

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI547994180	18/09/2023		31	Economic Development
FI518739379	24/05/2023	05/07/2023	30	Finance
FI540922374	21/08/2023	02/10/2023	30	Finance
FI523986576	14/06/2023	25/07/2023	29	Council Property
FI533186390	20/07/2023	30/08/2023	29	Housing
FI538616827	11/08/2023	21/09/2023	29	Finance
FI542790771	29/08/2023	09/10/2023	29	Finance
FI506621979	11/04/2023	19/05/2023	28	Consumer Affairs
FI520099966	30/05/2023	07/07/2023	28	Consumer Affairs
FI527754368	29/06/2023	08/08/2023	28	Finance
FI531092307	12/07/2023	21/08/2023	28	Finance
FI510283592	24/04/2023	31/05/2023	27	Finance

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI512620358	03/05/2023	09/06/2023	27	Consumer Affairs
FI529963993	07/07/2023	15/08/2023	27	IT and C
FI530738222	11/07/2023	17/08/2023	27	Council Property
FI539590951	15/08/2023	21/09/2023	27	Finance
FI540275184	18/08/2023	26/09/2023	27	Environmental Protection
FI543446778	31/08/2023	09/10/2023	27	Democracy
FI546786044	13/09/2023	20/10/2023	27	Consumer Affairs
FI516991636	18/05/2023	23/06/2023	26	Finance
FI522056685	07/06/2023	13/07/2023	26	Housing
FI529731278	06/07/2023	11/08/2023	26	Finance
FI532185876	17/07/2023	22/08/2023	26	Housing
FI545679219	08/09/2023	16/10/2023	26	Waste Management

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI505090907	04/04/2023	09/05/2023	25	Management
FI510729783	26/04/2023	31/05/2023	25	Finance
FI512627906	03/05/2023	07/06/2023	25	Environmental Protection
FI520904270	02/06/2023	07/07/2023	25	Finance
FI521001275	02/06/2023	07/07/2023	25	Finance
FI531285697	13/07/2023	17/08/2023	25	Finance
FI539573997	15/08/2023	19/09/2023	25	Housing
FI547410239	15/09/2023	20/10/2023	25	Directors
FI508480242	17/04/2023	19/05/2023	24	Democracy
FI511282082	27/04/2023	31/05/2023	24	Transport and Infrastructure
FI544578469	05/09/2023	09/10/2023	24	Council Property
FI511031181	27/04/2023	30/05/2023	23	Economic Development

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI511399480	28/04/2023	31/05/2023	23	Finance
FI520903668	02/06/2023	05/07/2023	23	Finance
FI522839788	09/06/2023	12/07/2023	23	Management
FI523902969	14/06/2023	17/07/2023	23	Housing
FI535966875	01/08/2023	01/09/2023	23	Leisure and Culture
FI539715542	16/08/2023	18/09/2023	23	Community Safety
FI540946452	21/08/2023	21/09/2023	23	Finance
FI549798014	26/09/2023	28/10/2023	23	Leisure and Culture
FI519311395	26/05/2023	27/06/2023	22	Leisure and Culture
FI522193351	07/06/2023	07/07/2023	22	Finance
FI537504875	07/08/2023	06/09/2023	22	Democracy
FI546428589	12/09/2023	12/10/2023	22	Democracy

Appendix D - FOI / EIR Requests Outside 20 Day Response Timescale: April – September 2023 (Total of 82)

Reference	Created	Completed	Days to complete / outstanding	Service Area
FI508662322	18/04/2023	17/05/2023	21	Consumer Affairs
FI521490241	05/06/2023	04/07/2023	21	Leisure and Culture
FI522644838	09/06/2023	10/07/2023	21	Housing
FI532875150	19/07/2023	17/08/2023	21	Housing
FI533817409	24/07/2023	22/08/2023	21	Housing
FI535974838	01/08/2023	30/08/2023	21	Housing
FI537858250	08/08/2023	06/09/2023	21	Crematoria and Cemeteries
FI537684735	08/08/2023	06/09/2023	21	Management
FI545674113	08/09/2023	09/10/2023	21	Council Property
FI548832948	21/09/2023	20/10/2023	21	Council Property

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF534477969	26/07/2023		62	Planning and Building Control
CF512253615	02/05/2023	03/07/2023	44	Waste Management All other Waste Services
CF527553670	28/06/2023	17/08/2023	36	Housing Property Services
CF544879244	06/09/2023		32	Council Property
CF514225605	09/05/2023	21/06/2023	31	Housing Property Services
CF516912153	18/05/2023	29/06/2023	30	Housing Property Services
CF506715351	11/04/2023	18/05/2023	27	Planning and Building Control
CF526786667	26/06/2023	01/08/2023	26	Human Resources HR
CF534785962	27/07/2023	31/08/2023	25	Crematoria and Cemeteries
CF523956990	14/06/2023	19/07/2023	25	Leisure and Culture Parks and Greenspace
CF520647077	01/06/2023	05/07/2023	24	Waste Management All other Waste Services
CF520954318	02/06/2023	06/07/2023	24	Waste Management Recycling
CF548482661	20/09/2023		22	Council Property
CF548505681	20/09/2023		22	Leisure and Culture Parks and Greenspace
CF548865509	21/09/2023	20/10/2023	21	Economic Development Town Centres and Markets

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF509101505	19/04/2023	18/05/2023	21	Finance Revenues
CF546403493	12/09/2023	11/10/2023	21	Housing Property Services
CF548734329	21/09/2023		21	Housing Strategic Housing Services
CF517144584	18/05/2023	16/06/2023	21	Waste Management Recycling
CF528904034	04/07/2023	01/08/2023	20	Finance Revenues
CF536314884	02/08/2023	30/08/2023	20	Housing Property Services
CF530882023	11/07/2023	07/08/2023	19	Environmental Protection Environmental protection
CF541235966	22/08/2023	18/09/2023	19	Finance Revenues
CF505240454	05/04/2023	02/05/2023	19	Housing Property Services
CF549340397	24/09/2023		19	Housing Property Services
CF508626496	18/04/2023	15/05/2023	19	Leisure and Culture Parks and Greenspace
CF542854529	29/08/2023	25/09/2023	19	Leisure and Culture Parks and Greenspace
CF542642137	29/08/2023	25/09/2023	19	Leisure and Culture Parks and Greenspace
CF543303703	31/08/2023	27/09/2023	19	Leisure and Culture Parks and Greenspace
CF520873722	02/06/2023	29/06/2023	19	Waste Management Recycling

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF540335660	18/08/2023	13/09/2023	18	Economic Development Town Centres and Markets
CF544596925	05/09/2023	29/09/2023	18	Leisure and Culture Parks and Greenspace
CF521316131	04/06/2023	29/06/2023	18	Waste Management All other Waste Services
CF549629962	25/09/2023	18/10/2023	17	Crematoria and Cemeteries
CF509646117	21/04/2023	16/05/2023	17	Housing Landlord Services
CF515228929	12/05/2023	06/06/2023	17	Housing Property Services
CF505342603	05/04/2023	28/04/2023	17	Leisure and Culture Parks and Greenspace
CF529431406	05/07/2023	28/07/2023	17	Leisure and Culture Parks and Greenspace
CF541232090	22/08/2023	14/09/2023	17	Transport and Infrastructure Car Parks and Infrastructure
CF519469384	27/05/2023	20/06/2023	16	Housing Landlord Services
CF523349663	12/06/2023	04/07/2023	16	Housing Property Services
CF505526015	05/04/2023	27/04/2023	16	Leisure and Culture Parks and Greenspace
CF533196696	20/07/2023	11/08/2023	16	Leisure and Culture Parks and Greenspace
CF534005721	24/07/2023	15/08/2023	16	Leisure and Culture Parks and Greenspace
CF536567304	03/08/2023	25/08/2023	16	Leisure and Culture Parks and Greenspace

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF522136130	07/06/2023	29/06/2023	16	Waste Management All other Waste Services
CF522349049	08/06/2023	29/06/2023	15	Housing Property Services
CF544368963	04/09/2023	25/09/2023	15	Leisure and Culture Parks and Greenspace
CF548828933	21/09/2023	12/10/2023	15	Leisure and Culture Parks and Greenspace
CF548890540	21/09/2023	12/10/2023	15	Waste Management All other Waste Services
CF506443195	10/04/2023	28/04/2023	14	Economic Development Town Centres and Markets
CF550391346	28/09/2023	18/10/2023	14	Economic Development Town Centres and Markets
CF533402663	21/07/2023	10/08/2023	14	Finance Revenues
CF514621691	10/05/2023	30/05/2023	14	Housing HEART
CF529004652	04/07/2023	24/07/2023	14	Housing Property Services
CF546814931	13/09/2023	03/10/2023	14	Legal
CF507881879	14/04/2023	04/05/2023	14	Leisure and Culture Parks and Greenspace
CF522046138	07/06/2023	27/06/2023	14	Leisure and Culture Parks and Greenspace
CF534063299	24/07/2023	11/08/2023	14	Leisure and Culture Parks and Greenspace
CF541641574	24/08/2023	13/09/2023	14	Leisure and Culture Parks and Greenspace

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF516815991	17/05/2023	06/06/2023	14	Planning and Building Control
CF511119606	27/04/2023	17/05/2023	14	Waste Management All other Waste Services
CF508653430	18/04/2023	05/05/2023	13	Consumer Affairs Licensing
CF540530591	19/08/2023	07/09/2023	13	Housing Private Sector Housing
CF522351042	08/06/2023	27/06/2023	13	Leisure and Culture Parks and Greenspace
CF544607065	05/09/2023	22/09/2023	13	Leisure and Culture Parks and Greenspace
CF520012597	30/05/2023	16/06/2023	13	Waste Management All other Waste Services
CF550265853	27/09/2023	16/10/2023	13	Waste Management All other Waste Services
CF531295453	13/07/2023	31/07/2023	12	Economic Development Town Centres and Markets
CF518302079	23/05/2023	08/06/2023	12	Finance Accounts
CF516003041	15/05/2023	31/05/2023	12	Finance Revenues
CF522789591	09/06/2023	27/06/2023	12	Leisure and Culture Parks and Greenspace
CF522798038	09/06/2023	27/06/2023	12	Leisure and Culture Parks and Greenspace
CF520221609	31/05/2023	16/06/2023	12	Waste Management All other Waste Services
CF543012470	30/08/2023	16/09/2023	12	Waste Management All other Waste Services

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF527266235	27/06/2023	13/07/2023	12	Waste Management Recycling
CF539171111	14/08/2023	29/08/2023	11	Community Safety
CF539277294	14/08/2023	29/08/2023	11	Community Safety
CF544012920	03/09/2023	19/09/2023	11	Crematoria and Cemeteries
CF536591607	03/08/2023	18/08/2023	11	Democracy Democratic Services
CF527393029	28/06/2023	13/07/2023	11	Finance Revenues
CF546156771	11/09/2023	26/09/2023	11	Finance Revenues
CF542881126	29/08/2023	13/09/2023	11	Housing Private Sector Housing
CF511999880	01/05/2023	16/05/2023	11	Housing Property Services
CF507137998	12/04/2023	27/04/2023	11	Leisure and Culture Parks and Greenspace
CF510861626	26/04/2023	11/05/2023	11	Leisure and Culture Parks and Greenspace
CF511416090	28/04/2023	15/05/2023	11	Leisure and Culture Parks and Greenspace
CF511397805	28/04/2023	15/05/2023	11	Leisure and Culture Parks and Greenspace
CF520085619	30/05/2023	14/06/2023	11	Leisure and Culture Parks and Greenspace
CF522445076	08/06/2023	23/06/2023	11	Leisure and Culture Parks and Greenspace

Appendix E - Complaints Outside 10 Day Response Timescale: April – September 2023 (Total of 98)

Reference	Created	Responded	Days to complete / outstanding	Service Area
CF523327399	12/06/2023	27/06/2023	11	Leisure and Culture Parks and Greenspace
CF541277782	22/08/2023	06/09/2023	11	Leisure and Culture Parks and Greenspace
CF547147324	14/09/2023	29/09/2023	11	Leisure and Culture Parks and Greenspace
CF549493624	25/09/2023	10/10/2023	11	Leisure and Culture Parks and Greenspace
CF518592820	24/05/2023	08/06/2023	11	Waste Management All other Waste Services
CF546436046	12/09/2023	27/09/2023	11	Waste Management All other Waste Services
CF549538238	25/09/2023	10/10/2023	11	Waste Management All other Waste Services
CF512668929	03/05/2023	18/05/2023	11	Waste Management Recycling

Nuneaton and Bedworth Borough Council

FORWARD PLAN SHOWING THE KEY DECISIONS THAT WILL BE MADE IN THE 4 MONTHS BEGINNING 1ST FEBRUARY 2024 AND EXEMPT INFORMATION DECISIONS THAT ARE TO BE MADE DURING FEBRUARY, 2024.

The table below shows the likely date the listed key decisions will be made and by whom and also lists the subject of decisions to be made under Exempt Information rules. Please contact the officer mentioned in the seventh column if you wish to know:-

- ◆ the groups or organisations whom the decision maker will consult before making the decision;
- ◆ how such consultation will be undertaken;
- ◆ what documents the decision maker will consider in making that decision; or
- ◆ how, and by when, you can make any representations about the proposed decision.

Items highlighted in **yellow** are new or amended items for this publication.

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
30/09/20	Local Government Devolution	Cabinet	No		January 2024	Brent Davis ☎02476 376347	Brent Davis ☎02476376347	Business & Regeneration	Business, Regen & Planning
31/05/23	Share Enforcement Agency Contract	Cabinet	No		January 2024	Jade Fuller ☎02476 376165	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance & Public Service
30/11/23	Safeguarding Policy	Cabinet	No		January 2024	Linda Downes ☎0247637 6260	Vicki Summerfield ☎02476376002	Finance and Corporate	Finance & Public Services

25/09/23	Bedworth Physical Activity Hub Update	Cabinet	No		February 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Public Services	Finance and Public Services
30/09/23	Article 4 Directions	Cabinet & Council	No		January/February 2024	Maria Bailey ☎02476 376144	Kevin Hollis ☎02476376143	Planning & Regulation	Business, Regen & Planning
20/12/23	Planning Software Procurement	Cabinet	No		February 2024	Maria Bailey ☎02476 376144	Kevin Hollis ☎02476376143	Planning & Regulation	Business, Regen & Planning
11/01/24	Dog Control – Public Space Protection Order Extension	Cabinet	No		February 2024	Rachel Fleeson ☎02476 376402	Kevin Hollis ☎02476 376143	Health & Environment	Housing, Env & Health
21/02/23	General Fund Budget 2024/25	Cabinet/Council	No		February 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
21/02/23	HRA Budget 2024/25	Cabinet/Council	No		February 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services

21/02/23	Treasury Strategy 2024/25	Cabinet/Council	No		February 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Finance and Corporate	Finance and Public Services
30/11/23	Capital Budget 2024/25	Cabinet/Council	No		February 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
30/06/23	Bedworth Civic Hall - Update	Cabinet	No		February 2024	Jonathan White ☎02476 376549	Tom Shardlow ☎02476 376004	Public Services	Finance and Public Services
07/08/23	Co-Mingled, New refuse collection Routes and New MRF (recycling)	Cabinet	No		February 2024	Glen McGrandle ☎02476 376049	Kevin Hollis ☎02476 376143	Public Services	Finance and Public Services
30/11/23	Nuneaton Business Improvement District	Cabinet	No		February 2024	Jonathan White ☎02476 376549	Tom Shardlow ☎02476 376004	Business & Regeneration	Business, Regen & Planning
11/10/23	Delivery of Phase 2 Reimagining Nuneaton Museum & Art Gallery	Cabinet	No		February 2024	Catherine Nisbet ☎02476 376483	Kevin Hollis ☎02476376143	Public Services	Finance and Public Services

31/03/23	Parks & Green Spaces Strategy	Cabinet	No		March 2024	David Truslove ☎02476 376569	Kevin Hollis ☎02476 376143	Public Services	Finance and Public Services
21/02/23	General Fund Budget Monitoring Q3	Cabinet	No		March 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Finance and Corporate	Finance and Public Services
21/02/23	HRA Budget Monitoring Q3	Cabinet	No		March 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
21/02/23	Capital Monitoring Q3	Cabinet	No		March 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
31/10/23	Housing Strategy 2024-29	Cabinet	No		March 2024	Jane Grant ☎02476 376483	Dawn Dawson ☎02476376408	Housing and Communities	Housing, Env & Health
31/10/23	Homelessness and Rough sleeping Strategy 2024-29	Cabinet	No		March 2024	Jane Grant ☎02476 376483	Dawn Dawson ☎02476376408	Housing and Communities	Housing, Env & Health

30/11/23	Update on Play Areas	Cabinet	No		March 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476 376143	Health and Environment	Finance and Public Services
20/12/23	Creative Explorer Update	Cabinet	No		March 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476 376143	Public Services	Finance and Public Services
21/12/23	Car parking system upgrade	Cabinet/Council	No		March/April 2024	Jonathan White ☎02476 376549	Tom Shardlow ☎02476 376004	Business & Regeneration	Business, Regen & Planning
31/05/23	Capital Strategy and Asset Management Plan	Cabinet	No		March/April 2024	Jonathan White ☎02476 376549	Tom Shardlow ☎02476 376004	Business & Regeneration	Business, Regen & Planning
22/08/22	Johnson Road, Bedworth – Housing Development / Community Use proposal	Cabinet	No		June 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Public Services	Finance and Public Service
11/10/23	Supported Housing (Regulatory) Act 2023- NBBC Strategy	Cabinet	No		June 2024	Jane Grant ☎02476 376483	Dawn Dawson ☎02476376408	Housing and Communities	Housing, Env and Health

31/07/23	General Fund Revenue Outturn 2023/24	Cabinet	No		July 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
31/07/23	HRA Revenue Outturn 2023/24	Cabinet	No		July 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
31/07/23	Capital Outturn 2023/24	Cabinet	No		July 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
31/07/23	Collection Fund 2023/24	Cabinet	No		July 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
31/07/23	Treasury Annual Report 2023/24	Cabinet	No		July 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
25/09/23	General Fund Budget Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services

25/09/23	HRA Budget Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
25/09/23	Capital Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
30/11/23	General Fund Budget Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
30/11/23	HRA Budget Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services
30/11/23	Capital Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Finance and Corporate	Finance and Public Services

Cabinet – Exempt Items

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
06/05/22	Regeneration Projects Update	Cabinet	Yes	The report will contain information relating to the financial or business affairs of any particular person (including the Authority holding the information)	January 2024	Les Snowdon ☎02476 376249	Tom Shardlow ☎02476 376004	Business & Regeneration	Business, Regen & Planning

Individual Cabinet Member Decisions

Date entered:	Item - Description	Portfolio Holder	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	OSP

Individual Cabinet Member Decisions – Exempt Items

	None							
--	------	--	--	--	--	--	--	--

Officer Decisions									
Date entered:	Item - Description	Directorate	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
	None								
Officer Decisions – Exempt Items									

The Cabinet Members are:

- Business and Regeneration (Leader) - Councillor K. Wilson
- Housing and Communities (Deputy Leader) - Councillor C. Golby
- Finance and Corporate - Councillor S. Croft
- Public Services - Councillor S. Markham
- Planning and Regulation - Councillor R. Smith
- Health and Environment - Councillor J. Gutteridge

Observer:

- Leader of the Main Opposition Group - Councillor C. Watkins

Dated: 11th January 2024

Signed: K. Wilson (Leader of the Council)

Agenda Item 9

Finance and Public Service Overview and Scrutiny Panel – Work Programme 2023/24

Date added	Lead Officer	Title	Summary	Scrutiny/Over view	Proposed Committee Date	Include in Work Programme	Report Submission to Chair
	Rachel Fleeson	Gambling	The Panel establish a Working Group to look at and assess the impact of gambling on the health and well-being of the residents on Nuneaton and Bedworth.		TBC		
	TBC	Environmental Sustainability Strategy	Environmental Sustainability Strategy Action Plan Progress.	All member briefing	TBC		
Dec 2019	Dawn Dawson	Capital Strategy and Asset Management Plan	The new Capital and Asset Strategy and Asset Management Action Plan to be developed for the period 2020 onwards and be brought to the Panel as soon as possible in 2020 for consideration and comment.		14 March 2024		
	Kevin Hollis Katie Memetovic-Bye	SLM Annual Report	Annual report of SLM to update and provide performance information for Members on how its work is meeting the corporate aims of the Council and its contract. Including Passport to Leisure update		25 th January 2024		
	Glen McGrandle	Kerbside Recycling and Refuse Collection	Performance update on recycling targets and the recycling and refuse collection service.		14 March 2024		
	David Truslove	Allotment Action Plan	As part of the Allotment Strategy the Action Plan will be monitored by the OSP	All member briefing	January 2024		
	Tom Shardlow	FOI and Complains Update	Monitor the numbers and response rates at a departmental level	All member briefing	January 2024		
	Linda Downes	Integrated Performance Report	The Operational Integrated Performance Quarterly Reports by relevant service area and at a strategic level	Performance Monitoring	25 th January 2024 14 th March 2024		

	Catherine Nisbet	Museum	Update including outreach work. Arts development funding. Identify the strategy that is in place, what progress is being made, can it link with the outreach work being done by the Museum with the Civic Hall?	Performance monitoring	25 th January 2024		
	Jonathan White	Changing Places Toilet Facilities	The Panel establish a working group to determine cost, location and potential use of Changing Places Toilets across Nuneaton and Bedworth, including any potential within the Playing pitch strategy.	All member briefing	March 2024		
	TBC	Impact of Welfare Reform on Housing	To consider the impact that the new legislation e.g. Bedroom Tax, Universal Credit, benefit changes.	All member briefing	25 January 2024		
	Kevin Hollis	Sub-Regional Materials Recycling Facility			14 th March 2024		
8 th June 2023	Nicola Bottrill	Budget and update of cost for the refurbishment of 196-198 Church Road to Temporary Accommodation	For an update report to be brought to a future meeting once the project is completed.		14 th March 2024		
8 th June 2023	Nicola Bottrill	Independent Living Unit (remodelling)	A report to provide information about the project, including budget, dates and deadlines. To look into the 'difficult to let' properties which may not be fit for purpose.		14 th March 2024		
8 th June 2023	Nicola Bottrill	Homeless Hostel Conversion	A briefing note be received for review by this Panel following the HRA review		14 th March 2024		