

Enquiries to Committee Services

Direct Dial: 024 7637 6000

Direct Email: committee@nuneatonandbedworth.gov.uk

Date: 26th October 2023

Our Ref: MM

Dear Sir/Madam,

A meeting of the **AUDIT & STANDARDS COMMITTEE** will be held in the Council Chamber, Town Hall, Nuneaton, on **Tuesday, 7th November 2023** at **6.00pm**

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
Audit & Standards
Committee

Councillors R Baxter-Payne (Chair),
J. Sheppard (Vice-Chair), B. Beetham,
D. Brown, T. Cooper, L. Cvetkovic,
L. Downs, J. Hartshorn, J. Kennaugh,
N. Phillips and R. Tromans.

A G E N D A

PART I - PUBLIC BUSINESS

1. ANNOUNCEMENTS

To advise the meeting participants of the procedure that will be followed by the Members of the committee.

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 Lloyds Bank on the opposite side of the road.

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

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

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

The meeting will be live streamed to YouTube and will be available to view via the NBBC website.

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

3. MINUTES – To confirm the minutes of the meeting of the Audit and Standards Committee held on 5th September 2023, attached (**Page 5**).

4. DECLARATIONS OF INTEREST

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

Declaring interests at meetings

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

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 10**). 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.

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

The chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the chair, the speaker persists, they will be asked to stop speaking by the chair. The chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

6. FOLLOW-UP REVIEW BRIEFING REPORT – a report of the Audit and Governance Manager, attached (**Page 13**).

7. REVIEW OF THE REGISTER OF MEMBERS' INTERESTS AND GIFTS AND HOSPITALITY REGISTERS 2022- 2023 – a report of the Monitoring Officer, attached (**Page 16**).

8. ANY OTHER ITEMS - which in the opinion of the Chair should be discussed as a matter of urgency because of special circumstances (which must be specified).

9. EXCLUSION OF THE PUBLIC AND PRESS - Under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (i) and (iv) of Part I and II of Schedule 12A to the Act.
10. REVISED GOVERNANCE ARRANGEMENTS - a report of the Strategic Director – Finance & Governance.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

AUDIT & STANDARDS COMMITTEE

5th September 2023

A meeting of the Audit & Standards Committee was held on Tuesday, 5th September 2023 in the Council Chamber, Town Hall, Nuneaton. The meeting was recorded for publication on the Council website.

Present

Councillor R Baxter Payne – Chair

Councillors: D. Brown, T. Cooper, L. Downs, J. Hartshorn, R. Tromans and M. Green (substitute for Councillor L. Cvetkovic).

Apologies: Councillors B. Beetham, L. Cvetkovic, J. Kennaugh, N. Phillips and J. Sheppard (Vice-Chair),

PART I – PUBLIC BUSINESS

ASC6 **Minutes**

RESOLVED that the minutes of the Audit and Standards Committee meeting held on 11th July 2023 be approved and signed by the Chair.

ASC7 **Declarations of Interest**

As a substitute Councillor for this meeting, the Declarations of Interest for Councillor M. Green were not detailed in the Schedule attached to the agenda.

RESOLVED that the declarations of interest are as set out in the Schedule attached to these minutes, with the addition of the Declarations of Interest for Councillor M. Green

ASC8 **Statement of Accounts for 2021/21 Audit Update**

A report of the Strategic Director – Finance and Governance and the External Auditor provided an update to the Committee on the external audit progress for the Statement of Accounts 2021/22.

RESOLVED that the Audit Progress Audit Progress Report on the Statement of Accounts for 2021/22 be noted.

ASC9 **Internal Audit Annual Report and Counter Fraud Activity 2022 - 23**

The Head of Audit and Governance presented the Head of Audit and Governance (Interim) Annual Report.

RESOLVED that

- a) the findings of an assessment of the internal audit function against the Public Sector Internal Audit Standards and quality assurance programme be noted;
- b) the summary of internal audit work at Appendix A and B which supports the Head of Governance opinion be considered;
- c) the Head of Audit and Governance overall opinion on the control environment be noted; and
- d) thanks be put on record to the Counter Fraud Officer.

ASC10 **Internal Audit Charter**

A Report of the Head of Audit and Governance gave the Committee an opportunity to consider and approve the Internal Audit Charter.

RESOLVED that the Internal Audit Charter be approved.

ASC11 **Exclusion of the Public and Press**

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

ASC12 **Overview of Complaints Against Members: 29th February 2023 to 16th August 2023**

The Monitoring Officer provided the Committee with a report of the complaints received from 29th February 2023 to 16th August 2023.

RESOLVED that the report confirming 9 formal complaints have been received for the period 29th February 2023 to 16th August 2023 be noted.

Chair _____

Audit and Standards Committee - 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 (Chair)	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) 	
	B. Beetham	Senior PowerBi Lead at Wye Valley Hospital Trust; Warwickshire County Council – Camp Hill	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Exhall Education Foundation (Council appointment). 	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Village: Pride in Camp Hill Board <ul style="list-style-type: none"> • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee) Member on the following Outside Bodies: <ul style="list-style-type: none"> • Building Control Partnership Steering Group 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane 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 	
	J. Hartshorn	Employed by Asda Nuneaton	Member of Nuneaton Conservatives	
	J. Kennaugh	County Councillor W.C.C. Employed by FedEx Express UK Limited.	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 	
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> • Nuneaton Labour CLP • The Fabian Society • The George Eliot Society • The PCS Union • Central Credit Union • Stockingford Sports and Allotment Club • Haunchwood Sports and Social Club 	
	J. Sheppard (Vice-Chair)		Partnership member of the Hill Top and Caldwell Big Local. Director of Wembrook Community Centre. Member of Labour Party.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	R. Tromans	Compliance, GIM, Coventry Warwickshire County Councillor	Member of the Conservative Party Member of the Chartered Institute of Credit Management	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		(Weddington) Share in a rental property in Hydes Pastures, Nuneaton		

Audit and Standards Committee - 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 (Chair)	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) 	
	B. Beetham	Senior PowerBi Lead at Wye Valley Hospital Trust; Warwickshire County Council – Camp Hill	Member of the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban Village: Pride in Camp Hill Board • Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Exhall Education Foundation (Council appointment). 	
	T. Cooper	None	Member on the following Outside Bodies: <ul style="list-style-type: none"> • Camp Hill Urban 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Village: Pride in Camp Hill Board</p> <ul style="list-style-type: none"> Committee of Management of Hartshill and Nuneaton Recreation Ground 	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	<p>The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee)</p> <p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> Building Control Partnership Steering Group 	
	L. Downs	River Bars Limited; Coventry Plus Beyond the Plane Little Caesars Donuts Limited NBBC Council Contract for market pitch	<p>Member on the following Outside Body:</p> <ul style="list-style-type: none"> Hammersley, Smith and Orton Charity 	
	J. Hartshorn	Employed by Asda Nuneaton	Member of Nuneaton Conservatives	
	J. Kennaugh	County Councillor W.C.C. Employed by FedEx Express UK Limited.	<p>Member of the W.C.C. Regulatory Committee Member of the Conservative Party Member of UNITE the Union</p> <p>Member on the following Outside Bodies:</p> <ul style="list-style-type: none"> EQulP 	
	N. Phillips	Employee of DWP	<p>Member of:</p> <ul style="list-style-type: none"> Nuneaton Labour CLP The Fabian Society The George Eliot Society The PCS Union Central Credit Union Stockingford Sports and Allotment Club Haunchwood Sports and Social Club 	
	J. Sheppard (Vice-Chair)		<p>Partnership member of the Hill Top and Caldwell Big Local. Director of Wembrook Community Centre. Member of Labour Party.</p>	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
	R. Tromans	Compliance, GIM, Coventry Warwickshire County Councillor	<p>Member of the Conservative Party</p> <p>Member of the Chartered Institute of Credit Management</p>	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		(Weddington) Share in a rental property in Hydes Pastures, Nuneaton		

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Audit and Standards Committee – 7th November 2023

From: Head of Audit & Governance

Subject: Follow-up Review Briefing Note

1. Purpose of the Report

- 1.1 The purpose of this report is to inform the Committee of the findings of the follow-up reviews completed on those audits where a 'Limited Assurance' opinion was given at the initial review stage as reported in the Internal Audit Annual Report 2022/23.

2. Recommendations

- 2.1 To note the results of the follow-up reviews and the updated assurance levels given.

3. What the Committee is being asked to consider?

- 3.1 That sufficient action is being taken by management to improve the control environment in the areas of concern.

4. Background

- 4.1 The Internal Audit Annual Report summarising the findings of the work completed by the internal audit team during 2022/23 was presented to the Audit and Standards Committee in September 2023. At the time that the report was presented follow-up reviews were in progress to ensure that action was being taken as agreed to change procedures and improve controls, where a 'Limited Assurance' had been given.
- 4.2 There were three areas where a 'Limited Assurance' opinion was given, and these were in relation to:
- The use of fuel cards;
 - Corporate credit cards; and
 - Housing repairs stock control.

5. Use of Fuel Cards

- 5.1 The follow-up review in relation to the use of fuel cards is still on-going. The majority of fuel cards are directly allocated to Council vehicles but

there are some 'wild cards' in use which are issued in certain circumstances such as fuelling hire vehicles, purchasing fuel in jerry cans for use in Council equipment and when original cards have been mis-laid and replacements are awaited.

- 5.2 Controls over the issue of the wild cards has improved since the original audit review and there is a clear record of who cards were issued to and when they were returned, however, there are some discrepancies on receipts that have not been picked up as part of the management review process and we are carrying out more work on these transactions to establish and confirm the validity of these purchases.
- 5.3 In light of this a further report will be brought to this Committee at the next meeting in January 2024.

6. Corporate Credit Cards

- 6.1 We are pleased to note that of the seven recommendations made in the original report six have been implemented and budget holders now have much tighter control over the use of credit cards in their areas of responsibility to ensure that transactions are valid and appropriate. Only one recommendation remains in progress, which relates to finding alternative ways of taxing Council vehicles to reduce the need to use credit cards. This was a low priority 3 recommendation, so we have no concerns that progress is still on-going.
- 6.2 As part of the follow-up review, additional testing was carried out on a sample of 33 credit card transaction (one purchase from each active card holder) made from 1 January 2023 onwards to ensure that the metadata on the receipt record was appropriately completed for every transaction and approved either by the budget holder or in their absence an appropriate Senior Officer; to ensure that cardholders are not self-approving their transactions and to ensure, where appropriate that transactions have been linked to work orders to verify that the purchase was made for a genuine repair. We are pleased to report that the outcome of these additional tests was sound, so our overall audit opinion has been upgraded from 'Limited' to 'Satisfactory' assurance.

7. Housing Repairs Stock Control

- 7.1 In relation to stock control within Housing Repairs there were two key areas of concern. One was the accountability of stock held on the vans for joiners and plumbers, which are the only two trades that carry imprest stock on the vans. A new procedure has been introduced whereby stock requirements are identified on a Friday based on the following weeks works orders. The orders are then raised on Monday and collected into Stores on a Tuesday, to be loaded onto the vans first thing Tuesday morning. Therefore, materials are ordered only as they are required, reducing the ad-hoc nature of the ordering process with operatives going into Bradfords to order and collect items as required. This also helps the

reporting and accountability process because orders are placed using the corporate E-buy system. Monthly budget monitoring meetings and quarterly stock takes will also identify any issues and concerns.

- 7.2 The second key area of concern was the level of unused stock stored in a compound at the Depot. The contract with Bradfords allows any unused items to be returned but this clause within the contract was not being utilised; a meeting has now been arranged with Bradfords to agree a returns process and the Council will be issued with credit notes.
- 7.3 We are pleased to report that as a result of these changes our overall audit opinion has been upgraded from 'Limited' to 'Satisfactory' assurance.

Linda Downes

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Audit and Standards Committee – 7 November 2023

From: MONITORING OFFICER

Subject: Review of the Register of Members' Interests and Gifts and Hospitality Registers 2022- 2023

1. Purpose of Report

1.1 To review the registration of Members' Interests and, Gifts and Hospitality by Members and Officers for the period 14th October 2022 – 23rd October 2023.

2. Recommendation

2.1 That the contents of the register of Members' Interests between 14th October 2022 and 23rd October 2023 be considered; and

2.2 That the contents of the registers of Gifts and Hospitality for Members and Officers between 14th October 2022 and 23rd October 2023, as set out in Appendix A, be considered.

3. Background

Members' Interests

3.1 The Localism Act 2011 ('the Act') introduced "Disclosable Pecuniary Interests" (DPIs) which Members are required to disclose either in advance or at a meeting where that interest is engaged.

3.2 In order to comply with the Act and the Council's Code of Conduct, the Monitoring Officer is required to prepare and maintain a register of Member's interests, which must be available for public inspection and available on the Council's website. Hard copies of the current Register of Interests will be available at the meeting for inspection by the Committee. The Committee is asked to consider whether there are any recommendations it wishes to make in connection with the Register or highlight any concerns.

Gifts and Hospitality

3.3 In line with the recommendations from the Committee on Standards in Public Life and as a matter of best practice, the Council maintains a register of gifts and hospitality. The Committee on Standards in Public Life recommend that this be reviewed by the Audit & Standards Committee at least once a year to consider whether there are any issues or recommendations on best practice. Similarly, Officers are required to make declarations under the Local Government Act 1972.

3.4 Provision for the annual review of the registration of Members' Interests and Gifts and Hospitality by members and officers, was made in the Committee work plan for 2022 - 2023.

4. Information

Members' Interests

4.1 The Council complies with the Act by maintaining a register of interests. The register is available on the Council's website and for inspection at the Town Hall, Nuneaton on request. The On-line version does not however replace the paper version of the Members Register of Interests held by the Monitoring Officer.

Gifts and Hospitality

4.1.1 The Gifts and Hospitality register for Officers and Members are kept at the Town Hall, Nuneaton and are available for public inspection on request. The Gifts and Hospitality registers are also published in typewritten format on the Council's website, achieving greater transparency and public accountability.

4.5 Appendix A attached to this report, shows the register of Gifts and Hospitality of Members and Officers between 14th October 2022 – 23rd October 2023.

4.6 Committee is asked to review the register and to consider whether there are any issues that need addressing. One key issue would be whether the committee felt that there were omissions from the register. Although these may be difficult to identify, some members may be aware of events that officers and members have attended in some capacity, which ought to be recorded.

4.7 As a matter of good practice, it is also recommended that the Monitoring Officer write to all Members and Officers to remind them of the importance of keeping the registers up to date and accurate. This is seen as a benchmark of openness and transparency and ensures that the public can have confidence in the Council's Governance arrangements.

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Register of gifts and hospitality - officers and members

Date informed of gift or hospitality	Date gift or hospitality received	Recipient	Person or company offering gift or hospitality	Brief details of gift or hospitality	Approximate value of gift or hospitality	Reason for accepting gift or hospitality	Has this been received before
02/12/2022	02/12/2022	Mathew Wallbank	Crown Commercial Services (Part of the UK Government Cabinet Office)	Coffee from a local (Nuneaton) coffee shop.	£2.50	Following a site visit to Abbey Sreet and as part of the quarterly account management catch ups. Account management relates to public sector procurement updates, colloaborative working with neighbouring public sector bodies, updates regarding their framework agreements and central government updates for public sector buying/procurement departments.	No.
09/12/2022	09/12/2022	Lesia Wowczuk	Bloom and Wild	Flowers	£15	Gifted to all visitors on site	No
07/12/2022	01/12/2022	Mathew Byrne	Hans Mitchell, Client Relations Director, Harmony	One4all gift card received in the post	£20	DECLINED. They wished to discuss/provide services. There was no business engaged with and services were declined.	No
12/12/2022	08/12/2022	Councillor J. Clarke	Lord Mayor of Coventry	The Mayor and the Mayoress were guests at a dinner given by. the Lord Mayor of Coventry	£40 per person	A Civic Heads invitation between local Mayors	No
12/12/2022	29/11/2022	Councillor J. Clarke	High Sherriff	Small bottle of pale ale	£4-5	In acknowledgment of an invitation to the NBBC Mayor's Parlour.	No
13/12/2022	13/12/2022	Green Spaces Team	Councillor Julian Gutteridge	Box of Heroes chocolates	£5	A thank you for the hard work undertaken this year.	No
14/12/2022	14/12/2022	Ian Andrew	Advent Communications	Mug	£5	Christmas	No
14/12/2022	14/12/2022	Housing Solutions Team	Merrick Lodge Hotel Coventry	Christmas Hamper - basket and full contents	£200	To contribute to the delivery of provisions for our Homeless Households in temporary accommodation - this cannot be given to a single household and so raffling it off will enable food provisions to be purchased and distributed as and when needed.	Yes.

15/12/2022	15/12/2022	Planning Team	E T Planning	Box of Thorntons Chocolates	£7	In appreciation of support over the last year - Christmas	No
16/12/2022	16/12/2022	Katherine Orton	Scanlans	Bottle of wine	£10-15	Christmas	No
19/12/2022	19/12/2022	Ray Hurley	Mr Amar Patel	Bottle of wine from givers own shop.	£9	Christmas. Tried to decline however giver was adamant I accept and so accepted so as not to cause offence.	No
22/12/2022	21/12/2022	Capital Projects Teas	Chris Jordan from Cathedral Plastics	4 bottles of wie	£20	Christmas - thank you for hard work. As it is alcohol it is going to be donated to a local charity. Member Services have been contacted to ask if the Mayor's charity would like them.	No
17/01/2023	17/01/2023	Councillor Emma Shiers	Debbie Ashby	A plant, a box of chocolates and a card	£10	Thanks for being helpful and supportive	No
21/02/2023	21/02/2023	Councillor Jeff Clarke	NBSF Awards	Meal	£45	Awards ceremony	No
24/02/2023	09/03/2023	Brent Davis	Imagineer Productions	Meal	£100	A thank you for support given	No
01/03/2023	23/02/2023	Ricky Casserly	Mi Taxis and icabby	Invite to 'Mobilize Taxi Solutions' Launch with Mi Taxis	£20	DECLINED - invitation to a launch event for new Nissan icabby taxis in partner with Mi Taxis-event was to include lunch	No
09/03/2023	01/03/2023	Matthew Wallbank	BIP Solutions in partnership with the Cabinet Office	Sandwich and bottle of water	£3	Included as part of the ticket for the event.	No
06/03/2023	09/03/2023	Tracy Windross	Glasstap (Trainers Library)	2 x training and development games/activity	£130	Prize given by organisation for leaving feedback on materials used and downloaded as part of our subscription.	No
21/03/2023	15/03/2023	Tom Shardlow	Chamber of Commerce	Lunch to celebrate business	£30	To celebrate business and ensure NBBC are represented.	No
21/03/2023	21/03/2023	Tom Shardlow	EXI	Invitation to drinks to celebrate 10 years of EXI.	£20	DECLINED - I have worked with EXI at a previous organization and I am on their contact list- they have sent this as a generic email.	Yes
17/05/2023	17/05/2023	Philip Richardson	Monique Sutherland: DLA Piper Solicitors	Hospitality at DLA Piper with Michelin starred chef	£100	DECLINED - Impending Project closure of Camp Hill Urban Village Project and pre-retirement celebration	No

23/05/2023	23/05/2023	Catherine Nisbet - Nuneaton Museum & Art Gallery	Nuneaton Festival of Arts	Foxs Classic Biscuits 275g and Green & Blacks Assorted Chocolates 395g	£12	Temporary Exhibition exhibitors' hand in and exhibition set up, display and awards tally.	No
13/06/2023	13/06/2023	NBBC Staff	Ice cream seller - Market Place	Offer of ice cream to NBBC staff	£2.00 per ice cream (quantity unknown)	The offer was made due to extremely hot weather and was considered and accepted by Management Team	No
27/06/2023	24/06/2023	Museum Staff	Coventry Society of Artists	Tesco Chocolate Biscuits 400g	£7	Exhibition set up and preview event went very well.	No
03/07/2023	10/08/2023	Mayor's Charity - Zoë's Place Baby Hospice Coventry	Efficiency East Midlands (EEM)	Donation made by EEM via their Community Donation scheme.	£3,828.58	Donation made by EEM via their Community Donation scheme which is based on the percentage of the Council's spend via their public sector framework agreements. EEM are a not-for-profit organisation and any surplus made is distributed to their members. EEM issue a donation where they make a surplus during their own financial year period. They do not provide NBBC with any service or goods. They offer procurement routes to market which the Council is neither obligated nor guaranteed to use.	Yes
11/07/2023	10/07/2023	Sarah Machin	Xiu Jin Zhang - Yummies Takeaway, 79 Nuneaton Road, Bedworth	A King prawn dish with noodles	£8	A gift for my daughter. I tried to refuse numerous times but they handed me the bag as I was leaving.	No
27/07/2023	27/07/2023	Councillor E. Shiers	Resident from Camp Hill Drive	Two home grown cucumbers	£2	A local resident gave the cucumbers they had grown	No
04/09/2023	06/09/2023	Tracy Windross	Trainers Library	Box of Cakes	£20	Won as part of prize draw for leaving feedback on their website	No
09/10/2023	09/10/2023	NBBC Staff	PPG	Discount at Johnstone's Decorating Centre	30% Discount	DECLINED - NBBC have recently procured a new decorating voucher contract with PPG. As part of this new partnership, they have offered a discount to all NBBC employees	No