



**AGENDA
for
MEETING OF
THE COUNCIL**

to be held on

Wednesday, 21st April, 2021

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Date: 13th April 2021

Our Ref: RB

To: All Members of the Borough Council

A MEETING OF THE COUNCIL will be held on **Wednesday, 21st April, 2021**
at 6.00 p.m.

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

Due to Government guidance on social-distancing and the Covid-19 virus this meeting will be held **VIRTUALLY AND LIVE STREAMED**.
Public and press can follow the decision making online at
www.nuneatonandbedworth.gov.uk/virtual-meeting.

Please note that meetings will be recorded for future broadcast.

AGENDA

1. **MEETING PROTOCOL**
To advise the meeting participants of the procedure that will be followed by the Members of the committee.
2. **APOLOGIES** - to receive apologies for absence from the meeting.
3. **MINUTES** - to confirm the minutes of the meeting held on 15th February, 2021
(Page 7)
4. **DECLARATIONS OF INTEREST** - To receive declarations of disclosable pecuniary interests and other interests in matters under consideration pursuant to Council procedure Rule 4A.2(iii).

Declaring interests at meetings

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

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 27**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

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

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

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

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

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

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

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

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

5. ANNOUNCEMENTS - to receive announcements from the Mayor, Leader, Members of the Cabinet or the Executive Director.
6. PUBLIC PARTICIPATION - (maximum 20 minutes). Public participation will be by written submissions or orally through invitation to the meeting either via the internet, or by telephone, utilising MS Teams. Public participation will be arranged by Committee Services.

Members of the public wishing to ask a question or a statement must submit this electronically by emailing brent.davis@nuneatonandbedworth.gov.uk and a copy to member.services@nuneatonandbedworth.gov.uk by no later than 12 noon on the working day before the date of the meeting. All written and oral questions/statements should take no longer than 3 minutes to present. If you are submitting a statement to be read out this will be by an officer of the Council. **Council Procedure Rule 9 is attached (Page 33)**. This is not subject to debate.

7. SPECIAL URGENCY DECISIONS - (Access to Information Procedure Rule 4B.16)

The following special urgency decisions have been taken since the last Council meeting:

- a) Special Measures for Businesses – Cabinet approved measures to continue to deliver support to businesses as funded by the Additional Restrictions Support Grant. In addition, the establishment of a Business Recovery Grant Scheme, with initial funding allocation of £1m.
- b) Housing Revenue Account – Void Cleaning and Clearance Service for Reactive Repairs – Cabinet agreed to enter into a Teckal Agreement with NABCEL for the provision of these services going forward, as it had been identified that the cost of these services would decrease compared to previous arrangements.
- c) Nuneaton Town Deal – Cabinet agreed to Heads of Terms being signed off in order to proceed to the second stage of the Town Deal process.
- d) WCC Health and Wellbeing Strategy – report going to Cabinet on 14th April 2021 to provide an update of the Warwickshire County Council's final draft of the Health and Wellbeing Strategy for adoption.

8. CABINET – report by Leader of the Council **(To follow)**
Members may ask questions on the report and receive answers from the Leader or other Cabinet members, and this is not subject to debate.

9. COMMITTEE TIMETABLES 2021-22 AND 2022-23 – report by Director – Democracy, Planning & Public Protection, attached (**Page 34**)
10. ANNUAL REPORT OF OVERVIEW AND SCRUTINY PANELS – a report from IOSP attached (**Page 46**). The report from EOSP (**to follow**). The report is for noting. Members may ask questions on the report and receive answers from the relevant Chair of the Overview and Scrutiny Panel, and this is not subject to debate.
11. RECOMMENDATIONS FROM CABINET OR OTHER COMMITTEES
 - a) Amendments to Cabinet Procedure Rules – report by Director -Democracy, Planning and Public Protection, attached (**Page 50**)
 - b) Audit and Standards Committee
 - i) **Revised Gifts & Hospitality Policy** – The committee approved this policy and an updated version of the **Protocol for Member/Employee Relations** – report and appendices by Director – Democracy, Planning and Public Protection, attached (**Page 53**).

RECOMMENDED: That the Constitution be amended accordingly.
 - ii) **Social Media Guidance and the Media Protocol** – the report and the approved Guidance and Protocol are attached (**Page 71**).

RECOMMENDED: That the Constitution be amended accordingly
12. NOTICE OF MOTIONS

The following Notice of Motions have been received by the Head of Paid Service, for Council consideration (**Pages 81 and 82**)

 - a) “This Council has no confidence in the current controlling group and calls upon the Cabinet to resign forthwith”.
 - b) “This Council condemns the Government’s proposal to award only a 1% pay increase to NHS workers in Nuneaton and Bedworth. NHS staff deserve a pay rise that reflects the sacrifices they have made during the pandemic, and sometimes at the expense of their own health, and untimely deaths. This Council joints with other organisations and our NHS colleagues to urge the Independent Pay Review Body to reject the Government’s proposals and recommend the substantial increase our NHS workers so richly deserve”.
13. QUESTIONS BY MEMBERS - (Council Procedure Rule 10). A copy of Procedure Rule 10 is attached. (**Page 83**) and this is not subject to debate.

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

Point of order

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

Personal explanation

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL**COUNCIL****15th February 2021**

The meeting of the Nuneaton and Bedworth Borough Council was held on Monday, 15th February 2021. Due to government guidance during the COVID-19 pandemic this meeting was held virtually at various remote locations and live streamed.

Present

The Mayor (Councillor J. Tandy)
The Deputy Mayor (Councillor W.J. Hancox)

Councillors J.B Beaumont, K. Brindley-Edwards, D. Brown, S. Croft, G. Daffern, S. Doughty, P.M. Elliott, K. Evans, D. Gissane, J. Glass, C. Golby, S. Gran, J. Gutteridge, L. Hocking, J.A. Jackson, K.A. Kondakor, A. Llewellyn-Nash, I.K. Lloyd, B. Longden, B. Pandher, N.J.P. Phillips, G.D. Pomfrett, M. Rudkin, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard, R. Smith, R. Tromans, H. Walmsley, C. Watkins and K.D. Wilson.

Note: Councillor A. Llewellyn-Nash joined the meeting at 18.51.

CL31 Minutes

RESOLVED that the minutes of the meeting held on 2nd December 2020 and the Extraordinary meeting held on 2nd December 2020, be approved and signed by the Mayor.

CL32 Declarations of Interests

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

CL33 Announcements

A minute's silence was observed in memory of Sir Tom Moore.

CL34 Public Participation**Question/Statement 1**

Sam Margrave asked the following question of Councillor J. Jackson, Leader of the Council:

“When neighbouring authorities have long since dispensed with the mayoral chauffer and car, why does Nuneaton and Bedworth Labour group continue to waste taxpayer's money on such luxuries for our politicians, while local residents have to rely on foodbanks?”

Councillor Jackson responded as follows:

“On the 30th September 2020 the Council gave notice to terminate its lease arrangements with the provider for the Civic Car, pending a further review of the provision once the position on the pandemic becomes clearer. The notice period has now expired and the car has been collected by the lease company. Whilst the contract for the chauffeur remains in place, this is a call off contract which means, during the pandemic, no driver costs have been incurred. Where a chauffeur service is required in the interim, the provision of a vehicle with driver is in place, but has not been utilised. Longer term, it will be a decision of the controlling group whether or not to reinstate the Civic Car, at an appropriate time.”

Councillor D. Brown moved that the question be referred to the Internal Overview Scrutiny Panel for further scrutiny. This motion was seconded by Councillor C. Golby.

A recorded vote was taken as follows:

FOR: Councillors: K. Brindley-Edwards, D. Brown, S Croft, K. Evans, D. Gissane, C. Golby, S Gran, J. Gutteridge, K. Kondakor, B. Pandher, A. Sargeant, J. Sargeant, R. Smith, R. Tromans, H. Walmsley, K. Wilson.

AGAINST: Councillors: J. Beaumont, G. Daffern, S Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins.

ABSENCES: None.

The motion was lost.

Question/Statement 2

Lubs Cvetkovic asked the following statement read out by an Officer:

“It is with great sadness that we heard the news that Captain Sir Tom Moore passed away from COVID-19. I am sure that we have all been touched and moved by his example and his can do spirit during these testing and difficult times. It is my hope that this Council will pay him a suitable tribute by lowering the Union flag on the Council house to half mast on the day of his funeral. I would further ask that he is honoured and further remembered by having a road named after him within the Borough.

I was pleased to see that the incredible staff at the George Eliot Hospital have already taken a vote to honour him by naming a unit comprising of two fifteen bed wards after him. This is in addition to announcing that they will be adding two new operating theatres, the total cost of improvements being £5.7 million. I am sure that this is something Captain Sir Tom Moore would have strongly approved of and I am delighted that they are keeping his memory and legacy alive.

I hope that the Council will follow the example of the George Eliot Hospital in supporting this suggestion.”

Councillor Jackson responded as follows:

“Many of us were inspired by the valiant walk of Captain Tom who was honoured and made a Sir by the Queen for his fundraising efforts. The Council will lower the flag on the day of his funeral.

Further, the Council has already set up a group of elected members looking at how we can recognise the efforts of so many in our community who have done so much during this dreadful pandemic.”

Question/Statement 3

Ann Brown asked the following question of Councillor I. Lloyd, Portfolio Holder for Arts and Leisure:

“At the last full Council meeting held in December 2020, Cllr Lloyd answered a question concerning a petition in relation to the Bistro at the Civic Hall, Bedworth. Cllr Lloyd in his answer to that question confirmed that a valid paper petition had been received. I would like to know how many signatures the paper petition in question contained.”

Councillor I. Lloyd responded as follows:

“The petition was signed by 415 signatories.”

Councillor K. Evans moved that the question be referred to the Internal Overview Scrutiny Panel for further scrutiny. This motion was seconded by Councillor D. Brown.

A recorded vote was taken as follows:

FOR: Councillors: K. Brindley-Edwards, D. Brown, S Croft, K. Evans, D. Gissane, C. Golby, S Gran, J. Gutteridge, K. Kondakor, B. Pandher, A. Sargeant, J. Sargeant, R. Smith, J. Tandy, R. Tromans, H. Walmsley, K. Wilson.

AGAINST: Councillors: J. Beaumont, G. Daffern, S Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, C. Watkins.

ABSENCES: None.

The motion was carried.

Question 4

Michele Kondakor asked the following question of Councillor J. Sheppard, Portfolio Holder for Central Services and Refuse:

“This past week, I have discovered that several e-mails that I have sent to officers at the Council have ended up in their junk folders and this has

affected numerous departments – elections, finance and planning. It is a real concern as members of the public will simply think that some officers and councillors can't be bothered to reply to them when, in reality, they are simply unaware that important messages have gone to the junk folder and, indeed, I only knew this when I have chased things up due to lack of responses. What is being done to fix this malfunction in the e-mail system and have all councillors and officers been told to keep checking their junk folders too?"

Councillor Jill Sheppard responded as follows:

"The Council recently upgraded its IT security and this appears to be now classifying more emails as spam. We have been investigating the issue and it appears that the items being diverted into Junk folders are from certain senders. This is happening because there is an issue with the settings from the sender.

All Council Employees and Councillors have been advised and asked to check their SPAM folders regularly. Regular updates are being provided. The current advice is to monitor junk folders to identify any that are incorrectly classified as spam; mark them as Not Junk so that they will then be directed to the inbox; and to let IT know so that they can be investigated. Senders are being advised to check their settings with their Internet provider."

Councillor K. Kondakor moved that the question be referred to Internal Overview Scrutiny Panel for further scrutiny. This motion was seconded by Councillor J. Sargeant.

A recorded vote was taken as follows:

FOR: Councillors: K. Brindley-Edwards, D. Brown, S Croft, K. Evans, D. Gissane, C. Golby, S Gran, J. Gutteridge, K. Kondakor, B. Pandher, A. Sargeant, J. Sargeant, R. Smith, R. Tromans, H. Walmsley, K. Wilson.

AGAINST: Councillors: J. Beaumont, G. Daffern, S Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins.

ABSENTIONS: None.

The motion was lost.

Question 5

Lee Downs asked the following question of Councillor C. Watkins, Portfolio Holder for Housing and Communities:

"In the latest round of funding provided to Councils as part of the Government's Green Homes Funding programme, North Warwickshire Borough Council were awarded £320,000 to renovate 54 homes. By contrast, I understand that the bid made by this Council for funding under the scheme was rejected. Can the Portfolio holder explain the reason this Council's bid

was rejected and what measures will be taken to ensure future bids are correctly submitted.”

Councillor Chris Watkins responded as follows:

“Thank you for the question.

The Government has provided 2 rounds of Green Homes Grant Local Authority Delivery funding, the round being referred to in the question is LAD part 1b.

LAD part 1b came about because the Government was unable to award all of its funding in the original LAD part 1 round due to unsatisfactory bids.

In LAD part 1, this Council was successful in leading a consortium bid, which included provision for North Warwickshire Borough Councils private sector stock.

That bid received £1.4m of funding for NBBC Council Housing, Private Housing and North Warwickshire Private Housing. We are well on our way to delivering these improvements.

This time NWBC bid separately to include their Council Housing Stock as it was not included in the first round.

NBBC submitted a duplicate bid concentrating on just NBBC area but this time it was not awarded. There is no evidence to suggest the bid was not correctly submitted.

I can only assume that other areas were given an opportunity to use for the limited funding this time round.

Given the size of the two Boroughs both areas have secured approximately the same proportionate amount of funding i.e. £500k for NWBC and £1.2m for NBBC.

This Council has an excellent track record of securing funds and delivering residential energy efficiency works including the CESP Scheme, Green Deal Communities and more lately LAD part 1.”

Statement 6

Karl Mayer (Woodlands Action Group) asked the following statement be read out by an officer:

“On the steps of the Town Hall the day after the local elections in 2018, Councillor Julie Jackson the now leader of this council, gave an interview on BBC Midlands news and spoke with reporter Bob Hockenhull to explain the loss of overall control of council. The reason given was quote:

There was an issue of our borough plan, and I'm going to be upfront about that. I need to be honest about that, there are a lot of people who were concerned of development in certain areas, but again the Government actually wants more and more housing and I think locally the conservatives played well ok the Government centrally, the conservatives centrally want one

thing but locally we're going to oppose it and I think in some area's that did affect us.

I must clear up one or two things within this quote, firstly NBBC is in its own right, a planning authority and therefore has the sole power to create its own borough plan of how many houses will be built and where they will be built, Not the Government or Conservatives centrally or even Uncle Tom Cobble come to think of it. The whole plan has been handled shockingly by the ruling labour group and I would like the leader of this council to maybe inform the tax paying residents of this council tonight a list of things taken on board by NBBC from one or two residents from any public consultations run over the years regarding the borough plan.”

Councillor K. Evans moved a procedural motion, to move Agenda Item 12 before Agenda Item 8. This motion was seconded by Councillor C.Golby.

A recorded vote was taken as follows:

FOR: Councillors: K. Brindley-Edwards, D. Brown, S Croft, K. Evans, D. Gissane, C. Golby, S Gran, J. Gutteridge, K. Kondakor, B. Pandher, A. Sargeant, J. Sargeant, R. Smith, R. Tromans, H. Walmsley, K. Wilson.

AGAINST: Councillors: J. Beaumont, G. Daffern, S Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins.

ABSENCES: None.

The motion was lost.

CL35 **Special Urgency Decisions**

The following decisions have been taken under Special Urgency arrangements since the last Council meeting:

a) Future High Streets Fund (FHSF)

To enable the council to comply with the requirements of the FHSF programme and qualify for the provisional allocation of circa £13M to support the generation of Nuneaton Town Centre.

b) COVID Business Grant Schemes

To update Cabinet on progress with administering COVID Business Grant Schemes for those businesses mandated to close all severely impacted by the COVID-19 pandemic and the recent national and local restrictions.

RESOLVED that the Special Urgency Decisions taken under delegated officer authority by the Director – Regeneration & Housing, and Executive Director – Resources on 13th January 2021 and 9th December 2020, as detailed in the agenda, be noted.

CL36 **Cabinet**

The Leader of the Council submitted her report on behalf of Cabinet. The report highlighted matters considered at the Cabinet meetings held on the 9th December 2020, 13th January 2021 and 3rd February 2021 and also details of reports from the West Midlands Combined Authority Board, which had a direct impact on NBBC, namely the Board meeting of Friday 15th January 2021.

Several questions were raised to which the Leader of the Council, or the appropriate Portfolio Holder, gave a response.

RESOLVED that:

- a) the report be noted.

CL37 **Election of Mayor and Deputy Mayor for 2021/22**

The Council gave consideration to the selection of Mayor and Deputy Mayor for the Municipal Year 2021/22:

(a) Mayor

It was proposed and seconded that Councillor W.J. Hancox be invited to accept the office of Mayor.

It was further proposed and seconded that Councillor A. Sargeant, be invited to accept the office of Mayor.

It was further proposed and seconded that Councillor R. Tromans, be invited to accept the office of Mayor.

A recorded vote was taken as follows:

| | |
|--------------------------------|--|
| FOR COUNCILLOR W.J. HANCOX: | Councillors: J. Beaumont, G. Daffern, S.Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins |
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| FOR COUNCILLOR A. SARGEANT: | Councillors: D. Gissane, K. Kondakor, A. Sargeant, J. Sargeant |
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|------------------------------|--|
| FOR COUNCILLOR R TROMANS: | Councillors: K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, C. Golby, S. Gran J. Gutteridge, A. Llewellyn-Nash, B. Pandher, R. Smith, R. Tromans, H. Walmsley, K. Wilson |
|------------------------------|--|

RESOLVED that Councillor W.J. Hancox be invited to accept the office of Mayor for the Municipal Year 2021/22.

(b) Deputy Mayor

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

It was further proposed and seconded that Councillor C. Golby, be invited to accept the office of Deputy Mayor.

It was proposed and seconded that Councillor A. Sargeant, be invited to accept the office of Deputy Mayor.

A recorded vote was taken as follows:

FOR COUNCILLOR J. BEAUMONT: Councillors: J. Beaumont, G. Daffern, S. Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins

FOR COUNCILLOR C.GOLBY Councillors: K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, C. Golby, S. Gran, J. Gutteridge, A. Llewellyn-Nash, B. Pandher, R. Smith, R. Tromans, H. Walmsley, K. Wilson

FOR COUNCILLOR A.SARGEANT Councillors: D. Gissane, K. Kondakor, A. Sargeant, J. Sargeant

RESOLVED that Councillor J. Beaumont be invited to accept the office of Deputy Mayor for the Municipal Year 2021/22.

CL38 **Membership of the External Overview and Scrutiny Panel**

An addendum letter was sent out for this agenda item as Councillor Llewellyn-Nash was inadvertently deleted from the New Proposed Membership for the External Overview and Scrutiny Membership Panel. It was proposed to move Councillor N.J. Phillips replace Councillor T. Sheppard on this Panel and that the membership of this Panel as set out at Appendix A is approved.

RESOLVED: That Councillor N.J. Phillips replace Councillor T Sheppard on the External Overview & Scrutiny Panel and the membership of the External Overview & Scrutiny Panel as set out in the Addendum be approved.

CL39 **Recommendations from Cabinet and Other Committees**

a) **General Fund Budget and Capital Programme 2021/22**

Councillor Julie Jackson, Portfolio Holder for Finance and Civic Affairs, reported on recommendations made by Cabinet at its meeting held on 10th February 2021, in respect of the above, and moved a motion for their approval.

Councillor I. Lloyd seconded the motion.

Councillor K. Kondakor moved the following amendment seconded by Councillor A Sargeant:

That the following changes be made to the General Fund Revenue Budget for 2021/22:

a) The Central Services and Refuse Portfolio be increased by £13,600 to fund an average of two additional litter bins per ward. This cost is to be funded by removing the Mayor's Car and Chauffeur budgets and instead providing a small budget to cover travel expenses.

b) That free parking be provided after 3pm in all Council car parks during 2021/22. This will reduce income in the Planning and Development portfolio by £162k and will be funded by the Additional Restrictions Grant.

The revised General Fund budget is shown in the table below:

| | Original Budget 2020/21 | Original Budget 2021/22 |
|--|--|--|
| | £ | £ |
| Arts, Leisure and Economic Development | 5,493,750 | 5,423,630 |
| Central Services and Refuse | 4,930,660 | 5,330,220 |
| Finance and Civic Affairs | 3,905,020 | 4,862,670 |
| Housing, Health and Communities | 1,459,430 | 1,296,900 |
| Planning and Development | (497,830) | 240,850 |
| Portfolio Total | 15,291,030 | 17,154,270 |
| Central Provisions | 334,500 | 334,500 |
| Depreciation and Impairment | (3,117,950) | (3,096,530) |
| Transfers To/ (From) Corporate Reserves | (2,216,783) | (5,522,515) |
| Financing of Capital Expenditure | 5,028,520 | 1,795,000 |
| PWLB Premiums | 21,120 | 21,120 |
| Interest and Investment Income | (199,030) | (100,000) |
| Minimum Revenue Provision | 481,630 | 477,800 |
| Debt Interest | 563,290 | 468,000 |
| Total Council Net Expenditure | 16,186,327 | 11,531,645 |
| Funded by: | | |
| Net Retained Business Rates | (5,293,376) | (4,712,780) |
| New Homes Bonus | (1,621,983) | (851,360) |
| Other Government Grants (one off funding) | | (1,629,805) |
| NDR Collection Fund (Surplus)/ Deficit | (120,294) | 4,960,420 |
| Council Tax Collection Fund (Surplus)/ Deficit | (150,820) | 57,000 |
| Transfer to General Fund Reserves | 168,604 | 3,398 |
| COUNCIL TAX REQUIREMENT | 9,168,458 | 9,358,518 |

A recorded vote was taken as follows:

FOR: Councillors: D. Gissane, K. Kondakor, A. Sargeant, J. Sargeant

AGAINST: Councillors: J. Beaumont, K. Brindley-Edwards, D. Brown, S. Croft, G. Daffern, S. Doughty, P. Elliott, K. Evans, J. Glass, C. Golby, S. Gran, J. Gutteridge, W.J. Hancox, L. Hocking, J. Jackson, A. Llewellyn-Nash, I. Lloyd, B. Longden, B. Pandher, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, R. Smith, J. Tandy, R Tromans, H. Walmsley, C. Watkins, K. Wilson

The amendment was lost.

Councillor K. Wilson moved the following amendment seconded by Councillor S. Croft:

- (a) That the General Fund draft revenue budget 2021/22, attached as Appendix B, and updated General Fund Capital Programme as attached as Appendix C be recommended to the Council for approval including the following items:

| | Savings Identified | £ |
|-----|---|------------------|
| a.) | Reduction in the Arts Development budget. | (6,000) |
| b.) | Reduce public conveniences salary budgets by 1 FTE. | (20,000) |
| c.) | Cease publication of InTouch. | (15,000) |
| d.) | A savings target across all back office functions by not back filling vacant posts, where not absolutely necessary. | (9,000) |
| e.) | Transfer operation of the Museum into a trust to generate NNDR savings. | (10,000) |
| f.) | Savings from the Mayoralty budget. | (1,000) |
| g.) | Close the Civic Hall on a Monday and Tuesday, as the least financially viable days. | (18,000) |
| h.) | Close the Museum for one additional day per week | (8,000) |
| i.) | To increase the Mobile Homes charges to £27 per week and other fees and charges by 1.7% (CPI + 1%). [Excluding car parks and markets, with Cemeteries as per Cabinet decision]. | (29,000) |
| j.) | To introduce an English language test and a Safeguarding, Disability and Dementia test for taxi driver applicants at £35. | (1,000) |
| k.) | Apply a reduction in the Special Responsibility Allowances for Planning and OSPs to be the same as opposition leader. | (5,000) |
| l.) | Minor budgetary changes and spreading of the Collection Fund deficit, taken from the table at paragraph 5.5 of the Cabinet report | (56,000) |
| | | (178,000) |

| | Additional Spend items | £ |
|-----|---|----------|
| a.) | Temporarily changing the Car Park charging structure so that parking for up to 3 hours will cost £1 for 2021/22 (at a cost of | 390,000 |

| | | |
|-----|---|----------------|
| | £217k), with free parking in all Council car parks for December and January (at a cost of £173k). This is for one year only and will be funded from the Additional Restrictions Grant. | |
| b.) | To offer free market rents at Nuneaton and Bedworth to all permanent traders for 2021/22, and a 50% reduction to casual traders, to be funded from the Additional Restrictions Grant | 190,000 |
| c.) | A one-year grant scheme for shopfront enhancements for local town centre businesses and SME's (Small to Medium Enterprises) at £1,500 per grant (funded from the Additional Restrictions Grant) | 100,000 |
| d.) | Additional revenue costs associated with the additional Nomad Cameras included in a revised capital programme | 14,000 |
| e.) | Deep clean of three centres twice a year (Nuneaton, Bedworth and Bulkington) | 42,000 |
| f.) | The addition of a project for the purchase of six fly-tipping cameras to be funded by a revenue contribution | 54,000 |
| g.) | Use of Additional Restrictions Grant to fund items a.), b.) and c.) above | (680,000) |
| | | 110,000 |

- (b) When added to the deficit of £54k from the table at para 5.5 of the Cabinet report, the revised budget position is a surplus of £14,000
- (c) Given the potential staffing implications of the savings above, the Council's Management of Change policy will be followed.
- (d) That the District Council Tax for 2021/22 be increased by £1.99% for a Band D property as per the draft position.
- (e) That the budget surplus of £14,000 be added to the General Fund Balances to support the savings programme in future years.
- (f) Furthermore, it be proposed that the capital programme included in the Cabinet report of 10th February and updated by amended recommendation 2.7 be revised as follows:

| | | £ |
|-----|---|--------|
| a.) | The addition of a project for the purchase of twelve NOMAD Cameras to funded from capital receipts | 90,000 |
| b.) | The addition of a project for the purchase of six fly-tipping cameras to be funded by a revenue contribution (as included in section b) | 54,000 |

- (g) That the Executive Director – Resources assurance statements on reserves and base budget proposals as included in Appendix A be noted.

- (h) Because of the timescales involved, the General Fund Revenue Budget 2021/22 was considered as an urgent item and not subject to call-in as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

The Mayor moved the following which was seconded by Councillor C. Golby:

“That Standing Orders be suspended until the completion of all business listed under Agenda Item 12”. There being no dissent, the meeting was extended to the close of business.

A recorded vote was taken on Councillor Wilson’s amendment as follows:

FOR: Councillors: K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, D. Gissane, C. Golby, S. Gran, J. Gutteridge, A. Llewellyn-Nash, B. Pandher, A. Sargeant, J. Sargeant, R. Smith, R. Tromans, H. Walmsley, K. Wilson

AGAINST: Councillors: J. Beaumont, G. Daffern, S. Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins

ABSTENTIONS: K. Kondakor

The amendment was lost.

A recorded vote was taken on the substantive motion proposed by Councillor J. Jackson as follows:

FOR: Councillors: J. Beaumont, G. Daffern, S. Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins

AGAINST: Councillors: K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, D. Gissane, C. Golby, S. Gran, J. Gutteridge, K. Kondakor, A. Llewellyn-Nash, B. Pandher, A. Sargeant, J. Sargeant R. Smith, R. Tromans, H. Walmsley, K. Wilson

The result was a tie, but the Mayor used her casting vote and the motion was carried.

RESOLVED that:

- a) The forecast outturn for the General Fund revenue and capital budgets for 2021/22 is noted;
- b) that the revised Capital Programme for 2021/22 of £15.567m is approved.

- c) that the Council Tax requirement for 2021/22 is agreed as £9,358,518, an increase of £5 on a Band D, in accordance with the Local Government Finance Act 1992.
- d) the 2021/22 Business Rates forecast reported to the Department for Communities and Local Government and included in the draft budget, is noted.
- e) no further increases in fees and charges for 2021/22 is approved;
- f) the General Fund revenue budget for 2021/22 is approved;
- g) the Capital Programme for 2021/22 of £37.928m is approved;
- h) delegated authority is given to the Executive Directors to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme for the General Fund;
- i) due to the timescales involved with setting the budget and council tax for 2021/22 this report will not be subject to the call-in procedures as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

a) Housing Revenue Account Budget and Capital Programme 2021/22

Councillor C. Watkins, Portfolio Holder for Housing and Communities, reported on recommendations made by Cabinet at its meeting on 10th February 2021, in respect of the above, and moved a motion for their approval.

The motion was seconded by Councillor J. Jackson.

A recorded vote was taken as follows:

FOR: Councillors: J. Beaumont, K. Brindley-Edwards, D. Brown, S. Croft, G. Daffern, S. Doughty, P. Elliott, K. Evans, D. Gissane, J. Glass, C. Golby, S. Gran, J. Gutteridge, W.J. Hancox, L. Hocking, J. Jackson, A. Llewellyn-Nash, I. Lloyd, B. Longden, B. Pandher, N. Phillips, G. Pomfrett, M. Rudkin, A. Sargeant, J. Sargeant, J. Sheppard, T. Sheppard, R. Smith, J. Tandy, R. Tromans, H. Walmsley, C. Watkins, K. Wilson

AGAINST: Councillor K. Kondakor

The motion was carried.

RESOLVED that:

- a) That the forecast outturn for 2020/21 be noted and revised capital programme for 2020/21 of £17.220m be agreed;
- b) a virement of £500k is approved for 2020/21 from earmarked reserves to the Independent Living Service within Supervision and Management to fund the increased costs for fire risk surveys and security;
- c) the draft HRA Capital programme for 2021/22 of £25.057m is approved, as shown at Appendix C;
- d) an increase in HRA dwelling rents for 2021/22 of 1.5% is approved in line with Government policy of CPI + 1%;

- e) that Homeless Hostel rents are increased for 2021/22 by 1.5% in line with the general dwellings rent increase;
- f) an increase of 1.5% for 2021/22 in line with CPI + 1% for other HRA fees and charges as set out in section 4.11 be approved;
- g) the 2021/22 draft HRA Revenue budget, including the rent and fee changes above, is approved;
- h) that delegated authority is given to the Executive Directors to carry out procurement exercises in accordance with the Council's Contract Procedure Rules in order to deliver the capital programme for the General Fund;
- i) due to the timescales involved with setting the HRA budget and rents for 2021/22, this report not be subject to the call-in procedures as provided for in paragraph 15(f) of the Overview and Scrutiny Procedure Rules in Part 4 of the Constitution.

b) Council Tax 2021/22

Councillor J. Jackson, Portfolio Holder for Finance and Civic Affairs, reported on recommendations made by Cabinet at its meeting on 10th February 2021, in respect of the above, and moved a motion for their approval.

The motion was seconded by Councillor I. Lloyd.

A recorded vote was taken as follows:

FOR: Councillors: J. Beaumont, G. Daffern, S. Doughty, P. Elliott, J. Glass, W.J. Hancox, L. Hocking, J. Jackson, I. Lloyd, B. Longden, N. Phillips, G. Pomfrett, M. Rudkin, J. Sheppard, T. Sheppard, J. Tandy, C. Watkins

AGAINST: Councillors: K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, D. Gissane, C. Golby, S. Gran, J. Gutteridge, K. Kondakor, A. Llewellyn-Nash, B. Pandher, A. Sargeant, J. Sargeant, R. Smith R. Tromans, H. Walmsley, K. Wilson

As the vote was a tie, the Mayor used her casting vote and the motion was carried.

RESOLVED that:

- a) Noted that on 31st January 2021 the amount of £38,408.1 has been calculated and determined as the Council Tax base for the year 2021/22 for the whole council area [item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the 'Act')];
- b) the Council Tax requirement for the Council's own purposes for 2021/22 is £9,358,517.65;
- c) the following amounts be calculated by the Council for the year 2021/22 in accordance with Sections 31 to 36 of the Act:-

(a) **£ 91,931,877.65**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act;

(b) **£ 82,573,360.00**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act;

(c) **£ 9,358,517.65**

being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d) **£243.66**

being the amount at 3(c) above (item R), divided by item T (1(a) above), calculated by the Council, in accordance with Section 31A(4) of the Act, as the basic amount of its Council Tax for the year.

- d) noted that for the year 2021/22 **Warwickshire County Council** has set a precept requirement to the Council of **£58,899,205.43** and has stated the amounts set out in Column 3 of the table in 6 below in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings.
- e) noted that for the year 2021/22 **Warwickshire Police and Crime Commissioner** has set a precept requirement to the Council of **£9,715,704.14** and has stated the amounts set out in Column 4 of the Table in 6 below in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings.
- f) that the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the Council's amount of Council tax as shown in column 2 below for each category of dwelling and provisionally sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings.

| 1 | 2 | 3 | 4 | 5 |
|-----------------|-----------------------------|-----------------------------|--|---------------------|
| Valuation Bands | Nuneaton & Bedworth Borough | Warwickshire County Council | Warwickshire Police & Crime Commissioner | Council Tax 2021/22 |
| | £ | £ | £ | £ |
| AR | 135.37 | 851.95 | 140.53 | 1,127.85 |
| A | 162.44 | 1,022.34 | 168.64 | 1,353.42 |
| B | 189.51 | 1,192.73 | 196.75 | 1,578.99 |
| C | 216.59 | 1,363.12 | 224.85 | 1,804.56 |
| D | 243.66 | 1,533.51 | 252.96 | 2,030.13 |
| E | 297.81 | 1,874.29 | 309.17 | 2,481.27 |
| F | 351.95 | 2,215.07 | 365.39 | 2,932.41 |
| G | 406.10 | 2,555.85 | 421.60 | 3,383.55 |
| H | 487.32 | 3,067.02 | 505.92 | 4,060.26 |

- g) the Referendums Relating to Council Tax Increases (Principles) (England) Report 2021/22 sets out the principles which the Secretary of State has determined will apply to local authorities in England in 2021/22. The Council is required to determine whether its basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.
- h) the following officers be authorised to institute or defend on behalf of the Council, proceedings before a County or Magistrates' Court, in relation to the recovery of all non-domestic rates, council tax, business improvement district and other debts and to appear in such proceedings:

Rachael Dobson
Sharon Oliver

Jade Fuller
Simon Jones

Joanne Blurton

c) Treasury Strategy and Budgetary Framework 2021/22

Councillor J. Jackson, Portfolio Holder for Finance and Civic Affairs, reported on recommendations made by Cabinet at its meeting on 10th February 2021, in respect of the above, and moved a motion for their approval.

The motion was seconded by Councillor I. Lloyd.

A recorded vote was taken as follows:

FOR: Councillors J. Beaumont, K. Brindley-Edwards, D. Brown, S. Croft, G. Daffern, S. Doughty, P. Elliott, K. Evans, D. Gissane, J. Glass, C. Golby, S. Gran, J. Gutteridge, W.J. Hancox, L. Hocking, J. Jackson, A. Llewellyn-Nash, I. Lloyd, B. Longden, B. Pandher, N. Phillips, G. Pomfrett, M. Rudkin, A. Sargeant, J.

Sargeant, J. Sheppard, T. Sheppard, R. Smith, J. Tandy, R. Tromans, H. Walmsley, C. Watkins, K. Wilson.

AGAINST: Councillor K. Kondakor

The motion was carried.

RESOLVED that the proposed Treasury Strategy and Budgetary Framework 2021/22, as detailed in **Appendix H**, be approved, including:

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

CL40 **Questions by Members**

Question 1

Councillor Kyle Evans asked the following question of the Portfolio Holder for Planning and Development and Health:

Across the Borough we have many private pieces of land which adversely affect the amenity of the locality around the land. In accordance with the Town and Country Planning Act 1990, local authorities have the power to issue Section 215 notices to landowners. Could I ask the Portfolio Holder how many Section 215 Notices the Council has issued since May 2018?

Councillor J. Beaumont, as Portfolio Holder for Planning and Development and Health, responded as follows:

Since 2018, the Council have issued six Section 215 notices. The issuing of each notice follows extensive negotiation and engagement with the landowner. Typically officers are successful in resolving the clear up of a site before the need to serve a Section 215.

With respect to process the planning enforcement team have developed a structured route which focuses on negotiation initially. The process is comprehensive and seeks to ensure that any challenge the Council might face at magistrate's court can be defended. This is important to recognise because the landowner has a right of challenge. The court will expect the Local Authority to have acted responsibly and exhaust all other routes before pursuing a Section 215. The approach to serving a Section 215 is also comparable to neighbouring authorities.

Location of notices:

29/11/2018 – 022593 2 Bath Road

29/11/2018 – 022593 6 Bath Road

22/11/2018 – 022049 9 Kings Gardens

28/08/2019 – 023286 9 Barpool Road

09/10/2019 – 023188 14-20 Hospital Lane

02/12/2019 – 023495 187 Wootton Street

Question 2

Councillor Keith Kondakor asked the following question of the Portfolio Holder for Planning and Development and Health:

The planning application for County Council owned Top farm site was submitted in November 2017 after the Conservative controlled council agreed to develop the site for around 1,700 homes. Since the application was made the Borough Plan has been adopted and several additional substantial planning applications have been approved in Weddington & St Nicolas Wards. We now have a 2-form entry primary school being constructed on the Lower Farm site for completion for this September, in principle funding for a secondary school from Department for education and an unfunded £8 million plan for a new entrance on the Weddington side of Nuneaton railway station.

It surely cannot be reasonable for the application to sit undetermined for well over 3 years without the application documents being updated to take account of these changes. Will the portfolio holder for planning ask his department to require any out of date sections of the application documentation pack to be updated and then that the public be consulted again?

Councillor J. Beaumont, as Portfolio Holder for Planning and Development and Health, responded as follows:

The application was submitted in November 2017 as Cllr Kondakor correctly states. Since then, there have been on-going discussions with the applicant (who in this case is the County Council). There is an agreement in place with the applicant to extend the time limit for determination beyond the statutory 13 week date, and this agreement is effectively 'open-ended'.

The site is earmarked for the provision of homes within the adopted Borough Plan, which at the time application's submission was merely emerging, but now has full adopted Development Plan status.

The Council will of course comply with any statutory requirements to consult with neighbours, and other statutory consultees at the appropriate time, but as a matter of course residents are not re-consulted on amendments where there is no significant material change. The original consultation letters to neighbours makes this clear and advises them to check the website for updated plans. WCC Education are a consultee on this application and their comments/requests in relation to school provision and education will be presented to Members of Committee.

The 'up-to-date' nature of any submission and documentation will be assessed by Officers before a report is submitted to the Planning Applications Committee and the relevant statutory consultees on a case-by-case basis. It is possible that some documents will require updating and the Council will request the applicant to do so as necessary.

When the applicant is ready for the application to be determined, they will inform Officers who will work towards the next available Planning Applications Committee date. At that time, all supporting documentation will have to be up-to-date, complete and made available to relevant parties, any required statutory public consultation undertaken and the matter determined in accordance with all extant planning policies both in the Borough Plan and the up to date National Planning Policy Framework prevailing at that time.

Mayor

Council - Schedule of Declarations of Interests – 2020/2021

| | 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 |
| | J. Beaumont | | Board member of Bulkington Community Library CIC in addition to an unpaid Manager of the library. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Older People's Forum | |
| | K. Brindley-Edwards | Teacher and Head of 6 th Form at Beauchamp College | Representative on the following Outside Body: <ul style="list-style-type: none"> • King Edward VI College Foundation - Trustee | |
| | D. Brown | Employed by H.M Land Registry | Regional Coordinator, Ragdoll Rescue Charity | |
| | S. Croft | Employed at Holland & Barrett Retail Ltd | Treasurer of the Conservative Association | |
| | G. Daffern | Teacher at Finham Park 2 | Member of NEU Staff Governor – Finham Park 2, Local Governing Body. | |
| | S. Doughty | Cherville Limited | Unite the Union | |
| | P. Elliott | Employee of CW Mind's Autism Support Service | Governor at Stockingford Nursery Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children | |
| | K. Evans | Employed by UK Parliament | Executive Officer at the North Warwickshire & Bedworth Conservative Association Association Representative of | |

| | Name of Councillor | Disclosable Pecuniary Interest | Other Personal Interest | Dispensation |
|--|--------------------|--|--|--|
| | | | Warwickshire Conservative Area Association | |
| | J. Glass | None | None | |
| | D. Gissane | Self employed trading as Huxo Creative | Member of Warwickshire County Council | |
| | C. Golby | | Member of Warwickshire County Council | |
| | S. Gran | | Member of Warwickshire County Council | |
| | J. Gutteridge | | Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Age UK (Warwickshire Branch) | To speak and vote on any matters involving the Borough Plan related to land at Leyland Road Bulkington |
| | W.J. Hancox | | Daughter holds employment position within NBBC Unite the Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Building Control Partnership Steering Group • Hammersley Smith & Orton Charity | |
| | L. Hocking | Employed by Openreach | Member of: <ul style="list-style-type: none"> • Unite the Union • Communication Workers Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Committee of Management of Hartshill and Nuneaton Recreation Ground | |
| | J.A. Jackson | Any matter relating to the employment policies and procedures of Nuneaton & Bedworth Borough Council or any matter relating to the contractual arrangements with Sport & Leisure Management Ltd. | Unite the Union <ul style="list-style-type: none"> • Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited • Director Coventry & Warwickshire Local Enterprise Partnership Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Coventry, Warwickshire & Hinckley and Bosworth Joint Committee • District Leaders • Local Government Association • Local Enterprise Partnership | Dispensation to speak and vote on matters that do not relate specifically to her husband's contract of employment. Dispensation to speak and vote |

| | Name of Councillor | Disclosable Pecuniary Interest | Other Personal Interest | Dispensation |
|--|--------------------|--------------------------------|--|--------------------------------|
| | | | <ul style="list-style-type: none"> • West Midlands Combined Authority • Member Liaison of both Transforming Nuneaton and Transforming Bedworth | |
| | K.A. Kondakor | | <p>Member of Warwickshire County Council</p> <p>100PERCENTRENEWABLEUK LTD</p> | |
| | A. Llewellyn-Nash | Employee of BMI Healthcare | <p>Treasurer of Exhall Multi-cultural Group</p> <p>Governor at Newdigate Primary and Nursery School, Bedworth</p> | |
| | I. Lloyd | | Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited. | Dispensation to speak and vote |
| | | | <p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Nuneaton & Bedworth Sports Forum • Camp Hill Urban Village and Pride in Camp Hill • Poor's Piece Charity • Committee of Management of Hartshill & Nuneaton Recreation Group • Towns Board | |
| | B.J. Longden | | Daughter and son-in-law work in the NHS | |
| | | | Member of the Stockingford Community Centre | |
| | | | Ex-Officiate of the Veterans Contact Point Board | |
| | | | <p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • Armed Forces Covenant Meeting • Astley Charity | |
| | B. Pandher | | <p>Member of Warwickshire County Council</p> <p>Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple;</p> <p>Coordinator of Council of Sikh Temples in Coventry;</p> | |

| | Name of Councillor | Disclosable Pecuniary Interest | Other Personal Interest | Dispensation |
|--|---------------------------|---------------------------------------|--|--|
| | | | Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group | |
| | G.D. Pomfrett | None | None | |
| | 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 | |
| | M. Rudkin | Employee of Coventry City Council | Unite the Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> Bedworth Neighbourhood Watch Committee | |
| | A. Sargeant | | Member of Warwickshire County Council Chairman of The Nook (Nuneaton) Residents Association. Chair of Attleborough Community Matters group. Chair of Attleborough Neighbourhood Watch Volunteer at Volunteer Friends Bulkington. Member of Nuneaton Carnival Committee Representative on the following Outside Bodies: <ul style="list-style-type: none"> Advice Rights | |
| | J. Sargeant | Head of Retail – Life Charity | Board of Directors – Volunteer Friends, Bulkington | |
| | J. Sheppard | | Partnership member of the Hill Top and Caldwell Big Local. | Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre |
| | | | Director of Wembrook Community Centre. | |
| | | | Member of the Management Committee at the Mental Health Drop in. | |
| | | | Champion for Safeguarding | |

| | Name of Councillor | Disclosable Pecuniary Interest | Other Personal Interest | Dispensation |
|--|--------------------|---|---|--------------------------------|
| | | | (Children & Adults) Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Local Government Superannuation Scheme Consultative Board • Warwickshire Direct Partnership • Warwickshire Waste Partnership • West Midland Employers • Nuneaton Neighbour Watch Committee | |
| | T. Sheppard | Employee of Dairy Crest | Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Warwickshire Adult Social Care and Health Overview and Scrutiny Panel | |
| | R. Smith | | Chairman of Volunteer Friends, Bulkington; Board member of Bulkington Village Community and Conference Centre Trustee of Bulkington Sports and Social Club | |
| | J.A. Tandy | | Partnership member of the Hill Top and Caldwell Big Local. Member of Unite the union. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Festival of Arts • Warwickshire Race Equality Partnership • Warwickshire Race Equality Partnership • West Midlands Combined Authority Audit Group | |
| | R. Tromans | Director of RTC Ltd | | |
| | H. Walmsley | Chief of Staff to Julian Knight MP | Chartered Institute of Public Relations | Dispensation to speak and vote |
| | C.M. Watkins | Landlord of a privately rented property | Representative on the following outside bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Home Improvement Agency. • Nuneaton and Bedworth Safer and Stronger Communities Partnership. • Safer Warwickshire Partnership Board. • Warwickshire Housing Support Partnership. | |

| | Name of Councillor | Disclosable Pecuniary Interest | Other Personal Interest | Dispensation |
|--|---------------------------|---------------------------------------|--|---------------------|
| | | | <ul style="list-style-type: none"> Warwickshire Police and Crime Panel. | |
| | K.D. Wilson | Employee of the Courts Service | Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited | |

9. PUBLIC PARTICIPATION

9.1 General

At each ordinary meeting of the Council, [20] minutes (which can be extended at the discretion of the Mayor) shall be set aside for questions or statements from the public gallery by any resident of the borough in relation matters in respect of which to which the Council has powers or duties or which affect the Borough.

9.2 Notice of questions and statements

No such question shall be asked or statement made unless it shall have been delivered in writing to the Managing Director no later than 12 noon on the day before the meeting of the Council.

9.3 Scope of questions and statements

The Managing Director may reject a question or statement if it:

- is not about a matter for which the Council has a responsibility or which doesn't affect the borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months; or
- requires or involves the disclosure of confidential or exempt information.

9.4 The Mayor will invite the relevant Cabinet Member or Committee Chair to give a reply. Such reply shall not exceed 5 minutes. In the case of a question, on the discretion of the Mayor, a supplementary question may be asked if arising directly from the reply, provided that the original allocation of 5 minutes is not exceeded. The Mayor may reject a supplementary question on any of the grounds detailed in paragraph 9.3 above.

9.5 Time Limit and Number of questions

No question or statement shall exceed 3 minutes. In the event of there being more than one question or statement, the Managing Director will draw lots to determine the order in which the questions shall be asked or statements made. At the expiry of the 20 minute period, or such period as may be agreed by the Mayor, or after the reply to the final question or statement, whichever shall first occur, the Council will proceed to the next business.

CABINET

Cabinet/Individual Cabinet Member Decision

Report Summary Sheet

| | |
|-------------------|---|
| Date: | 14th April 2021 |
| Subject: | Timetable of Meetings 2021/22 & 2022/23 |
| Portfolio: | All Portfolios |
| From: | Director – Democracy, Planning & Public Protection |

| |
|--|
| Summary: The report seeks Cabinet approval for the provisional timetable of meetings for 2021/22 and 2022/23. |
| Recommendations: <ul style="list-style-type: none">• The provisional timetable of meetings for 2021/22 and 2022/23 in respect of Council, Cabinet, committees and overview and scrutiny panels be approved;• The provisional timetable of meetings for 2021/22 and 2022/23 in respect of Council, Cabinet, committees and overview and scrutiny panels be referred to Council for consideration and approval;• delegated powers be granted to the Director – Democracy, Planning & Public Protection, in consultation with the relevant chair, to change meetings if, for unforeseen reasons, it becomes necessary to amend a date. |
| Options: <ul style="list-style-type: none">• To approve both timetables |

| |
|---|
| <ul style="list-style-type: none"> To not approve both timetables |
| <p>Reasons: To produce a timetable of meetings for 2021/22 and 2022/23.</p> |
| <p>Consultation undertaken with Members/Officers/Stakeholders Executive Directors; all directors & Group Leaders</p> |

| | |
|----------------------------|------|
| Subject to call-in: | Yes |
| Ward relevance: | None |
| Forward plan: | No |

| | |
|-------------------------------------|--|
| Corporate Priorities: | Delivering our Future: Theme 3, Priority 1 |
| Relevant statutes or policy: | Council Constitution |

| | |
|--------------------------------------|------|
| Equalities Implications: | None |
| Human resources implications: | None |
| Financial implications: | |

None

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

There will be no increase in risk to the Council

SME (Small/Medium Enterprises) & Local Economy Implications: None

Environmental implications:

None

Legal implications:

None

Contact details:

Phil Richardson – Director – Democracy, Planning & Public Protection

philip.richardson@nuneatonandbedworth.gov.uk

Tel – 024 7637 6233

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet – 14th April 2021

From: Director – Democracy, Planning & Public Protection

Subject: Timetable of Meetings 2021/22 and 2022/23

Portfolio: All Portfolios

Delivering Our Future Theme: 3

Delivering Our Future Priorities: 1

1. Purpose of Report

To approve the provisional timetable of meetings for Council, Cabinet, Committees and Overview and Scrutiny Panels for 2021/22 and 2022/23 attached at Appendix A and Appendix B to this report.

2. Recommendations

- 2.1 the timetable of meetings for Council, Cabinet, Committees and Overview and Scrutiny panels for 2021/22 and 2022/23 be approved;
- 2.2 the timetable for 2021/22 and 2022/23 in respect of Council, Cabinet, Committees and Overview and Scrutiny panels be referred to Council for consideration and approval;
- 2.3 delegated powers be granted to the Director – Democracy, Planning & Public Protection, in consultation with the relevant chair, to change meetings if, for unforeseen reasons, it becomes necessary to amend a date.

3 Background

In preparing the timetables for 2021/22 (Appendix A) and 2022/23 (Appendix B), the items set out below have been taken into account and relevant officers and Members have been consulted.

- 3.1 **Council Meetings** – The Annual Council has been arranged for Wednesday 19th May 2021. The majority of, the Council meetings, will be held on Wednesdays apart from the budget setting council which will be held on Monday 14th February 2022 at 6 p.m. to allow for budget consultation.

- 3.2 **Cabinet Meetings** – All Cabinet meetings will be held on a Wednesday.
- 3.3 **Planning Applications Committees** – The number of weeks between each Planning Applications Committee has been set at three where possible. All meetings will be held on a Tuesday.
- 3.4 **Licensing Committee** – Licensing Committee meetings have been scheduled to take place on a Tuesday or a Wednesday, with a cycle of approximately every six weeks, avoiding the August and Christmas breaks.
- 3.5 **Audit and Standards Committee** – Audit and Standards Committee dates have been arranged to consider reports on accounts and performance and budgets to feed into the Cabinet and Council deadlines where necessary. All Audit and Standards Committee meetings have been scheduled to take place on Tuesdays.
- Standards Sub-Committee meetings will in future be arranged on an ‘as and when required’ basis.
- 3.6 **Overview and Scrutiny Panels** – All Overview and Scrutiny Panel meetings have been scheduled to take place on Thursdays.
- 3.7 **Other Committees** – Appeals Committees, Individual Cabinet Member Decisions and Sub-Committees for Licensing are not included in the timetable as they all meet on an ‘as and when required’ basis.
- 3.8 **School Half Term weeks and Religious Festivals/Celebration dates** - it is acknowledged that some meetings will take place in half term weeks on or during religious observation dates, but it is very difficult to avoid all of these weeks to include all the meetings required for the Council to conduct its business.
- 3.9 **Start Time of Meetings** – the start time of meetings has been scheduled as for 2020/2021.

Phil Richardson
Director – Democracy, Planning & Public Protection

NUNEATON AND BEDWORTH BOROUGH COUNCIL

PROVISIONAL TIMETABLE OF MEETINGS

2021/2022

| Day | Date | Location | Time | Title |
|-----------|----------------------------|-----------|---------|--------------------------------------|
| Wednesday | 19 th May | Town Hall | 6.00pm | Annual Council |
| Tuesday | 25 th May | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 26 th May | Town Hall | 6.00pm | Cabinet |
| Monday | 31 st May | | | Bank Holiday |
| Wednesday | 2 nd June | Town Hall | 6.00pm | Licensing |
| Wednesday | 9 th June | Town Hall | 6.00 pm | Local Plan Committee |
| Thursday | 10 th June | Town Hall | 5.00pm | Internal OSP (Perf Q4 & end of year) |
| Tuesday | 15 th June | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 23 rd June | Town Hall | 6.00pm | Cabinet |
| Tuesday | 6 th July | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 7 th July | | 6.00 pm | Licensing |
| Thursday | 8 th July | Town Hall | 5.00pm | External OSP (Perf Q4 & end of year) |
| Wednesday | 14 th July | Town Hall | 6.00pm | Council |
| Tuesday | 20 th July | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 21 st July | Town Hall | 6.00pm | Local Plan Committee |
| Tuesday | 27 th July | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 28 th July | Town Hall | 6.00pm | Cabinet |
| Monday | 30 th August | | | Bank Holiday |
| Tuesday | 31 st August | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 1 st September | Town Hall | 6.00pm | Licensing |
| Tuesday | 7 th September | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 8 th September | Town Hall | 6.00pm | Cabinet |
| Wednesday | 15 th September | Town Hall | 6.00pm | Council |
| Tuesday | 21 st September | Town Hall | 4.00pm* | Planning Applications |
| Wednesday | 22 nd September | Town Hall | 6.00pm | Local Plan Committee |
| Thursday | 23 rd September | Town Hall | 5.00pm | Internal OSP (Perf Q1) |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

| Day | Date | Location | Time | Title |
|-----------|---------------------------|-------------|---------|------------------------|
| Tuesday | 12 th October | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 13 th October | Town Hall | 6.00pm | Cabinet |
| Tuesday | 20 th October | Town Hall | 6.00pm | Licensing |
| Thursday | 21 st October | Town Hall | 5.00pm | External OSP (Perf Q1) |
| Tuesday | 2 nd November | Town Hall | *4.00pm | Planning Applications |
| Tuesday | 9 th November | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 10 th November | Town Hall | 6.00pm | Cabinet |
| Tuesday | 16 th November | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 17 th November | | | Local Plan Committee |
| Thursday | 18 th November | Town Hall | 5.00pm | Internal OSP (Perf Q2) |
| Wednesday | 24 th November | Town Hall | 6.00pm | Licensing |
| Thursday | 25 th November | Town Hall | 5.00pm | External OSP (Perf Q2) |
| Wednesday | 1 st December | Town Hall | 6.00pm | Council |
| Tuesday | 7 th December | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 8 th December | Town Hall | 6.00pm | Cabinet |
| Monday | 27 th December | | | Bank Holiday |
| Tuesday | 28 th December | | | Bank Holiday |
| Wednesday | 29 th December | | | Offices Closed |
| Thursday | 30 th December | | | Offices Closed |
| Friday | 31 st December | | | Offices Closed |
| | | 2022 | | |
| Monday | 3 rd January | | | Bank Holiday |
| Tuesday | 11 th January | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 12 th January | Town Hall | 6.00pm | Cabinet |
| Tuesday | 18 th January | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 19 th January | Town Hall | 6.00pm | Local Plan Committee |
| Wednesday | 26 th January | Town Hall | 6.00pm | Licensing |
| Thursday | 27 th January | Town Hall | 5.00pm | Internal OSP |
| Wednesday | 2 nd February | Town Hall | 6.00pm | Cabinet |
| Thursday | 3 rd February | Town Hall | 5.00pm | External OSP |
| Tuesday | 8 th February | Town Hall | *4.00pm | Planning Applications |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

| Day | Date | Location | Time | Title |
|-----------|---------------------------|-----------|---------|--|
| Wednesday | 9 th February | Town Hall | 6.00pm | Cabinet (Budget & Council Tax Setting) |
| Monday | 14 th February | Town Hall | 6.00pm | Council (Budget & Council Tax Setting) |
| Tuesday | 1 st March | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 2 nd March | Town Hall | 6.00pm | Licensing |
| Wednesday | 9 th March | Town Hall | 6.00pm | Cabinet |
| Tuesday | 15 th March | Town Hall | 5.00pm | Audit & Standards |
| Thursday | 17 th March | Town Hall | 5.00pm | Internal OSP (Perf Q3) |
| Tuesday | 22 nd March | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 23 rd March | Town Hall | 6.00pm | Local Plan Committee |
| Tuesday | 12 th April | Town Hall | 4.00pm | Planning Applications |
| Wednesday | 13 th April | Town Hall | 6.00pm | Cabinet |
| Friday | 15 th April | | | Offices closed – Good Friday |
| Monday | 18 th April | | | Offices closed - Easter Monday |
| Wednesday | 20 th April | Town Hall | 6.00pm | Council |
| Wednesday | 27 th April | Town Hall | 6.00pm | Licensing |
| Thursday | 28 th April | Town Hall | 5.00pm | External OSP (Perf Q3) |
| Monday | 2 nd May | | | Bank Holiday |
| Tuesday | 3 rd May | Town Hall | *4.00pm | Planning Applications |
| Thursday | 5 th May | | | Election |
| Wednesday | 18 th May | Town Hall | 6.00pm | Annual Council |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

PROVISIONAL TIMETABLE OF MEETINGS

2022/2023

| Day | Date | Location | Time | Title |
|-----------|----------------------------|-----------|---------|--------------------------------------|
| Wednesday | 18 th May | Town Hall | 6.00pm | Annual Council |
| Tuesday | 24 th May | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 25 th May | Town Hall | 6.00pm | Cabinet |
| Wednesday | 1 st June | Town Hall | 6.00pm | Licensing |
| Thursday | 2 nd June | | | Bank Holiday |
| Friday | 3 rd June | | | Bank Holiday |
| Wednesday | 8 th June | Town Hall | 6.00 pm | Local Plan Committee |
| Thursday | 9 th June | Town Hall | 5.00pm | Internal OSP (Perf Q4 & end of year) |
| Tuesday | 14 th June | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 22 nd June | Town Hall | 6.00pm | Cabinet |
| Tuesday | 5 th July | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 6 th July | | 6.00 pm | Licensing |
| Thursday | 7 th July | Town Hall | 5.00pm | External OSP (Perf Q4 & end of year) |
| Wednesday | 13 th July | Town Hall | 6.00pm | Council |
| Tuesday | 19 th July | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 20 th July | Town Hall | 6.00pm | Local Plan Committee |
| Tuesday | 26 th July | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 27 th July | Town Hall | 6.00pm | Cabinet |
| Monday | 29 th August | | | Bank Holiday |
| Tuesday | 30 th August | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 31 st August | Town Hall | 6.00pm | Licensing |
| Tuesday | 6 th September | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 7 th September | Town Hall | 6.00pm | Cabinet |
| Wednesday | 14 th September | Town Hall | 6.00pm | Council |
| Tuesday | 20 th September | Town Hall | 4.00pm* | Planning Applications |
| Wednesday | 21 st September | Town Hall | 6.00pm | Local Plan Committee |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

| Day | Date | Location | Time | Title |
|-----------|----------------------------|-------------|---------|------------------------|
| Thursday | 22 nd September | Town Hall | 5.00pm | Internal OSP (Perf Q1) |
| Tuesday | 11 th October | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 12 th October | Town Hall | 6.00pm | Cabinet |
| Tuesday | 18 th October | Town Hall | 6.00pm | Licensing |
| Thursday | 20 th October | Town Hall | 5.00pm | External OSP (Perf Q1) |
| Tuesday | 1 st November | Town Hall | *4.00pm | Planning Applications |
| Tuesday | 8 th November | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 9 th November | Town Hall | 6.00pm | Cabinet |
| Tuesday | 15 th November | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 16 th November | | | Local Plan Committee |
| Thursday | 17 th November | Town Hall | 5.00pm | Internal OSP (Perf Q2) |
| Wednesday | 23 rd November | Town Hall | 6.00pm | Licensing |
| Thursday | 24 th November | Town Hall | 5.00pm | External OSP (Perf Q2) |
| Wednesday | 30 th November | Town Hall | 6.00pm | Council |
| Tuesday | 6 th December | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 7 th December | Town Hall | 6.00pm | Cabinet |
| Monday | 26 th December | | | Bank Holiday |
| Tuesday | 27 th December | | | Bank Holiday |
| Wednesday | 28 th December | | | Offices Closed |
| Thursday | 29 th December | | | Offices Closed |
| Friday | 30 th December | | | Offices Closed |
| | | 2023 | | |
| Monday | 2 nd January | | | Bank Holiday |
| Tuesday | 10 th January | Town Hall | 5.00pm | Audit & Standards |
| Wednesday | 11 th January | Town Hall | 6.00pm | Cabinet |
| Tuesday | 17 th January | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 18 th January | Town Hall | 6.00pm | Local Plan Committee |
| Wednesday | 25 th January | Town Hall | 6.00pm | Licensing |
| Thursday | 26 th January | Town Hall | 5.00pm | Internal OSP |
| Wednesday | 1 st February | Town Hall | 6.00pm | Cabinet |
| Thursday | 2 nd February | Town Hall | 5.00pm | External OSP |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

| Day | Date | Location | Time | Title |
|-----------|---------------------------|-----------|---------|--|
| Tuesday | 7 th February | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 8 th February | Town Hall | 6.00pm | Cabinet (Budget & Council Tax Setting) |
| Monday | 13 th February | Town Hall | 6.00pm | Council (Budget & Council Tax Setting) |
| Tuesday | 28 th February | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 1 st March | Town Hall | 6.00pm | Licensing |
| Wednesday | 8 th March | Town Hall | 6.00pm | Cabinet |
| Tuesday | 14 th March | Town Hall | 5.00pm | Audit & Standards |
| Thursday | 16 th March | Town Hall | 5.00pm | Internal OSP (Perf Q3) |
| Tuesday | 21 st March | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 22 nd March | Town Hall | 6.00pm | Local Plan Committee |
| Tuesday | 11 th April | Town Hall | 4.00pm | Planning Applications |
| Wednesday | 12 th April | Town Hall | 6.00pm | Cabinet |
| Friday | 7 th April | | | Offices closed – Good Friday |
| Monday | 10 th April | | | Offices closed - Easter Monday |
| Wednesday | 19 th April | Town Hall | 6.00pm | Council |
| Wednesday | 26 th April | Town Hall | 6.00pm | Licensing |
| Thursday | 27 th April | Town Hall | 5.00pm | External OSP (Perf Q3) |
| Monday | 1 st May | | | Bank Holiday |
| Tuesday | 2 nd May | Town Hall | *4.00pm | Planning Applications |
| Wednesday | 17 th May | Town Hall | 6.00pm | Annual Council |

*Planning Applications Committee start times are 4.00p.m. to consider confidential items and 5.00p.m. if there are no confidential items.

Report to: Internal Overview & Scrutiny Panel - 18th March 2021 - AGENDA ITEM 10

Title: Overview & Scrutiny Annual Report 2020-21

| Date Made | OSP | Item | Added Value - Social, Policy or Financial | Outcome | Date Implemented | Date of next Review | Recommendations | Response |
|--|------|---|---|--|---|---------------------|--|-------------------------|
| 11/06/2020 21/01/2021 | IOSP | NBBC Cemetery Regulations - The Parks and Countryside Manager submitted a report to provide the Panel with proposed revised cemetery regulations, as detailed at Appendix 1 to the report, and also the basis to introduce additional fees related to the management and administration of the cemetery service | | a) The document be used as a framework to go out to consultation with members, funeral directions, the Institute of Cemetery and Crematorium Management and the Local Guild, seeking their feedback prior to finalising the policy and submitting recommendations to Cabinet; b) the regulations recommendations are approved with the twenty-four month non-resident exception (6.4 of the report) is amended and extended to five years; and the suggested revised fees are agreed for inclusion in the Councils fees and charges document list for 1st April 2021. | a) 11/06/2021 b) 21/01/2021 | | Recommendation to Cabinet | N/A |
| 11/06/2020 12/11/2020 | IOSP | Monitoring of the Grounds Maintenance Contract - The panel was provided with information regarding the performance of the ground's maintenance contract provided by Glendale Grounds Management. The Panel was asked to consider the report relating to the management of the ground's maintenance and the update presentation given by representatives from Glendale Grounds Management. | | a) The contents of the report be noted; thanks be expressed to Paul Daly, Parks and Countryside Manager for his many years of service to Nuneaton and Bedworth Council and that he be wished well in his retirement; and a recommendation be made to Cabinet that Nuneaton and Bedworth Borough Council cease to recognise a nil return on a grounds maintenance satisfaction survey as a positive response. b) The contents of the report be noted; and b) thanks be given for the report and to the Glendale staff. | a) 11/06/2020 b) 12/11/2020 | Mar-21 | Recommendation to Cabinet Meeting 22/07/2020 | Recommendation approved |
| 11/06/2019 24/09/2020 12/11/2020 | IOSP | Integrated Performance Report - The Audit and Governance Manager and Governance, Risk Management and Performance Officer, submitted a report to provide the Panel with the appropriate performance measures, budget information and risk data for service areas within the scope of the Panel, for a) Quarter 3 of year 2019/20, b) Quarter 4 of 2019/20, c) Quarter 1 of 2020/21, and d) Quarter 2 of 2020/21 | | a) The contents of the report be noted; Kevin Hollis be congratulated on his recent promotion to Director – Leisure, Recreation and Health; and the additional information requested be provided to members. b) The contents of the report be noted. c) The contents of the report be noted; the Town Centre and Marketing Manager will consider the possibility to bring essential market stalls to some areas of the borough and; the Town Centre and Marketing Manager will also respond directly to Councillor J. Sargeant regarding the changes to Bedworth market. | a) 11/06/2020 b) 24/09/2020 c) 12/11/2020 | Mar-21 | None | N/A |

| | | | | | | | | |
|------------|------|---|--|---|------------|---------|--|-------------------------|
| 11/06/2020 | IOSP | Monitoring of Borough Local Plan - The Head of Planning submitted a report to provide the Panel with an up-to date position in regards to land supply and housing completions and requesting consideration of the effectiveness of the Council's Local Plan. | | Thanks be expressed to Katherine Moreton, Head of Planning, for her many years of service to Nuneaton and Bedworth Borough Council, and in particular to the Overview and Scrutiny Panel, and that she be wished well in her retirement; further update reports be brought back to future meetings of the Panel; and it be recommended to Council that the following motion be adopted: "This Council resolves that the Portfolio Holder for Planning and Development requests the Head of the Planning Department to commence a review of the Borough Plan on Thursday 16th July 2020, in accordance with regulation 10A of the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended)." | | TBD | Recommendation to Council meeting 15/07/2020 | |
| 11/06/2020 | IOSP | Flood Risk - The Head of Planning submitted a report requesting that the Panel consider the Council's role in the management of flood risk. | | A further report be brought back to a future meeting of the Panel; and officers from Warwickshire County Council, acting as the Local Lead Flood Authority, be invited to attend the meeting to present the plans for Nuneaton Town centre, together with officers from the Environment Agency. | 11/06/2020 | Ongoing | None | N/A |
| 24/09/2020 | IOSP | Voluntary and Community Sector Performance Reports The Communities Manager presented the third and fourth performance reports relating to the voluntary organisations with which the Council provide funding. | | The contents of the report be noted; and that thanks be expressed to WCAVA for the enormous help they have been to the residents of Nuneaton and Bedworth | 24/09/2020 | Mar-21 | None | N/A |
| 24/09/2020 | IOSP | Museum - The Museum and Arts Officer presented the report to the panel. The report included the activities of the museum during lockdown and outlined the reopening of the museum and its next steps. | | The contents of the report be noted; it be recommended to the Portfolio Holder for Arts and Leisure to commission a COVID -19 History Project through the museum to collate the living history during COVID-19 for Nuneaton and Bedworth; and that thanks be expressed to the staff at museum for all their hard work during COVID-19. | 24/09/2020 | Mar-21 | Recommendation to Cabinet Meeting 11/11/2020 | Recommendation approved |
| 24/09/2020 | IOSP | Civic Hall Performance Report - The Director – Leisure, Recreation and Health provided an update to the panel on the progress against a revised Civic Hall Business Improvement Plan | | The report be noted; and the panel allow the Director and his staff to work with the Development Plan and to bring a report back to this committee in 2021. | 24/09/2020 | Mar-21 | None | N/A |
| 24/09/2020 | IOSP | Managing Attendance of the Council's Workforce - The HR Officer presented the report to the panel asking them to consider the sickness absence and statistical data plus the initiatives already used by the Council | | The contents of the report be noted; and it be recommend to Cabinet that Cabinet need to liaise with Senior Management team to improve Return to Work compliance interviews and if necessary instigate performance management of team leaders or managers in making sure they are completed. | 24/09/2020 | | Recommendation to Cabinet meeting 11/11/2020 | Recommendation approved |

| | | | | | | | | |
|------------|------|---|--|--|------------|--------|--|------------------------|
| 12/11/2020 | IOSP | SLM Annual Report - Representatives from Everyone Active provided an update and performance information regarding how the work is meeting the corporate aims of the Council and its contract. The Panel were presented with a report detailing an overview of the performance of the last 12 months, with particular attention to the impact COVID-19 has had on services, membership retention, and its focus on community engagement. | | The contents of the report be noted | 12/11/2020 | Nov-21 | None | N/A |
| 12/11/2020 | IOSP | Public Space Protection Orders - oThe Director – Democracy, Planning and Public Protection provided information about the Public Space Protection Order for the purposes of dog control that was not renewed in July 2020 due to COVID-19. As a result, the Panel were asked to consider whether to recommend widening the scope of the PSPO when the Council replaces the Dog Control PSPO under the AntiSocial Behaviour, Crime and Policing Act 2014. | | The report be noted. Also it was suggested that a Working Party be formed to consider other PSPOs that could be proposed for the Borough; and it be recommended to Cabinet that the process of renewing Dog Control PSPO be started; | Ongoing | TBD | Recommendation to Cabinet Meeting 09/12/2020 | Recommendaton approved |
| 17/12/2020 | IOSP | Town Centre Development and Project Update - The Panel were provided with an update relating to the activities undertaken regarding the redevelopment of Nuneaton town centre. | | The contents of the report be noted, and it be recommended to Cabinet that a confidential all member briefing to be held on the Town Investment Plan Submission | 17/12/2020 | N/A | Recommendation to Cabinet Meeting 13/01/2021 | Recommendaton approved |
| 17/12/2020 | IOSP | COVID-19 Strategic Recovery Plan 2020 - 2022 - A report of the Executive Director - Resources provided the Paanel with the COVID-19 Strategic Recovery Plan 2020/22. The Executive Director did clarify that this recovery plan was drafted before the seconda wave of the pandemic. | | The report be noted and it be recommended to Cabinet that it consider modernising charging methods in our car parks, including implementing contactless charging machines in our car parks. | 17/12/2020 | | Recommendation to Cabinet Meeting 13/01/2021 | Recommendaton approved |
| 17/12/2020 | IOSP | Housing Revenue Accounts - Fire Risk - The Panel were presented with a report from the Assistant Director of Housing presented by Councillor C. Watkins the Portfolio Holder for Housing and Communities. | | The contents of the report be noted and that the Panel shall respond accordingly. | 17/12/2020 | N/A | None | N/A |

| | | | | | | | | |
|------------|------|--|--|--------------------------------------|------------|-----|------|--|
| 21/01/2021 | IOSP | <u>Review of Reducing Empty Homes Both in Private Ownership and NABCEL Voids</u> - The Private Sector Housing Manager presented a report to provide Members with information about the number of empty houses in the Borough and some of the reasons for the recent increase. | | The contents of the report be noted. | 21/01/2021 | N/A | None | |
|------------|------|--|--|--------------------------------------|------------|-----|------|--|

OSP Briefing Notes: Air Quality Management (September 2020), Allotment Action Plan (TBD) FOI and Complaints Update (January 2021)
 Reports still to go to IOSP - Capital Strategy and Asset Management Plan, Kerbside Recycling and Refuse Collection (18th March 2021), Council Owned Land and Leases, and Proactive Training.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Council – 21st April 2021

From: Director – Democracy, Planning & Public Protection

Subject: Attendance at Cabinet Meetings

1. Purpose of Report

1.1 To recommend changes to Cabinet Procedure Rules to allow an opposition spokesperson to attend and speak at Cabinet meetings as an observer.

2. Recommendation

2.1 That the Cabinet procedure Rules be amended as shown in bold in Appendix A; and

2.2 The Constitution be amended accordingly.

3. Background

3.1 On 3rd November 2020, the Audit & Standards Committee considered a report relating to a proposal to allow opposition members to participate in the debate at Cabinet meetings. The request was prompted by the experience of other Council's in the sub-region, notably Coventry City Council and Solihull Metropolitan Council. Both Councils have arrangements for members of opposition Groups to participate in the debate on items (although they cannot vote).

3.2 The Committee decided:

(a) That the Leader of the Council be invited to consider the request that the shadow leader of the Council (or their substitute) be allowed to attend cabinet meetings as described in the report; and

(b) Subject to 2.1, IT BE RECOMMENDED TO COUNCIL THAT:

The Constitution be amended accordingly.

3.3 The Leader of the Council was invited to consider the request and has acceded to the request. The proposal at Appendix A amends Cabinet Procedure Rules to allow observer/speaker status in a non-voting capacity to the leader of the main opposition group (or the Deputy Leader as a substitute).

4. Legal Issues

The legal framework requires a separation between the functions of the Cabinet and those of Council. As a result, the decision-maker for amending how Cabinet operates rests with the Leader of the Council. Any changes to the Constitution need to be endorsed by Council. Council can't override the wishes of the Leader, but can ensure that such changes are recorded in the Constitution appropriately.

PHILIP RICHARDSON

4D.2 HOW ARE THE CABINET MEETINGS CONDUCTED?

4.2.1 Who Presides?

If the Leader is present he/she will preside. In his/her absence, then a person appointed to do so by those present shall preside.

4.2.2 Who May Attend?

The Cabinet meetings will be held in public except for consideration of matters which are confidential or for which the Cabinet has decided are exempt within Schedule 12A to the Local Government Act 1972. **The Leader of the Main opposition group shall be invited to attend Cabinet meetings as an observer and may participate in any debate on an item under discussion (but shall not have voting rights). When the Leader of the main opposition group is unavailable to attend a meeting of Cabinet, the Deputy Leader of the main opposition group shall stand as a substitute, with the same right to speak (but not vote).**

Any Member of the public and Member of the Council may attend Cabinet and, at the discretion of the Leader or person presiding, address the Cabinet for a maximum of three minutes in accordance with Council Procedural Rule 4A.9.

Members of the Council may, at the discretion of the Leader or person presiding, attend during consideration of exempt items where their attendance is necessary to better represent their constituents.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Audit & Standards Committee – 16th March 2021

From: Director –Democracy, Planning & Public Protection

Subject: Recommendations from the Constitution Review Working Party

1. Purpose of Report

1.1.1 To consider changes to the Council’s policy on the receipt of Gifts & Hospitality Policy in Part 5L; and minor amendments to the Protocol for Member/Employee Relations in Part 5C of the Constitution.

2. Recommendation

2.1 The amendments to the Gifts & Hospitality Policy at Appendix A be approved;

2.2 The amendments to the Protocol for Member/Employee Relations at Appendix B be approved; and

2.3 IT BE RECOMMENDED TO COUNCIL that the Constitution be amended accordingly.

3. Background

3.1 Changes to the Gifts & Hospitality Policy

3.1.1 On the 24th November 2020, the Constitution Review Working Party considered proposed changes to the Council’s Gifts & Hospitality Policy which is set out in Part 5 L of the Council’s Constitution. With the exception of the tables, the changes are shown in bold underlined in Appendix A.

3.1.2 Broadly speaking the changes are to make the rules clearer by the addition of some definitions of “Gifts” and “Hospitality” and to add tables to the policy for quick reference. A link has been inserted to the Council’s intranet site, which can be accessed by officers to complete the form online.

3.1.3 The form for completion by elected members is attached to the policy in Appendix A. The Working Party decided to recommend the changes to the Committee for approval.

3.2 Protocol for Member/Employee Relations

3.2.1 The Working party also considered a report seeking to update the Member/Employee Relations Protocol. The changes are minor and simply reflect changes made to the Employee Code of Conduct approved by Council on the 17th April 2019. The updated Protocol, with changes shown is reproduced as Appendix B to the report.

PHILIP RICHARDSON

5L GIFTS & HOSPITALITY POLICY

1. Policy

- 1.1 You must only accept offers of hospitality and gifts if there is a genuine need to impart information or represent the Council through the particular engagement. Offers to attend purely social or sporting functions must be accepted only when these are for the benefit of the Council. All gifts and hospitality received must be properly recorded in the Register of Gifts and Hospitality which shall be maintained by the Monitoring Officer **and made publicly available for inspection on the Council's website.**
- 1.2 Gifts and hospitality must not be accepted unless you are sure that the nature of value is such that it will not attract public criticism. If in doubt, Officers must consult with their Director in the first instance and Members must contact the Monitoring Officer before responding to any offer.
- 1.3 Local Governments Member's and Officer's actions are totally open to public scrutiny and therefore you must ensure that any actions would not embarrass you if you were required to explain them.
- 1.4 **For Councillors, registration of Gifts and/or Hospitality should be made on the form attached to this policy at Annex A. For officers, an internal online form is available in "NBBC Processes":**

<https://nuneaton-dash.achieveservice.com/MyServices>

2. Individuals Affected

- 2.1 All Members and Officers at Nuneaton and Bedworth Borough Council.

3. General Rules

3.1 **Meaning of Gifts and Hospitality**

- 3.1.1 **A 'gift' is defined here as any item, cash or goods, or any service which is offered for personal benefit at a cost, or no cost, that is less than its commercial value; and**

- 3.1.2 **'Hospitality' is defined here as any generous or material welcome or reception that is more than an incidental kind, such as a beverage or light refreshment.**

- 3.2 The following general rules should apply:

- 3.2.1 Always refuse where you think there may be an ulterior motive.
- 3.2.2 Be sensitive to the possibility that the giver may consider that even small gifts or humble hospitality will elicit prompt service or preferential treatment.

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- 3.2.3 Never accept gifts or hospitality from anyone who is or may be in the foreseeable future, tendering for a contract with the Council.
- 3.2.4 Never accept gifts of hospitality from anyone who is or may be in the foreseeable future, seeking planning consent from the Council.
- 3.2.5 Never accept gifts or hospitality from anyone who is in conflict with the Council.
- 3.2.6 Always refuse expensive gifts. Small items, such as diaries, pens etc where these are inexpensive and given freely to a variety of customers are acceptable, providing they do not conflict with the **other** rules stated under section 3 of this policy.
- 3.2.7 The continued acceptance of gifts of an inexpensive or small nature may cumulatively become inappropriate.

Summary of Hospitality Rules

| Summary of Hospitality Rules Type of Hospitality | Rules | Required Action | Notify for Register |
|--|--|--|---------------------|
| Conventional Hospitality such as Lunches / Dinners | Normally acceptable if in the interests of the Council. | Record reason for attendance in advance and seek prior approval of line manager. Should be used to promote the Council's business or as a learning exercise from host. | YES |
| Attendance at supplier or industry conferences and seminars at the invitation of current or prospective supplier | Acceptable if in the interests of the Council. These events can be of particular value where they support the establishment of relationships with strategic suppliers to the Council or enhance the Council's knowledge or understanding of a particular area. For such events, the hospitality element should be incidental to the event and relevant business information is expected to be gained through attendance. | Record reason for attendance in advance and seek prior approval from the Executive Director,. Should be used to promote the Council's business or as a learning exercise from the event. | YES |
| Other Hospitality (particularly sporting and cultural events, and invitations overseas) | Acceptable only if the interests of the Council can be clearly demonstrated. Because of the external construction that is likely to be put on acceptance of invitations to sporting and cultural events, authorisation will be given only in compelling and exceptional circumstances. | Record reason for attendance in advance and seek prior approval from the Executive Director. Should be used to promote the Council's business or as a learning exercise. | YES |
| Travel and accommodation, | Not acceptable. | Record refusal in Register. | YES |

| | | | |
|-----------------------------------|--|--|--|
| holidays and the use of vehicles. | | | |
|-----------------------------------|--|--|--|

4. Receiving hospitality

- 4.1 The basic rule is that no hospitality should be accepted, there are of course certain exceptions to this.
- 4.2 All hospitality that is received must be recorded in the Register of Gifts and Hospitality. Failure to register any gift or hospitality in the Register may result in disciplinary action. The Register is to be reviewed at least once a year by the Audit & Standards Committee. The Register will also be published on the Council's web site.
- 4.3 The Executive Director or Directors may not approve their own hospitality and should record any items in the Register.
- 4.4 Hospitality should only be accepted where:-
- it is offered in the genuine course of business (to gain or impart information). It must not be allowed to compromise purchasing or other decision of the Council (either in reality or in the perception of the public);
 - the Council would offer similar levels of hospitality in similar circumstances;
 - It is a working lunch or dinner;
 - Where you are joining other guests at cultural/sporting events or public performances as a representative of the Council. This would depend on the appropriateness of the invitation in terms of the level of hospitality and status of the member of staff.
- 4.5 It is not appropriate for a Member or Officer to accept hospitality to attend any form of social function or sporting event (even if in their own time) unless such events are directly related to the host's business and the matter in hand with the Council.
- 4.6 It has been deemed that the cost of visits to potential suppliers may be met by the supplier as long as they are relevant and reasonable.
- 4.7 Acceptance by Members or Officers of hospitality whilst in attendance at conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal.

5 Receiving Gifts

- 5.1 Small gifts of promotional material such as stationery and calendars may be accepted. All other offers are to be refused. Any firm or individual who wishes to make some gesture of goodwill to the Council should be directed to the Mayor's Office.

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- 5.2 Gifts of a value of over £20, that are delivered should either be returned or passed on to a suitable charity – the Mayor’s Office would seem the most appropriate in these circumstances. The sender should be advised of the course of action taken and the facts recorded in the Hospitality Register.
- 5.3 The Localism Act 2011 introduced a requirement for all Councillors to register Designated Pecuniary Interests and other interests required under the Code of Conduct, e.g. any property they own, any shares and business interests, their employment details and any other public bodies on which they sit. In addition, Members and Officers are required to register separately any gifts or hospitality over £20 that they have received. A register will be compiled and will be available online and a copy kept in the Committee Services Office.
- 5.4 Paid holidays or concessionary travel rates would not be considered acceptable. Where you have any misgiving over the appropriateness of the offer, this must be referred in the first instance to your Director in the case of an Officer and the Monitoring Officer in the case of a Member.

| Summary of Gifts Rules Type of Gift | Rules | Required Action | Notify for Register |
|--|---|----------------------------|---------------------|
| Trivial Gift (up to £20) | Acceptable if occasional. | Complete notification form | YES |
| Non-trivial gifts (over £20) | Cannot be accepted by an individual. Decline or if this is inadvisable or impossible, to be surrendered to the Executive Director | Complete notification form | YES |

6 Giving Gifts/Hospitality

- 6.1 All Gifts and Hospitality given must also be recorded in the Register of Gifts and Hospitality for Members and Officers. Failure to register any gift or hospitality in the Register may result in disciplinary action being taken against the Officer and the relevant action in the case of a Member.
- 6.2 Gifts and Hospitality should only be given where an expected demonstrable benefit to the Council has been proven to and authorised by a Director. In offering hospitality, Members and Officers need to bear in mind that the money is coming from the public purse and needs to be spent carefully.
- 6.3 Members and Officers are reminded that unless previously sanctioned by the Executive Director, the provision of any gifts and hospitality by themselves is not reclaimable.

Annex 1

It is important that the following principles are read by Members alongside this Code:

The Seven Principles of Public Life Outlined in 'Spending Public Money: Governance and Audit Issues', (Cm 3179), March 1996.

The following seven principles of public life were set out by the Committee on Standards in Public Life (the Nolan Committee) for the benefit of all who serve the public.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

BRIBERY ACT 2010

Under the provisions of the Bribery Act 2010 ('The Act'), the inappropriate acceptance of gifts or hospitality may leave individuals open to charges of bribery. The Act makes it an offence to request, agree to receive or accept a bribe.

The four offences created by the Act are:

1. Bribery of another person - it is an offence to offer or give financial or other advantage with the intention of inducing a person to perform improperly a relevant function or activity, or to reward a person for the improper performance of such activity or function.
2. Accepting a bribe - where a person receives or accepts a financial or other advantage to perform a function or activity improperly. It does not matter whether the recipient of the bribe receives it directly or through a third party, or whether it is for the recipient's ultimate benefit.
3. Bribery of a foreign official – this is where a person, directly or through a third party, offers, promises or gives any financial or other advantage to a foreign public official in an attempt to influence them as a public servant and to obtain or retain business, or any other related advantage in the conduct of business.
4. Failing to prevent a bribe - a commercial organisation could be guilty of bribery where a person associated with an organisation, such as an employee, agent or even a sub-contractor, bribes another person intending to obtain or retain business for the organisation or to obtain or retain an advantage in the conduct of business for the organisation.

Members and Officers are advised to treat with extreme caution any offer or gift or hospitality that is made personally to them. The person or organisation making the offer may be doing business or seeking to do business with the Council or may be applying to the Council for some sort of decision in respect of which it is imperative that the Member's or Officer's independence should not be compromised, eg. planning applications/approval.

The Council's Anti-Fraud, Corruption and Bribery Strategy provides more information

Annex A – Notification Form to be used by Members



| |
|--|
| <p>From: Councillor _____</p> <p>Date: _____</p> |
|--|

Subject: Gift / Hospitality Received

Would you please note in the Register of Gifts and Hospitality that:

I (insert name)

Received from: (*Donor*)

Nature of Gift / Hospitality:

.....
.....

On: (*insert date received*)

Reason for Gift/Hospitality:.....

.....
.....

Signed:

The completed form should be given to Committee & Member Services

5C PROTOCOL FOR MEMBER/EMPLOYEE RELATIONS

5C.1 INTRODUCTION

- a) The purpose of this Protocol is to guide Members and employees of the Council in their relations with one another. References below to Committees include Sub-Committees, Working Parties, Panels and Select Committees.
- b) This Protocol supplements and expands the requirements in the Members and Officers' Codes of Conduct about acceptable behaviour. A breach of this Protocol will be regarded as a failure to observe the relevant provision in the Code of Conduct and could lead to action being taken through the Audit & Standards Committee (for Members) or disciplinary action (for officers) in accordance with the Council's policies.
- c) Members are accountable to the electorate. The Executive Directors are responsible for implementing corporate strategy and ensuring co-ordination and communication between service units. The Directors/Heads of Service are responsible for service delivery.
- d) This Protocol reflects the principles of the respective Codes of Conduct which apply to Members and to employees. The common aim of these Codes is to enhance and maintain the integrity (real and perceived) of Local Government. Therefore, very high standards of personal conduct are demanded.
- e) A relevant extract from the Council's Code of Conduct for Members is reproduced below: -

"3.General Obligations

- i. *You must treat others with respect.*
- ii. *You must not:-*
 1. *do anything which may cause your Authority to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2006)*
 2. *bully any person;*
 3. *intimidate or attempt to intimidate any person who is or is likely to be:-*
 - *a complainant,*
 - *a witness, or*
 - *involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Authority's Code of Conduct; or*

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- *do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Authority.*
 - iii. *In particular, you shall not provide or offer to provide a reference for any candidate for appointment or promotion as an officer of this Council.*
 - iv. *You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Authority into disrepute.”*
- f) Because of the above, it is important that any dealings between Members and employees should observe high standards of courtesy and that neither party should seek to take advantage of their position. In particular, Members should recognise that Council employees work for the Council and not a particular party or individual Member. By definition, employees should seek to remain impartial and not be drawn into political discussions with elected Members. For their part, employees should undertake their duties in accordance with the wishes of the Council and, in particular, comply with all Council policies. The current Employee Code of Conduct clearly states:

5B.5 Party Political Impartiality and Politically Restricted Posts

Employees serve the Council as a whole and must follow every lawful decision and policy of the Council.

Employees must serve all Members and not just those of the controlling group. Individual rights of all councillors must be respected at all times. Employees must not allow their own personal or political opinions to interfere with their work when working with members.

Whilst engaged in council business, employees must not wear or display any objects indicating support for or opposition to any political party or view. This applies to private vehicles used for council business.

Where employees are politically restricted, by reason of the post they hold or the nature of the work they do, they must comply with any statutory restrictions on political activities which they will be advised of upon appointment.

Directors and Officers on occasions, may be invited to attend political group meetings to give information. Their conduct at such venues must not compromise their political neutrality. Employees have a right, without fear of recrimination, to decline to attend a political group meeting.

“4.Political Neutrality

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- ~~i. Employees service the Authority as a whole. It follows that you must serve all Members and not just those of the controlling group, and must ensure that the individual rights of all Members are respected.~~
- ~~ii. If on any occasion you are required to advise political groups of Members, you must do so in ways which do not compromise your political neutrality.~~
- ~~iii. It is recognised that union officials may not act in a politically neutral way on union business.~~
- ~~iv. You must follow every lawful expressed policy of the Council and must not allow your own personal or political opinions to interfere with your work. Union officials on union business will be entitled to sustain their political opinions."~~

5C.2 Employee Advice to Party Groups

- a) There is statutory recognition for Party Groups. It is common practice for such Groups to consider matters of Council business before debate by Cabinet or Full Council. Party Groups may properly call upon employees to support and contribute to such deliberations. However the requirements of the Code of Conduct for Employees referred to above must be complied with at all times.
- b) The support provided by employees can take many forms, ranging from a briefing session prior to Cabinet to a presentation before a full Party Group meeting. Such support is available to all Party Groups, although it is likely that demand will be greatest from the controlling Group.
- c) However, all Members and employees must clearly understand the following:
 - i. Employee support in these circumstances must not extend beyond providing factual information and procedural advice in relation to matters of Council business. Employees must not advise on Party business. Thus employees shall not be present at parts of Group meetings when Party business is discussed.
 - ii. Party Group meetings are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings do not therefore rank as Council decisions and it is essential that Members do not interpret them as such. Furthermore, Members must not expect officers to act upon such discussions unless and until those decisions have been formally approved by the appropriate decision-making body.
 - iii. Similarly, where employees attend Group meetings on Council business, this cannot act as a substitute for providing all necessary information and procedural advice to the relevant decision making body when the matter in question is considered.
- d) Special care is needed when employees attend to give factual or procedural advice at a Party Group meeting which includes persons who are not Members of the Council. Such persons will not be bound by this Council's Members Code of Conduct (in particular, the provisions concerning

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confidentiality). Employees must not be required to provide factual information or procedural advice in such circumstances where the officer considers that to do, so may prejudice the interests of the Council as a whole.

- e) Employees must respect the confidentiality of any Party Group discussions at which they are present in the sense that they would not relay the content of any such discussion to another Party Group.
- f) Any particular cases of difficulty or uncertainty about employees attending Party Groups should be raised by the employee with the Executive Director – Operations who will discuss them with the relevant Group Leader.

5C.3 Support Services to Members and Party Groups

- a) The only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photocopying, transport etc.) to Members is to assist them in carrying out their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with Party political or campaigning activity, or for private purposes.
- b) Where an employee has any concerns in connection with any request from a Member to use Council resources for purposes that might appear to be outside the scope of para 3.1 above, they should raise their concerns with their Director. If the Director considers the request to be outside the scope of 3.1 above, the Member should be advised accordingly. If the Member wishes to pursue the matter, it shall be escalated to the Executive Director – Operations for determination. The Executive Director – Operations decision shall be final and reasons will be given to the member concerned and the appropriate Group Leader.

5C.4 Relationships between Employees and Cabinet and Committee Members

- a) It is important for a Cabinet Member and a Chair of a Committee to have a close working relationship with the Executive Directors, Directors, or Heads of Service and other senior employees of any Service Unit which reports to Cabinet or Committees. However, such relationships should never become (or appear) so close as to bring into question the employee's ability to deal impartially with those or other Members and all Party Groups.
- b) Save in cases of emergency, a Member:
 - i. should respect an employee's normal hours of work and seek to schedule meetings (of reasonable length) at mutually convenient hours.
 - ii. should not telephone an employee at home.

The Executive Directors' guidance can be sought in conjunction with the Council Leader if this creates difficulties. Similarly, an employee should respect Members' work and other commitments and act as far as possible to minimise inconvenience to the Member.

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- c) Whilst the appropriate Member will be routinely consulted as part of the process of drawing up the agenda for a forthcoming meeting, it must be recognised that the Executive Directors or Directors will be under a duty to submit a report on a particular matter. The Executive Directors or Directors are fully responsible for the content of any report submitted in his/her name. Any issues arising between a Cabinet Member or Chair and the Executive Directors, Directors or Heads of Service in this area should be referred to the Executive Directors for resolution in conjunction with the Leader of the Council. It is the responsibility of the Executive Directors and Directors/Heads of Service to ensure the Chair and Vice-Chair are appropriately briefed on agenda items before meetings.
- d) Council resolutions sometimes authorise named employees to take action in consultation with a Member. It is the employee, rather than the Member, who takes the action, and the employee who is accountable for it.
- e) In seeking advice and support, Members should have due regard to the seniority of the employee with whom they are dealing and recognise that employees are accountable to their line managers and the Executive Directors and not to any individual Member. Whilst employees should always seek to assist a Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by their Director or Head of Service. For this reason, Members must not give direct instructions to staff, unless they are duly authorised to do so by the Council's constitutional arrangements (i.e. only Members of the Cabinet with regard to their particular areas of Executive responsibility). If so authorised, instructions should, under normal circumstances, be given to the relevant Manager and not to a more junior employee. Members must not place themselves in the position of an operational manager with employees, the public or contractors.
- f) Members must, in particular, guard against putting pressure on junior officers and must ensure that all communication between them (including electronic, verbal and written) does not cause any embarrassment to the officer, bully or harass the officer, or lead to the breakdown of mutual trust, respect and courtesy in the Member/employee relation, nor should it bring the Council into disrepute.
- g) Reports for Cabinet or Committees shall be balanced, honest and impartial. Members must not place any pressure on any employee designed to influence the employee's professional viewpoint in the report.
- h) When dealing with the media, employees shall consider what information may more appropriately be given by a Member. In general, matters of policy and opinion shall emanate from Members, and matters of fact or professional judgement from employees. When drafting press releases, authors must consult the appropriate Member on high profile issues.
- i) The Council's Media Protocol sets out responsibilities for dealing with the press and other media organisations on behalf of the Council. It is important, therefore, that all official communication relating to the Council is dealt with in

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accordance with this Protocol, so as to ensure the proactive, effective and efficient management of the Council's public image, relations and interface.

- j) Mutual respect and courtesy between Members and officers is expected at all times. Personal remarks or criticism of named officers (or where an officer can easily be identified) will be a breach of this Protocol. Bullying or harassment by a Member could potentially expose the Council to a claim for constructive dismissal and the member to a complaint under the Code of Conduct. Equally Officers must not criticise Members and should respect their rights under this Protocol.
- k) Members must not raise matters relating to the conduct or capability of an employee (or of employees, collectively) at meetings held in public or before the press and vice versa. Employees have no means of responding to the same in public. If any Member feels that he/she has not been treated with the proper mutual trust, respect, or courtesy or has any concern about the conduct or capability of an employee, he/she should raise the matter, in private, with the relevant employee, and if necessary, the Executive Directors, Director or Head of Service of the department concerned. Any concerns with regard to a Director or Head of Service should be discussed, in private, with the Executive Directors and/or the Leader of the relevant Political Group. Any concerns as to the Executive Directors should be discussed in private with the Leader of the relevant Political Group.

5C.5 EXPECTATIONS FROM MEMBERS AND OFFICERS

- a) Officers service the whole Council and must be politically neutral at work. Members must respect officers' rights to private political opinions. These must not be used against an officer who remains neutral at work and observes the relevant Codes. Any questions about neutrality must be raised with the Executive Director or Monitoring Officer before any public accusation.
- b) Close personal relationships between Members and officers are to be avoided.
- c) Disputes between officers and Members should first be raised with the relevant Director. If no resolution can be achieved the matter should be reported to the Monitoring Officer who may advise the parties as to what steps are considered necessary to deal with the situation.
- d) Members and Officers also need to be familiar with the provisions of the "Confidential Reporting Code" under which they can raise concerns about serious issues within the Council without fear of harassment or reprisals.
- e) Members should avoid becoming unduly involved in individual cases and operational detail. Involvement in insurance claims, disputes that may involve legal proceedings and audit investigations carry a danger of prejudicing a case which can lead to financial liabilities for the Council.

- f) Members' Expectations from Officers;-
- i. a commitment to the Authority as a whole and not to any political group;
 - ii. reasonable and timely responses to enquiries and complaints;
 - iii. professional advice not influenced by political views or preference;
 - iv. respect and courtesy;
 - v. relevant training and development in order to carry out their roles effectively;
 - vi. compliance with the relevant Code of Conduct; and
 - vii. an understanding of and support for, the respective roles, workloads and pressure.
- g) Officers' Expectations from Members;-
- i. political leadership and direction;
 - ii. not to be subject to undue pressure, harassment or bullying;
 - iii. respect and courtesy;
 - iv. relevant training and development in order to carry out their roles effectively;
 - v. compliance with the relevant Code of Conduct; and
 - vi. an understanding of and support for the respective roles, workloads and pressure.

5C.6 CORRESPONDENCE

- a) Correspondence (paper copy or email) between an individual Member and an employee should not normally be copied (by the employee) to any other Member without the first Member's consent. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of "blind copies" should not normally be employed.
- b) Official letters on behalf of the Council should be sent out over the name of the appropriate employee, rather than over the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear over the name of a Member, but this should be the exception rather than the norm. Letters which create obligations or give instructions on behalf of the Council should never be sent out over the name of a Member.
- c) If an employee corresponds with a Member regarding a query raised through the Leader or Chair at Cabinet or Committee, the correspondence should usually be copied to the Leader or Chair of the Committee, as the case may be.

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- d) Cabinet Members and Chairs, Executive Directors and Directors should (if online) ensure that they check their inbox for emails at least once in any 48 hour period (Mon - Fri), or else set up an automated message accordingly.
- e) Correspondence should be dealt with in accordance with agreements from time to time in force. Currently these include:
 - i. employees shall respond to (acknowledge) a Member's email within 48 hours (Mon - Fri)
 - ii. employees shall return a member's telephone call within 24 hours (Mon - Fri)
 - iii. employees shall acknowledge a member's letter within two/three working days and shall respond within 10 working days, thereafter.

Members shall endeavour to meet the above Standards, but employees must recognise that Members may have commitments in addition to their Council duty.

5C.7 PROVISION OF INFORMATION TO MEMBERS AND THE DUTY OF CONFIDENTIALITY

- a) Each Member has a right to the information reasonably required to perform his or her role as a Member. They are not entitled to information “out of curiosity” or where they are on a “fishing expedition”. In addition, they may not be entitled to information where the information is primarily required for a non-Council purpose, or where there is a conflict of interest or where there is an overriding right to confidentiality, for example personal information relating to a licensing or employment matter.
- b) Requests for information should be made to the relevant Manager rather than a junior officer and any relevant interests or non-Council purpose should be declared at the time. If dissatisfied with a refusal the relevant Director should be approached. If still dissatisfied, the Monitoring Officer or Executive Directors may be asked to determine entitlement.
- c) Where a Member requests information from a Manager that is in the public domain, the officer shall supply the Member with it or indicate in which documents it can be found. Where a Member requests information from an officer that must be calculated or derived from information in the public domain, the officer shall supply the Member with it and copy it to the Directors.
- d) Members must respect the status of confidential information and need to be familiar with the provisions of the Code of Conduct which deal with the duty to maintain confidentiality. Members should ask the Monitoring Officer for advice whenever they consider “going public” with information that is confidential.
- e) All Members are provided with computer equipment and access to the Council's internet, intranet, and email systems. Members are required to sign up to the Policy on the use of ICT equipment.

5C.8 INVOLVEMENT OF WARD MEMBERS

- a) Whenever a public meeting is organised by the Council to consider a local issue, all Members representing any affected Ward should, as a matter of course, be invited to attend the meeting and where possible, provisional dates should be agreed with Ward Members. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, Ward Members should be notified at the outset of the exercise.
- b) At public meetings, employees are professionally responsible for information they provide. Likewise, Members must ensure the information they give is accurate and true.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Audit and Standards Committee – 16th March 2021

From: Monitoring Officer

Subject: Guidance for Members on the use of Social Media and The Media Protocol

1. Purpose of Report

1.1 To consider the Social Media Guidance and the Media Protocol for referral to Full Council for inclusion in the Constitution.

2. Recommendation

2.1 To approve the Social Media Guidance attached at Appendix A.

2.2 To approve the Media Protocol attached at Appendix B.

3. Background

3.1 It is widely recognised that councillors are likely to engage in social media in some form or the other. Social media is an umbrella term for various forms of web or mobile-based technology that allow users to interact with fellow users (for example, Twitter, Facebook, Bebo, LinkedIn and blogging) and are often used to share news, opinions and create discussions.

Whilst the Council Supports the use of such media it recognises that there are various issues associated with the use of social media. This has highlighted the need for local authorities to ensure that an appropriate social media policy is in place, and that rules and procedures within it are followed which instructs and guides members on how to use social media in a work context.

The former Standards Board and the Local Government Lawyer Association have produced good practice notes for Members use of social media and these are reflected in the attached guidance.

The Guidance has been considered by the Constitution Review Working Party for approval at committee.

3.2 The Media Protocol is intended to ensure that Nuneaton and Bedworth Borough Council works effectively and in a timely fashion, in all its dealings with the local, regional and national media and in line with all relevant government guidance.

The protocol reflects the intention to obtain the best results for the organisation and ensures all communication is conducted in line with the Code of

Recommended Practice on Local Authority Publicity which was issued under section 4 of the Local Governments Act 1986 and came into force on 31st March 2011.

This code applies to all Local Authorities in England and section 4(1) of the Act requires authorities to have regard to its content in coming to any decision on publicity and can be found on the website for the Ministry of Housing, Communities & Local Government.

The Code of Recommended Practice sets out the seven principles for the operation of government publicity. The code states that publicity by local authorities should:

- a) Be lawful;
- b) Be cost effective;
- c) Be objective;
- d) Be even-handed;
- e) Be appropriate;
- f) Have regard to equality and diversity;
- g) Be issued with care during periods of heightened sensitivity.

Underpinning all aspects of this protocol is the general principle that the Council will not involve itself in any publicity or promotion which appears to be designed to effect public support for a political party or opinion.

The protocol is for both employees and elected members and is intended to provide guidance for when working with the media and has been considered by the Constitution Review Working party and referred to the Committee for approval.

PHILIP RICHARDSON

Guidance for Members on the use of Social Media

Blogging and social networking are effective methods for Councillors to interact with constituents and support local democracy. Used effectively, they can engage those who would not normally have access to local councillors and politics.



Whilst the Council support's the use of such media and encourages Councillors to get online, Members should think about what they say and how they say it, in just the same way as they would when making statements in person or in writing. The former Standards Board and the LGA have provided good practice notes for Members use of Social Media / Blogging which are reflected within this guide.

Members will also need to think about whether they are seen to be, or give the impression that they are acting in their official capacity as a Councillor. For example if they can be identified as a Councillor when they are using social media, either by their account name or how they describe themselves and by what they comment upon and how they comment, the requirements of the Code of Conduct may apply

CODE OF CONDUCT



To make sure Members comply with the Code of Conduct (the Code) and to ensure their use of online media is well received the following general hints are suggested:

Do

- ✓ set privacy settings for your blog or networking site – especially if you have a private, non-political blog
- ✓ keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views
- ✓ Be aware that the higher your profile as a Councillor, the more likely it is you will be seen as acting in your official capacity when you blog or network.
- ✓ Ensure you use council facilities appropriately; if you use a Council provided blog site or social networking area, any posts you make will be viewed as made in your official capacity.
- ✓ be aware that publishing any information that you could not have accessed without your position as a Councillor you will be seen as acting in you official capacity

- ✓ make political points, but be careful about being too specific or personal if referring to individuals, an attack on individuals may be seen as disrespectful, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespectful
- ✓ Show respect for others - do not use social media to be rude or disrespectful
- ✓ Abide by the laws of equality – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith even as a joke

Respect

Don't

- Blog in haste
- post comments that you would not be prepared to make in writing or face to face
- use council facilities for personal or political blogs
- disclose confidential information about people or the Council
- bully or intimidate others - repeated negative comments about or to individuals could be interpreted as bullying or intimidation
- try to secure a benefit for yourself or a disadvantage for others

You should also keep in mind :

Predetermination - As a Councillor, when you act in a quasi-judicial capacity, for example on a planning or licensing committee, you should not make up your mind about an issue that is to be formally decided upon before you have heard all the relevant information. Anything relevant you might have said about a particular issue on social media could be used as evidence of your having made up your mind in advance of hearing all the relevant information and lead to a decision being challenged.

Harassment - It is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment, nuisance or distress.

Data Protection - It is illegal to publish personal data about individuals unless they have given you their permission. This might apply to your constituents or service users. As a councillor you are a data controller in your own right and therefore personally responsible for what you publish.



Incitement - It is a criminal offence to incite any criminal act.

Discrimination and Racially Aggravated Offences (or any other protected Characteristic) - It is a criminal offence to make a discriminatory remark about anyone based on a "Protected Characteristic" as defined in The Equality Act (such as their race, religion, sexual orientation etc).

Malicious & Obscene Communications - It is a criminal offence to send malicious or obscene communications.

Defamation - It is against the law to make a false statement about someone which damages their personal or professional reputation. Crucially - even if you simply retweet or pass on information originally posted by others, you may still be held equally as responsible as the original commentator. This can also apply to publishing images. If found liable to another person, you could be ordered to pay large sums of money as damages.



Copyright - The legal ownership of the contents of documents, photos, videos and music belong to the person who created them. You could be in breach of copyright if you reproduce such material without the owner's permission.

Political Comment and Electioneering - Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are using this via council supplied computer equipment, certainly in the run-up to elections.

When the Code may apply

Bear in mind the Code when you blog or use social networking sites. You should pay particular attention to the following paragraphs of the Code

- ❖ Disrespect
- ❖ Bullying
- ❖ Disclosure of confidential information
- ❖ Disrepute
- ❖ Misuse of authority resources

It is difficult to give definitive advice on the application of the Code as each blog and social networking page is different and each will be interpreted on the individual facts and circumstances. The content of a blog and the circumstances surrounding its creation and how you have identified yourself and conducted yourself on it will determine whether or not it might be covered by the Code.

Ethical use of online social media is not limited to what is covered in the Code. Members are encouraged to respect the **General Principals of Public Life**

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.



Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership – Holders of public office should promote and support these principles by leadership and example

While your conduct may not be a breach of the Code it may still be viewed as less than exemplary and attract adverse publicity for your office and the Authority



Nuneaton and Bedworth Borough Council

Media relations protocol v0.3

1.0 Purpose

This protocol is intended to ensure Nuneaton and Bedworth Borough Council works effectively and in a timely fashion, in all its dealings with local, regional and national media, and in line with all relevant government guidance.

2.0 Aims

2.1 We want to achieve media coverage of our organisation which is accurate, accessible, wherever possible planned and published in a timely fashion, to help inform and engage the public in the work of the Council.

2.2 This protocol reflects our intention to obtain the best results for our organisation. We seek to be aware of our audience's needs and attentive to those of the relevant media outlet(s) and news gathering operations.

3.0 Legal framework

3.1 All activity must be conducted in line with the [Code of Recommended Practice on Local Authority Publicity](#).

3.2 This Code of Recommended Practice sets out these seven principles for the operation of local government publicity:

Publicity by local authorities should:-

- a) be lawful;*
- b) be cost effective;*
- c) be objective;*
- d) be even-handed;*
- e) be appropriate;*
- f) have regard to equality and diversity; and*
- g) be issued with care during periods of heightened sensitivity.*

3.3 In particular, the Council will focus will be on ensuring the policies of the council, as approved by Cabinet and Full Council, are published and explained to key audiences in a range of communication channels. The Council will not involve itself in any publicity or promotion which appears to be designed to affect public support for an individual, a political party or an opinion.

3.4 Consideration must be given to the Data Protection Act 2018 and to safeguarding requirements for potentially vulnerable groups or individuals directly involved in any publicity.

4.0 Role of the Communications and Marketing Team

4.1 All Borough Council media liaison will be carried out by the Communications and Marketing Team. All official Borough Council press releases and media responses are issued by the Team. The Team will ensure the Borough Council agrees its official view in line with this protocol, either in press releases or in statements offered in response to a journalist's query, and that Council activity takes place in a timely fashion so as to best meet the needs of the Council and the media. Primary contact is the Communications and Marketing Manager.

4.2 The Team will ensure that:

- all media contact with the Council is professionally managed to meet the communications needs of the Council and the media
- incoming media calls are fielded initially by communications officers who will respond on behalf of the Council, only where appropriate approval has been obtained
- Directors and Portfolio Holders are informed of all queries relevant to their service area as a matter of courtesy, and consulted on high profile and contentious matters
- requests for interviews with Council spokespeople are co-ordinated
- appropriate briefings are given to spokespeople prior to media interviews
- all media statements issued by the Council have appropriate approval

4.3 Any requests from representatives of the media to individual members of staff for statements or information should be referred to the Communications and Marketing Manager who will arrange an appropriate response.

5.0 Media Arrangements

Press Release and Attributable Quotes Clearance Procedure

5.1 All Borough Council press releases must first be cleared for publication before they are shared with anyone else outside of the Borough Council.

5.2 Prior to a release being issued by the Team, communications officers will seek approval from the Leader of the Council and/or the most appropriate Cabinet Portfolio Holder and Director.

5.3 The following, depending on the content of the press release or statement and the timing of its planned release, may also be required to assist in approving official press releases or statements, on the advice of the Council Leader or Executive Directors.

- Deputy Leader of the Council
- Cabinet Portfolio Holder
- Armed Forces Representative
- Scrutiny panel chair
- Head of Service
- Mayor

Attributable Quotes

5.4 When including attributable quotes in press releases or statements, the following rules must be adhered to:

- Quotes should be attributed to the relevant Portfolio Holder or Director. Where this is not practicable, a quote may be attributed to another member of the Cabinet, or to an officer, as set out below.
- For ward-specific issues, at the discretion of the relevant portfolio holder or Council Leader, ward members may also be invited to quote.
- The opinions of individual councillors should not be promoted unless they are speaking on behalf of the Council as a whole.
- Third parties may be quoted where appropriate, with the permission of the lead Council spokesperson.
- No release containing a quote should be sent without prior approval of the person quoted.

Officers Speaking to the Media

5.5 Officers will be allowed to comment to the media ONLY under the following conditions:

- They have been specifically requested to speak to the media by the Cabinet Portfolio Holder or Leader of the Council, or where appropriate by an executive director.
- On matters of clarification with reference to officer reports submitted for consideration by Cabinet, Scrutiny or Full Council.
- To explain the operational detail of decisions and policies.
- On non-contentious matters where it would be more appropriate for someone with specialist or technical knowledge to speak to the media. However, permission must first be given by the relevant Head of Service.

Partner Organisations

5.6 The Team will liaise with the Council's partners to ensure compliance with appropriate multi agency media protocols.

Emergency incidents

5.7 During times of crisis or emergency, the Team will work alongside the Emergency Planning Officer in delivering communications aspects of the Council's Emergency Plan alongside partner agencies. Appropriate spokespeople responding to media on behalf of the Council will be identified depending on the incident in question and in line with the procedures set out in this protocol.

6.0 Election time

In any pre-election period, national and local guidelines will be issued, and must be adhered to when communicating with the media and general public.

7.0 Photographs and video

7.1 Pictures help tell our story, so we will always try to accompany a news item by offering a suitable illustrative picture, or even better, video. When including members of the public in these images, it is good practice to ask an individual to sign a consent form before photographs or video footage is taken.

7.2 Where a child is under 16, or where an adult is particularly vulnerable, permission of parents or guardians must always be given and a consent form must be signed.

7.3 Pictures of Council Members when published alongside press releases, must feature the relevant Portfolio Holder or their designate, or the relevant Director or their designate. On ward-specific issues, ward councillors and opposition members will be invited to be featured in an appropriate photocall where this would be relevant to the story in question, with the express consent of the relevant portfolio holder or Leader of the Council.

8.0 Activity in Social Media

8.1 Additional activity in Social Media channels is covered by separate Social Media Guidelines.

Updated February 2021, v0.3

Notice of Motion to Full Council

To: Brent Davis, Head of Paid Service

We request that the following motion be put on the agenda for the next Full Council:

"This Council has no confidence in the current controlling group and calls upon the Cabinet to resign forthwith."

K. Shilton
A. G. G. G.

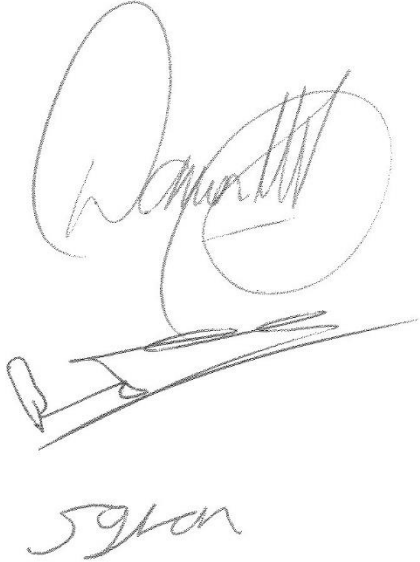
H. W. W.

K. W.

L. C. C.

J. H. H.

T. S. S.



59/01

A. H. H. - N. A. A.

K. W. W.

NOTICE OF MOTION

AGENDA ITEM NO: 12 b)

Hi Brent,

I would like to move the following motion:

“This Council condemns the Government’s proposal to award only a 1% pay increase to NHS workers in Nuneaton and Bedworth. NHS staff deserve a pay rise that reflects the sacrifices they have made during the pandemic, and sometimes at the expense of their own health, and untimely deaths. This Council joints with other organisations and our NHS colleagues to urge the Independent Pay Review Body to reject the Government’s proposals and recommend the substantial increase our NHS workers so richly deserve”.

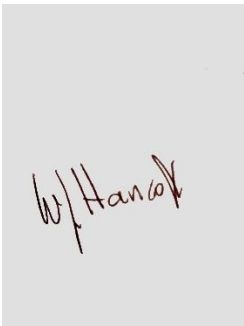
Councillor Barry Longden



Brent please find attached my electronic signature for the motion

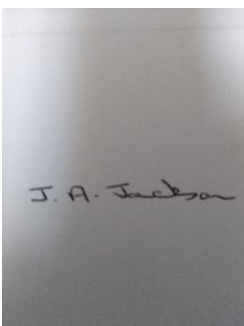
Regards

Cllr Ian Lloyd



Brent, if acceptable add this to my earlier email as signatory.

Cllr Bill Hancox



Hi Brent,

Happy to sign this.

Cllr Julie Jackson

4A.10 QUESTIONS BY COUNCILLORS

4.10.1 A Member of the Council may ask the Leader of the Council or the Chair of a Committee any question without notice upon an item of the report of the Cabinet or a Committee (respectively) when that item is being received or under consideration by the Council.

4.10.2 Questions on Notice at Full Council

At each meeting a Member of the Council may ask no more than one question (but see 10.3(b) below) on any matter in relation to which the Council has powers or duties, or which affects the Borough. For questions from Members, Paragraph 4.9.4 shall apply. A Member may choose to ask their permitted question of either:

- a Member of the Cabinet; or
- the Chair of any Committee, Panel or Sub-Committee

4.10.3 No such question under paragraphs 10.2 or 10.3 shall be asked unless: (a) the question has been delivered in writing to the Head of Paid Service and Leader before 12 noon on the day before the meeting of the Council; or (b) where the question relates to urgent matters, they have the consent of the Mayor or the Leader of the Council or the Portfolio Holder to whom the question is to be put or in the case of a Committee, Panel or Sub-Committee, the Chair, and the content of the question is given to the Head of Paid Service at least three hours before the time that the meeting is due to start.

4.10.4 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

4.10.5 Time Limit

The maximum time for Members' questions shall not normally exceed 24 minutes, and the Mayor shall have discretion to limit the questions as he or she shall see fit.

4.10.6 Reference of Question to the Cabinet or a Committee

Any Member may move that a matter raised by a question be referred to the Cabinet or the appropriate Committee. Once seconded, such a motion will be voted on without discussion.

4.10.7 Any question or statement which cannot be dealt with because of lack of time will be dealt with in writing in accordance with paragraph 10.5 (c).

4.10.8 Questions on Notice at Committees, Panels or Sub- Committees

A Member of a Committee, Panel or Sub-Committee may, upon giving notice, ask the Chair of it one question on any matter in relation to which the Council has powers or duties, or which affect the Borough and which falls within the Terms of Reference of that Committee, Panel or Sub-Committee