



**AGENDA
for
MEETING OF
THE COUNCIL**

to be held on

Wednesday, 11th September, 2019

Enquiries to: Kelly Baxter
Committee Services Direct Dial: 024 7637 6000
Direct Email: kelly.baxter@nuneatonandbedworth.gov.uk

For Public Questions:
member.services@nuneatonandbedworth.gov.uk
Copy to: brent.davis@nuneatonandbedworth.gov.uk

For Member Questions:
brent.davis@nuneatonandbedworth.gov.uk
julie.jackson@nuneatonandbedworth.gov.uk
Copy to: member.services@nuneatonandbedworth.gov.uk

Date: 3rd September, 2019

Our Ref: KB

To: All Members of the Borough Council

A MEETING OF THE COUNCIL will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday, 11th September at 6.00 p.m.**

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

Please note that meetings will be recorded for future broadcast.

AGENDA

1. **EVACUATION PROCEDURE**

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

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

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

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

2. APOLOGIES - to receive apologies for absence from the meeting.
3. FILMING - all Members are requested to turn on their microphones before speaking, to speak clearly into the microphone in front of them and remember to turn it off when they have finished speaking. A microphone will be provided for members of the public to use who have notified that they wish to speak.
4. MINUTES - to confirm the minutes of the meeting held on 17th July, 2019.
(Page 9)
5. 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 30**). 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.

6. ANNOUNCEMENTS - to receive announcements from the Mayor, Leader, Members of the Cabinet or the Executive Director.
7. PUBLIC PARTICIPATION - (Council Procedure Rule 9) - to hear and answer questions by any resident of the Borough concerning the work of the Council where notice has been given (maximum 20 minutes). A copy of Procedure Rule 9 is attached. **(Page 36)** and this is not subject to debate.
8. SPECIAL URGENCY DECISIONS - (Access to Information Procedure Rule)

The following (exempt) decision was taken by the Executive Director – Resources, by way of exercise of Delegated Authority by Officer Pursuant to Regulation 13 of the Local Authorities (Executive Arrangement), (Meetings and Access to Information), (England) Regulations 2012 and the Openness of Local Government Bodies Regulations 2014, under Special Urgency Powers, as set out in Paragraph 4.16.1 of the Constitution.

DO9/2019(SH)
15th July, 2019

Council House Conversion –
Increase to Capital Programme and
Treasury Indicators 2019/20

9. URGENT DECISIONS – OSC Procedure Rule 15(h) states:

“The operation of the provisions relating to call-in and urgency shall be monitored annually and a report be submitted to Council, with proposals for review if necessary.”

<u>Item</u>	<u>Meeting Date</u>
General Fund, Housing Revenue Account and Capital Outturn 2017/18	13/06/2018
Kerbside Recycling Collection	13/06/2018
Borough Plan – Consultation on Main Modifications	25/07/2018
Borough Plan – Consideration of Further Main Modifications	05/09/2018

Draft General Fund and HRA Budgets 2019/20	31/10/2018
Procurement of Single Supplier Framework – Modular Housing	31/10/2018
Procurement of Insurance Policies	28/11/2018
Local Council Tax Support Scheme	06/02/2019
Housing Revenue Account Budget and Capital Programme – 2019/20	13/02/2019
General Fund Budget and Capital Programme 2019/20	13/02/2019
The Allocation of Ministry of Housing, Communities and Local Government, Rough Sleeper Initiative (RSI) Funding	10/04/2019
Timetable of Meetings 2019/20 and 2020/21	10/04/2019
Sub-Regional Materials Recycling Facility	10/04/2019

10. ANNUAL REPORT 2018/19 OF OVERVIEW AND SCRUTINY PANELS – report from OSP’s attached (**Page 38**)
11. SUB-REGIONAL MATERIALS RECYCLING FACILITY – report of Executive Director – Operations and Executive Director – Resources to follow.
12. CABINET – report by Leader of the Council attached. (**Page 44**)
Members may ask questions on the report and receive answers from the Leader or other Cabinet members, and this is not subject to debate.
13. RECOMMENDATIONS FROM CABINET OR OTHER COMMITTEES

a) Overview and Scrutiny Guide 2019

At a meeting on 4th July, 2019, the External Overview and Scrutiny Panel considered a report proposing amendments to the Overview and Scrutiny (OSP) Guide (attached at **Page 47**) following changes to Overview and Scrutiny Procedures and structure adopted at Annual Council on 16th May 2018 and subsequent amendments following Annual Council on 15th May, 2019.

The Panel **RESOLVED** that it be recommended to Council that the OSP Guide, as amended, be approved, with the following additional amendment on page 7 paragraph 3 in relation to the ‘Call-in’ procedure: the number **five** be replaced with the number **10** as follows:

“Once Cabinet decisions have been published there is a period of **10** clear working days where one Member of the relevant Overview and Scrutiny Panel plus any two non-executive Members can ‘Call-in’ a decision.”

and on approval of the above recommendation, the Council’s Constitution be amended accordingly.

b) Annual Treasury Management Report 2018 – 2019

The Cabinet meeting due to take place on Wednesday 4th September, will consider the above report (attached at **Page 104**) and if approved the following recommendations will be for Council consideration:

- i) The actual 2018/19 Treasury and Prudential Indicators detailed in the report and summarised in Appendix 1 of the report be approved
- ii) The Annual Treasury Management report for 2018/19 be noted.

14. NOTICE OF MOTIONS

The following Notice of Motions have been received by the Head of Paid Service for Council consideration (**copy attached page 121**):

a) Future High Street Fund

“This Council welcomes the Government’s announcement that Nuneaton is one of 50 towns to benefit from the Future High Streets Fund. This Council requests the Leader of the Council to confirm in a statement to the Council, that the Council intends to prepare a separate bid for Bedworth Town Centre, ahead of the second round of applications in 2020.”

b) Bedworth Civic Hall

“This Council is seriously concerned that the Bedworth Civic Hall has shown a consistent inability to operate within an approved budget over consecutive financial years. Therefore this council resolves to procure the services of an independent external auditor to conduct a detailed review, into financial operation and management of the Bedworth Civic Hall. With the view to improving value for money and service delivery to residents. The funding for the external audit shall be taken from the unallocated general reserves (General Fund)”

c) Section 106 contributions

“This Council believes that there should be a general assumption in favour of section 106 contributions being spent within the locality, where the development that has generated such funding has taken place”

d) Adoption of the IHRA definition of Anti-Semitism

“The Council is alarmed by the rise of Anti-Semitism across the UK. Nuneaton and Bedworth has a diverse community that we are very

proud of, and therefore we must ensure that racism and hate crime is tackled in all forms. Therefore this Council resolves to:

- 1) Reaffirm its condemnation of all forms of hate crimes and racism
- 2) Adopt the IHRA (International Holocaust Remembrance Alliance) definition of Anti-Semitism as the working model for challenging and confronting incidents of this form of hate crime and racism.”

e) **Training for Mayor**

“This Council resolves to amend the Constitution at Part 9 and insert the following paragraph as 9A.1(f)...

‘The Mayor is to attend mandatory training with the Director of Arts, Leisure and Democracy on the constitution, rules of debate and, the Mayors role in chairing meetings. Such training is to be held prior to the first substantive meeting of the Council following the Annual General Meeting; to ensure that the new Mayor is fully equipt and competent in the professional delivering of Council business’

Following the enactment of point one above, the Mayor for the municipal year 2019/2020 shall be required to undertake the training as set out in the constitutional amendment above by the next Full Council.”

15. **QUESTIONS BY MEMBERS** - (Council Procedure Rule 10). A copy of Procedure Rule 10 is attached. **(Page 127)** 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

17th July, 2019

The meeting of the Nuneaton and Bedworth Borough Council was held at the Town Hall, Nuneaton, on Wednesday, 17th July, 2019.

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, I.K. Lloyd, L. Hocking, J.A. Jackson, K.A. Kondakor, A. Llewellyn-Nash, B.J. 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.

Apologies – none

CL15 Minutes

The Mayor announced a correction to Minute CL7. The Member appointed as Deputy Leader of the Council was Councillor Neil Phillips.

RESOLVED that the minutes listed below be confirmed and signed by the Mayor:

- a) the Annual Council meeting held on 15th May, 2019, as amended;
- b) the Extraordinary Meeting held on 15th May, 2019; and
- c) the Extraordinary Meeting held on 10th June, 2019.

CL16 Interests

Councillor S. Croft declared an other interest in regards to his recent appointment as Treasurer of the Nuneaton Conservative Association.

RESOLVED that the Declarations of Interest for this meeting are as set out in the schedule attached to these minutes, and as above.

CL17 Announcements

The Mayor made the following announcement:

- A tombola in aid of the Mayor's charity appeal would take place at Nuneaton Town Centre Charity Stall on Saturday, 20th July, 2019. Come along and support us.

The Mayor made the following statement:

“On Monday of this week in this Council Chamber we had year six from Camp Hill Primary School who wanted to come into the Chamber and debate, and they did and they elected their own Mayor and their own Deputy Mayor and their own S501 Officer. They chose to debate ‘Should we stop using any plastic?’ It was an excellent debate. I congratulated them at the end of their debate on the way they behaved themselves and how they respected each other’s views. What I would also like to add is if any Member wants one of their schools or anyone else, to either visit the Chamber or to come along and have the same debate that Camp Hill Primary had, they will be made more than welcome to do so, because I am aware that politics is now a curriculum item on most schools.”

CL18 Public Participation

Question 1

Mrs Michelle Kondakor asked the following question of the Portfolio Holder of Planning, Development and Health:

“In recent years there have been many missed opportunities for sustainable walking and cycling routes connecting new developments in the Borough, examples include the loss of a bridge over the canal between Camp Hill Phase 4 and Vernon’s Lane/Beaumont Road and the loss of the proposed bridge across the Weddington Road for the Weddington Trail as part of the MIRA expansion.

“We now have the potential situation of development, both employment and residential, proposed on either side of the Coventry Canal to the North of Gypsy Lane which depend on a walking and cycling route over the Turnover Bridge, with neither the Borough or County Councils seemingly willing/able to facilitate the necessary agreements.

“Will the Portfolio holder for Planning work with officers from both the Borough and County Councils, before the applications get to the Planning Applications Committee, to ensure that this critical infrastructure does get delivered and we don’t end up with people having to walk and cycle down the dangerous Gypsy Lane?”

Councillor N. Phillips, Portfolio Holder for Planning, Development and Health, responded as follows:

“As you are aware we are dealing with planning applications for the residential development at Gypsy Lane and employment land at Faultlands Farm, both of which will be reported to the Planning Applications Committee shortly. The policies for both sites include trying to secure a footpath/cycleway greatly needed link between the two developments over the canal, with further links to Bermuda station and beyond. Unfortunately the Turnover Bridge is not owned by either of the landowners who have submitted the applications and so they cannot deliver the crossing themselves. The bridge is owned by the

Canal and River Trust. The Planning Committee will be asked to consider how best to secure contributions from the developers towards the provision of the footpath/cycleway should they be minded to approve the applications. Officers will be working to ensure that once this payment has been made the footpath/cycleway will be implemented. It is the clear intention that the link will be provided.”

Question 2

Miss Harmony Hunt presented the following statement:

“My name is Harmony Hunt and I am 9 years old.

“There are thousands of houses going to be built in my area alone, but hopefully this speech will help change your mind, so let’s begin.

“So, first all the school traffic will be more dangerous, school traffic is bad enough already but with more cars and people, it will be worse.

“Plus, all schools are full in this area. So where are the children of all these new houses going to be educated?

“Doctors surgeries already struggle with the number of patients needing appointments. How are they going to cope with thousands of more people to care for?

“Roads are already at capacity and it’s going to be practically impossible to get anywhere at peak times.

“Following on from that, the air will be more toxic from carbon emissions produced by all the new cars in the area. This is also not going to help the global climate change crisis we are currently in.

“In our borough our NO2 levels (that’s Nitrogen Dioxide for anyone who doesn’t know) are already too high. New houses and new cars will not help the situation. But at the moment the green belt is helping, instead of houses, let’s plant some trees and help improve our borough’s air quality. Don’t use the green belt, use the brownfield sites that are already there, ready and waiting to be developed.

“Also, with new people moving in to the area, will there be enough jobs for everyone?

“There is an abundance of wild life in my area. Birds, badgers, foxes, bats and my mum even witnessed a deer crossing the road. Where are these animals meant to live if you destroy their homes? Put it this way, would you like it if an alien came down from outer space and destroyed your home and told you to get out, because that’s exactly what you are doing to the wildlife. As a child myself I love to explore the country side and see what nature has to offer. If you build all these houses how long before you cover the rest of the green belt, then where are children like me meant to explore and learn? Families move to this area to be surrounded by nature and they don’t want to see it all gone.

“My Name is Harmony Hunt, I am 9 years old, if I know this is wrong so should you. Protect our future. Thank you listening, please reconsider building these houses.”

Councillor N. Phillips, Portfolio Holder for Planning, Development and Health, responded as follows:

“Thank you for your question and particularly in coming along tonight to ask it.

“With regards schools and traffic, there is provision in the Plan for five new primary schools, the first of which at Weddington will open this September to a small number of pupils. There is also provision for a new secondary school in Nuneaton. For the smaller developments a contribution is required towards expansion of some of the existing schools. The schools are not likely to be provided before the development begins, as houses take about one year from start to finish and on most developments only about 40 houses would be finished in any year, and so it would be some time before there were enough children on the development to warrant the new school. Where developments are given planning permission and new school places are required, the developers have to pay over monies to the County Council towards building new schools or expanding existing schools.

“With regards to school traffic, the aim of the Plan is to encourage parents to use alternative methods of delivering pupils to the schools, this is done by ensuring there are footpaths and cycle ways within the developments to link to the existing and new schools. The developers will also have to pay monies towards new doctors’ surgeries where they are required or to expand existing ones. Alongside the new Borough Plan is an infrastructure delivery plan which sets out where roads need to be improved to cope with the new developments the costs of which are paid for by the developers.

“We do not form part of the city of Coventry but are working with them on reducing pollution in our areas. The Local Plan also includes new employment sites for job creation. Whilst some Green Belt land will be used for development there are still many areas of the Borough which are in the Green Belt.

“Planning is always a balance between providing houses to meet the needs of the area and protecting countryside and the way the Council has undertaken this balance in producing the Local Plan has been independently assessed by a Planning Inspector and found sound, and the Council voted to adopt the Plan on June 10th. A timetable for the review of the Plan will be shortly published and I hope you get involved in that process.”

CL19 Special Urgency Decisions

RESOLVED that it be noted there have been no Special Urgency Decisions under the Special Urgency Rule.

CL20 **Political Balance**

The Director – Arts, Leisure and Democracy submitted a report seeking the endorsement of a revision of the allocation of committee and panel seats following the formation of an Independent Political Group on the Council.

Councillor J. Jackson moved a motion to approve the recommendations as detailed in the report.

Councillor N. Phillips seconded the motion.

A vote was taken and the motion was carried.

RESOLVED that:

- a) the political balance be noted;
- b) the allocation of seats as shown in Table 1 of Appendix A attached to these minutes be approved; and
- c) the allocation of members to each Committee and Panel, as shown in Appendix A attached to these minutes, be approved.

CL21 **Cabinet**

The Leader of the Council submitted her report on behalf of Cabinet. The report highlighted matters considered at Cabinet meetings held on 10th April, 22nd May and 26th June, 2019, and also details of reports from the West Midlands Combined Authority Board, which have a direct impact on NBBC, namely the Board meetings of the 22nd May and 28th June, 2019.

During questions to Cabinet, the Council meeting was adjourned at approximately 6.53 p.m. in order to seek legal advice regarding the acceptance of a Point of Order from Councillor K. Evans, seeking to move a procedural motion to suspend standing orders.

The meeting reconvened at approximately 7.25 p.m. The Chair announced that the procedural motion would not be accepted from Councillor Evans on the basis that it was raised as a point of order during questions to Cabinet.

Councillor K. Wilson requested that it be put on record that during the adjournment it had been determined that the advice he had received in an email from the Monitoring Officer, and had referred to during the meeting, had been incorrect.

Councillor H. Walmsley requested to move a motion without notice under Paragraph 4A.12(n) Motions Without Notice, to suspend council procedure rule 4A.11, to allow a motion not on notice to be considered.

The motion was seconded by Councillor K. Evans.

A vote was taken and the motion was lost.

[The following Councillors requested that their vote for the procedural motion be recorded in the minutes. Councillors K. Brindley-Edwards, D. Brown, S. Croft, K. Evans, C. Golby, J. Gutteridge, S. Gran, A. Lewellyn-Nash, B. Pandher, R. Smith, R. Tromans, H. Walmsley, K. Wilson.]

[Councillor I. Lloyd requested that his vote against the procedural motion be recorded in the minutes.]

CL22 **Recommendations from Cabinet and other Committees**

a) Resident Involvement Strategy 2019-2022

Councillor J. Jackson, the Leader of the Council, reported on the recommendation made at the Cabinet meeting held on 26th June, 2019, in respect of the above.

Councillor J. Jackson moved a motion to approve the recommendation that the Resident Involvement Strategy 2019-2022 be adopted and included within the Council's policy framework.

Councillor N. Phillips seconded the motion.

A vote was taken and the motion was carried.

RESOLVED that the Resident Involvement Strategy 2019-2022 be adopted and included within the Council's policy framework.

b) General Fund, Housing Revenue Account and Capital Programme Outturn 2018/19

Councillor J. Jackson, Leader of the Council, reported on the recommendation made at the Cabinet meeting held on 26th June, 2019 in respect of the above.

Councillor J. Jackson moved a motion to agree the recommendation that the updated General Fund and HRA Capital Programmes for 2019/20 be approved.

Councillor N. Phillips seconded the motion.

A vote was taken and the motion was carried.

RESOLVED that the updated General Fund and HRA Capital Programmes for 2019/20 be approved.

c) Pay Policy Statement 2019

Councillor J. Sheppard, Portfolio Holder for Central Services and Refuse, reported on an individual cabinet member decision taken on 18th June, 2019, in respect of the above and a recommendation to Council.

Councillor J. Sheppard moved a motion to approve the recommendation that in accordance with Section 38 of the Localism Act 2011, the Council ratify and approve the publication of the Statement.

Councillor N. Phillips seconded the motion.

A vote was taken and the motion was carried.

RESOLVED that the Pay Policy Statement be approved for publication.

d) Nuneaton and Bedworth Safer Communities Partnership (NABSCOP), Partnership Plan 2019-2022

Councillor J. Jackson, Leader of the Council, reported on the recommendation made at the Cabinet meeting on 22nd May, 2019, in respect of the above.

Councillor J Jackson moved a motion to approve the recommendation that the NABSCOP Partnership Plan 2019-2022 be adopted for inclusion within the Council's framework.

Councillor N. Phillips seconded the motion.

Councillor K. Wilson moved the following friendly amendment:

“That the Executive Director (Resources) write to Warwickshire Police to request that where a Domehawk Camera that has been purchased by the Borough Council for the purposes of community safety has been in situ continuously for more than two years, consideration is given by Warwickshire Police to purchase their own permanent camera to enable cameras purchased by Nuneaton and Bedworth to be freed up and returned to mobile usage.”

Councillor J. Jackson accepted and seconded the friendly amendment.

A vote was taken on the motion, as amended, and the motion was carried.

RESOLVED that

- a) the Nuneaton and Bedworth Safer Communities Partnership, Partnership Plan 2019-2022, be adopted for inclusion within the Council's policy framework; and
- b) that the Executive Director (Resources) write to Warwickshire Police to request that where a Domehawk Camera that has been purchased by the Borough Council for the purposes of community safety has been in situ continuously for more than two years, consideration is given by Warwickshire Police to purchase their own permanent camera to enable cameras purchased by Nuneaton and Bedworth to be freed up and returned to mobile usage.

CL23 **Questions by Members**

Question 1

The Mayor announced that Councillor Daniel Gissane was not present in the Chamber to ask the question he had submitted.

Question 2

Councillor Kyle Evans asked the following question of the Portfolio Holder for Arts and Leisure:-

“Trees are absolutely vital for the local environment, they help reduce flooding, they reduce CO2 in the atmosphere leading to cleaner air, and they provide a habitat to wildlife. That is why I am delighted that the Government recently launched its ‘Urban Tree Challenge Fund’, a £10 million pot of funding for Local Council’s to apply for, towards having more trees in urban environments. Could I ask the Portfolio Holder if he welcomes the government’s announcement and whether the Council plans to bid for some of this funding?”

Councillor Ian Lloyd, Portfolio Holder for Arts and Leisure, responded as follows:

“Yes we welcome the fund, but note that it is largely for street trees and community group led, woodland projects. Officers will be looking at this in more detail later in the year to assess its suitability.”

Question 3

Councillor Sebastian Gran asked the following question of the Portfolio Holder for Arts and Leisure:-

“Considering the number of complaints about the standards of grounds maintenance at the Coventry Road and Marston Lane cemeteries in Bedworth, and the understandable emotional significance of maintaining the cemeteries, will the Borough Council consider giving the Borough’s cemeteries the same importance as the Borough’s Premier Parks in terms of standards of grounds maintenance?”

Councillor Ian Lloyd, Portfolio Holder for Arts and Leisure, responded as follows:

“We share your view on the importance of maintaining our cemeteries to a high standard. With this in mind the new Grounds Maintenance contract commencing in November 2019 will require 16 cuts per annum on a frequency basis to meet growth patterns, but will for the first time also allow the use of growth retardants to slow down grass growth during the spring period. This increased level of maintenance will ensure a higher standard of finish.”

Question 4

Councillor Anne Llewellyn-Nash asked the following question of the Portfolio Holder for Planning, Development and Health:-

“It was stated in a recent report to Cabinet that the Council has lost £57,000 in income from car park meters. Can the Portfolio Holder outline the reasons for this, and will he consider implementing Conservative group policy of charging £1 for 3 hours parking in our town centres to boost our local economy?”

Councillor N. Phillips, Portfolio Holder for Planning, Development and Health, responded as follows:

“Firstly Madam Mayor, you cannot lose something you have not got. We were 3% down on forecast income which equates to 97% on target income, which even the opposition should welcome.

“Madam Mayor, two years ago we started providing free car parking from 6 p.m. seven days a week and a £1.00 flat fee on Sundays. I am sure that the residents who visit the Civic Hall and Abbey theatre or go into town in the evening welcomed that move, although it reduced income. We also have season permits whereby you can park for £1.00 a day, introduced to help employees or those who work in town and other residents who spend money in town. We also made two car parks free.

“It is undeniable that the unprecedented changes in the way residents shop and use their local high streets has had a detrimental impact across the whole of the country with national data reflecting a 2.3% average year on year drop in footfall. Both towns lost the Co-op and BHS in Nuneaton.

“As to the £1.00 for three hours, well Madam Mayor, this will reduce income even further. At the budget the Tories indicated that this proposal would cost the Council £281,000 and this was only for nine months, and that £273,560 be taken from General Fund balances, using unallocated reserves as a one off. A one off use of reserves which would reduce these reserves close to the minimum acceptable level.

“And on the other hand, Madam Mayor, they proposed to introduce a five hour charge at £4.80, a six hour charge at £6.00, and increase the 24 hour charge from £6.50 to £8.00 and that was just at the short stay car parks. I suspect “Madam Mayor that this was to raise £22,000, which they state was a saving? How do you save money by increasing costs?

“Perhaps if they wanted to increase footfall they would like us, try and put pressure on the County Council and bus companies to reduce ticket prices, which are much more expensive than a £1.00 for a hour. A £1.00 would not get you out of the station.

“Madam Mayor, this side of the chamber will not take a gamble on their politically motivated, headline grabbing nonsense, we are not Northampton, we will not let this Council go bust.

“So no, at this current time I will remind residents of the facts, that it was their intention to use £273,560 (in their budget proposal) of taxpayers’ money, from reserves to buy votes, as a one off, with no idea how to pay it back.”

Question 5

Councillor Damon Brown asked the following question of the Portfolio Holder for Planning, Development and Health:

“I have recently received a copy of correspondence sent to the Council from the Secretary of the Bedworth and District Horticultural Council highlighting concern over the absence of provision for new allotments within any of the Bedworth, Exhall, Ash Green and Keresley sites earmarked for housing development as part of the newly adopted Borough Plan. Given the commitments in the Borough Plan to improving the health and well-being of residents and development of allotment provision in the Borough and, in particular, reference to new allotments in policy NE2, will the Portfolio Holder commit this Council to remedying this omission by requiring that suitable and sufficient land for additional allotment provision is set aside as part of, or close to, any of the said development sites that go ahead in Bedworth, Exhall, Ash Green and Keresley.”

Councillor N. Phillips, Portfolio Holder for Planning, Development and Health, responded as follows:

“There are 12 strategic sites allocated for residential development in the Borough Local Plan. Of these six are within Nuneaton and the two largest have provision for new allotments as part of the development. Two sites are within Bulkington, one of which has provision for allotments as part of the development, the other four sites are within Bedworth, one of which has provision for allotments as part of the development.

“The Local Plan has to be based on evidence and in relation to allotments the relevant evidence is the Nuneaton and Bedworth Allotment Strategy 2012-2022. This highlighted that there were a number of areas within the Borough deficient in allotment provision and states these as Galley Common and Bermuda villages, Whitestone, Keresley, Hawkesbury and Bulkington. This led to the strategy stating that where there is a deficiency, developments of more than 1,000 dwellings would require on site provision of allotments. Where sites are smaller than this a contribution in lieu of on-site provision will be sought from the developers.

“In relation to the sites where a deficiency has been highlighted there are no strategic allocations in Galley Common, there is provision for on-site provision of allotments at Arbury, the site closest to Bermuda

Village . There are no allocations at Keresley and allocations at Hawkesbury and Bulkington include on site provision. A contribution will be requested from the strategic allocation at Whitestone.

“When the Plan is reviewed a full review of the evidence base will be undertaken and the results of this would feed onto the review.”

Councillor K. Evans moved a motion to refer this matter to the Internal Overview and Scrutiny Panel.

The motion was seconded by Councillor H. Walmsley.

A vote on the motion was taken and the motion was carried.

RESOLVED that the provision for new allotments within any of the Bedworth, Exhall, Ash Green and Keresley sites earmarked for housing development as part of the newly adopted Borough Plan, be referred for consideration by the Internal Overview and Scrutiny Panel.

Question 6

Councillor Keith Kondakor asked the following question of the Leader of the Council:-

“The draft 2018/19 draft NBBC accounts state in the list of main variations in section General Fund - Key Variances Analysis “Reduced income due to a decrease in Council Tax summonses being issued of £75,000“.

“This council has used council tax summons/liability orders as an income stream for too many years, these charges seem to amount to around £250,000-£300,000 a year, when the income from summons should ideally only been enough to cover the cost of the action, which should have meant a reduction of summons should be cost neutral.

“Will the leader take a look at the profits the council has been making from these summonses/liability orders with a view of reducing the numbers issued, making better use of the local council tax support scheme and reviewing the amount charged to some of the least well off in the borough bearing in mind that any help from the local council tax support scheme only cost Nuneaton and Bedworth Borough Council 13 pence for each pound paid out?”

The Leader of the Council responded as follows:

“The Council is required in law to provide justification for the costs being reasonably incurred with regard to the obtaining of Council Tax and Non Domestic Rates liability orders.

“The council incur certain relevant costs, and these include:

- council employee time for preparing and issuing prescribed notices, dealing with enquiries and attendance at court.

- the cost of printing, paper and postage for the statutory reminder notices and the summons including relevant staff time to envelope and issue notices.
- the cost of overheads such as office accommodation and support services

“The calculation shows that the cost to the Council of issuing summonses is over £100, compared to the current charge of £80.

“In relation to the Council's Local Council Tax Support Scheme, Cabinet will receive a report to its 24th July meeting setting out options for consultation for the 2020/21 scheme.”

Question 7

Councillor Lydia Hocking asked the following question of the Leader of the Council:-

“As we’re all too well aware, due to the rollout of the disastrous and cruel Universal Credit, too many families in our Borough are living in food poverty. Food, the most basic of human rights which is being denied to the poorest and most vulnerable people in our society, the Tories even pledged to take away free school meals in their 2017 General Election Manifesto, attempting to deny some children of their only meal of the day.

“With the long school summer holiday imminent, can the leader of the council, tell me what provision is in place to support these families and to ensure that these children have a hot meal in the absence of a free school lunch.”

The Leader of the Council responded as following:

“Councillor Hocking thank you for your timely question.

“It is indeed shocking that in 2019 some parents are left struggling to feed their children when free school lunches are not available. However through Warwickshire County Council’s Local Welfare Scheme, parents and guardians of children who were registered and eligible for Free School Meals this term are able to apply for food vouchers during the summer. However, funds for this scheme are limited and applications will be considered on a first come, first served basis. Applications are accepted between Monday, 22nd July and Friday, 30th August. In addition, the Borough Council’s Financial Inclusion Support Officers can provide support and advice to those that are struggling financially, and can assist with referrals to other agencies.”

Mayor

COMPOSITION OF COMMITTEES AND OVERVIEW AND SCRUTINY PANELS (2019/2020)

Table 1: Allocation of Committee Seats to groups

<u>Committee/ Scrutiny Panels</u>	<u>Labour</u>	<u>Cons</u>	<u>Green</u>	<u>Ind</u>	<u>Total Membership</u>
Total Group membership on the Council	17	14	1	2	34
Cabinet (Excluded for political balance rules)	5				5
Internal Overview and Scrutiny Panel	7	5	1	1	14
External Overview and Scrutiny Panel	7	6		1	14
Audit and Standards Committee	6	5			11
Planning Applications	7	5		1	13
Licensing	5	4		1	10
Appeals	3	5	1	1	10
NABCEL	3	2	1		6
Local Plan Committee	5	4			9
TOTAL SEATS ALLOCATED	43	36	3	5	87

MEMBERSHIP OF COMMITTEES AND OVERVIEW AND SCRUTINY PANELS (2019/2020)

RECOMMENDED that:

(a) the membership of committees/scrutiny panels for 2019/2020 be as follows and the Chairs and Vice-chairs be appointed as indicated:

Appeals (10)

Councillors S. Doughty, K. Evans, D. Gissane, S. Gran, L. Hocking, K. Kondakor, M. Rudkin, J. Sargeant, R.T Smith, J. Tandy and R. Tromans

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

Audit and Standards Committee (11)

Councillor J. Tandy (Chair),
Councillor S. Croft (Vice-chair),

Councillors D. Brown, G. Daffern, P. Elliott, K. Evans, J. Glass, L. Hocking, G. Pomfrett, R. Tromans, and H Walmsley.

Licensing (10)

Councillor P. Elliott (Chair),
Councillor K Evans (Vice-chair),

Councillors S. Croft, J. Gutteridge W.J. Hancox, L. Hocking, N. Phillips, A. Sargeant, T. Sheppard and K Wilson.

Planning Applications (13)

Councillor W.J. Hancox (Chair),
Councillor K Wilson (Vice-chair)

Councillors J. Beaumont, S. Gran, A. Llewellyn–Nash, I. Lloyd, B. Longden, B. Pandher, M. Rudkin, A. Sargeant, J. Sheppard, R. Smith and C. Watkins.

Internal Overview and Scrutiny Panel (14)

Councillor J. Glass (Chair)

Councillor S. Gran (Vice-Chair) (drawn from an opposition group (Part 4(e) Paragraph 6 of OSP Procedure Rules))

Councillors J. Beaumont, S. Croft, S. Doughty, P. Elliott, J. Gutteridge, L. Hocking, K. Kondakor, A. Llewellyn-Nash G. Pomfrett, A. Sargeant, J. Tandy, H. Walmsley

External Overview and Scrutiny Panel (14)

Councillor T. Sheppard (Chair)

Councillor H. Walmsley (Vice-Chair) (drawn from an opposition group (Part 4(e) Paragraph 6 of OSP Procedure Rules))

Councillors J. Beaumont, K. Brindley-Edwards, D. Brown, G. Daffern, K. Evans, C. Golby, W.J. Hancox, L. Hocking, B. Longden, B. Pandher, M. Rudkin and J. Sargeant.

Nuneaton and Bedworth Community Enterprise Limited Shareholder Committee (6)

Councillor I Lloyd (Chair)

Councillors K. Kondakor, M. Rudkin, R. Smith, J. Tandy and R. Tromans.

Local Plan Committee (9)

Councillor N. Phillips (Chair)

Councillors J. Beaumont, C. Golby, S. Gran, B. Longden, J. Sheppard, J. Tandy, R. Tromans and H. Walmsley.

Council - Schedule of Declarations of Interests – 2019/2020

	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. Board member of Bulkington Village Centre 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		
	S. Croft	Employed at Holland & Barrett Retail Ltd		
	G. Daffern	Trainee teacher at Sidney Stringer Academy, Coventry; Teacher of History, Etone College, Nuneaton	Co-opted Governor at Newdigate Primary School	
	S. Doughty	People in Action Cherville Limited	Unite the Union	
	P. Elliott	Employee of CW Mind ASD Support Service Mentor	Governor at Stockingford Nursery Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	K. Evans	Employee of Wildlife Fundraising (Central) Ltd.	Executive Officer at the North Warwickshire Conservative Association	
	J. Glass	None	None	
	D. Gissane		Member of Warwickshire County Council	
	C. Golby		Member of Warwickshire County Council	
	S. Gran		Member of Warwickshire County Council	
	J. Gutteridge	Startin Tractors	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		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	Unite the Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> Committee of Management of Hartshill and Nuneaton Recreation Groun 	
	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.		Dispensation to speak and vote on matters that do not relate specifically to her husband's contract of employment.
Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited			Dispensation to speak and vote	
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 West Midlands Combined Authority				
	K.A. Kondakor		Member of Warwickshire County Council	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	A. Llewellyn-Nash	Employee of BMI Healthcare	Treasurer of Exhall Multi-cultural Group Representative of the following Outside Bodies: <ul style="list-style-type: none"> • Hospice Charity 	
	I. Lloyd	Employee of Jaguar Land Rover	Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited.	Dispensation to speak and vote
			Representative on the following Outside Bodies: <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 	
	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	
			Representative on the following Outside Bodies: <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	Manager of the Indian Community Centre Association, Coventry	Member of Warwickshire County Council Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group	
	G.D. Pomfrett	None	None	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> • A5 Sterling Group (Council Representative) • Nuneaton Labour CLP • The Fabian Society • The George Eliot Society • The PCS Union • Nuneaton Credit Union Non-Executive Director with Nuneaton and Bedworth Community Enterprises Limited.	
			Representative on the following Outside Bodies: <ul style="list-style-type: none"> • A5 Member Partnership • PATROL Joint Committee • Warwickshire Health & Wellbeing Board Building Control Partnership Steering Group	
	M. Rudkin	Employee of People in Action	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. Volunteer at Volunteer Friends Bulkington.	
			Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Advice Rights 	
	J. Sargeant	SATCOL Charity Project Manager		To speak and vote on any matters related to the Salvation Army Charity (SATCOL) or related bodies, unless the matter directly affects the contract of employment of the Councillor
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.	
			Director of Wembrook Community Centre.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
			Member of the Management Committee at the Mental Health Drop in.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Champion for Safeguarding (Children & Adults) • 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		Director of Volunteer Friends, Bulkington; Board of Directors at Bulkington Village Community and Conference Centre	
	J.A. Tandy		Partnership member of the Hill Top and Caldwell Big Local. 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 Self-employed Public Relations Consultant.	Chartered Institute of Public Relations	
	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 	

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

Council - Schedule of Declarations of Interests – 2019/2020

	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. Board member of Bulkington Village Centre 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		
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association	
	G. Daffern	Trainee teacher at Sidney Stringer Academy, Coventry; Teacher of History, Etone College, Nuneaton	Co-opted Governor at Newdigate Primary School	
	S. Doughty	People in Action Cherville Limited	Unite the Union	
	P. Elliott	Employee of CW Mind ASD Support Service Mentor	Governor at Stockingford Nursery Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Friendship Project for Children 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	K. Evans	Employee of Wildlife Fundraising (Central) Ltd.	Executive Officer at the North Warwickshire Conservative Association	
	J. Glass	None	None	
	D. Gissane		Member of Warwickshire County Council	
	C. Golby		Member of Warwickshire County Council	
	S. Gran		Member of Warwickshire County Council	
	J. Gutteridge	Startin Tractors	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		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	Unite the Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Committee of Management of Hartshill and Nuneaton Recreation Groun 	
	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.		Dispensation to speak and vote on matters that do not relate specifically to her husband's contract of employment.
Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited			Dispensation to speak and vote	
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 West Midlands Combined Authority				
	K.A. Kondakor		Member of Warwickshire County Council	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	A. Llewellyn-Nash	Employee of BMI Healthcare	<p>Treasurer of Exhall Multi-cultural Group</p> <p>Representative of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Hospice Charity 	
	I. Lloyd	Employee of Jaguar Land Rover	<p>Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited.</p>	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 	
	B.J. Longden		<p>Daughter and son-in-law work in the NHS</p>	
			<p>Member of the Stockingford Community Centre</p>	
			<p>Ex-Officiate of the Veterans Contact Point Board</p>	
			<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 Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group</p>	
	G.D. Pomfrett	None	None	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	N. Phillips	Employee of DWP	Member of: <ul style="list-style-type: none"> • A5 Sterling Group (Council Representative) • Nuneaton Labour CLP • The Fabian Society • The George Eliot Society • The PCS Union • Nuneaton Credit Union Non-Executive Director with Nuneaton and Bedworth Community Enterprises Limited.	NABCEL – to speak and vote on any matter where the Council or Cabinet is asked to approve any funding arrangement; grant; or other legal instrument with the company but this dispensation shall not apply where any Non-Executive Director benefits from the arrangements in a personal capacity.
	M. Rudkin	Employee of Coventry City Council	Unite the Union Representative on the following Outside Bodies: <ul style="list-style-type: none"> • A5 Member Partnership • PATROL Joint Committee • Warwickshire Health & Wellbeing Board • Building Control Partnership Steering Group 	
	A. Sargeant		Member of Warwickshire County Council Chairman of The Nook (Nuneaton) Residents Association. Chair of Attleborough Community Matters group. 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	SATCOL Charity Project Manager		To speak and vote on any matters related to the Salvation Army Charity (SATCOL) or related bodies, unless the matter directly affects the contract of employment of the Councillor
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Director of Wembrook Community Centre.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre
			Member of the Management Committee at the Mental Health Drop in.	
			Champion for Safeguarding (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		Director of Volunteer Friends, Bulkington; Board of Directors at Bulkington Village Community and Conference Centre	
	J.A. Tandy		Partnership member of the Hill Top and Caldwell Big Local. 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 Self-employed Public Relations Consultant.	Chartered Institute of Public Relations	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	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. • Warwickshire Police and Crime Panel. 	
	K.D. Wilson	Employee of the Courts Service	Non Executive Director with Nuneaton and Bedworth Community Enterprises Limited	Dispensation to speak and vote

4A.9 PUBLIC PARTICIPATION

4.9.1 General

At each Ordinary Meeting or Extra 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 to matters in respect of which the Council has powers or duties, or which affect the Borough. In the case of an Extra Ordinary Meeting the question or statement must relate to the business of that meeting.

4.9.2 Notice of Questions and Statements

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

4.9.3 Scope of Questions and Statements

The Head of Paid Service may reject a question or statement if it:

- a) is not about a matter for which the Council has a responsibility or which doesn't affect the Borough;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months;
- d) requires or involves the disclosure of confidential or exempt information; or
- e) It is not a question nor a statement, as provided for in these Procedure Rules.

4.9.4 For these Procedure Rules a question shall comprise of a small paragraph of no more than 3 sentences, with the purpose of seeking information on a single matter. A statement shall be an expression of opinion which does not seek nor require an answer or response.

4.9.5 The Mayor will invite the relevant Cabinet Member or Committee Chair to give a reply. Such reply shall not exceed three minutes.

4.9.6 Time Limit and Number of Questions

No question or statement shall exceed three minutes. In the event of there being more than one question or statement, the Head of Paid Service will ensure that questions and statements are dealt with in the order received. 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.

4.9.7 Record of Questions and Statements

The question or statement and the reply given shall be minuted.

4.9.8 Reference of Question to the Cabinet or a Committee

Unless the Mayor decides otherwise, no discussion will take place on any question, but 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.

4.9.9 Any question or statement which cannot be dealt with during Public Participation because of lack of time will be dealt with in writing, and recorded in accordance with paragraph 9.6

Report to: Council Meeting - 11th September 2019

Title: Overview & Scrutiny Annual Report 2018-19

Date Made	OSP	Recommendation/Suggestion	Value - Social, Policy or Financial	Date Agreed	Date Implemented	Date of Review	Outcome
28/06/2018	IOSP	Managing Attendance of the Council's Workforce - A report was presented to the Panel detailing the 2017/18 end of year performance for Sickness Absence. The Panel scrutinised work activity and trends relating to Attendance Management of the Council's workforce and considered the additional initiatives that had been used in an effort to improve attendance.	F	28/06/2018		Annual	The Panel reviewed performance and noted the additional initiatives taken to improve workforce attendance
28/06/2018	IOSP	Capital and Asset Strategy and Asset Management Action Plan 2016-2018 - Update Report - A report was submitted to update the Panel on the progress to date with the Capital and Asset Strategy and Asset Management Action Plan for the period 2016-2018.	P/F	28/06/2018		Annual	The Panel reviewed progress against Action Plan and requested further information on several matters.
28/06/2018 13/09/2018 15/11/2018 21/03/2019	IOSP	Integrated Performance Report - The Panel received quarterly performance updates in order to monitor delivery against target.	F	28/06/2018 13/09/2018 15/11/2018 21/03/2019	Ongoing	Quarterly	The Panel reviewed quarterly performance. At its meeting of 15th November 2018 the Panel agreed to establish a working group to review Car Park Charging, including ticket sales and income generation. The Work Group to report back to the Panel when review completed.
28/06/2018	IOSP	Kerbside Recycling Collection - The Panel considered the position with the Kerbside Recycling re-procurement process in respect of the new service arrangements required to be in place by October 2018.	P/F	28/06/2019		Annual	The Panel provided feedback to officers
05/07/2018	EOSP	Community Safety Performance for 2017/18 - The Panel was asked to note the performance of NABSCOP and acknowledge the remedial actions which continue to be implemented, as detailed in data provided by the Warwickshire Observatory, given at Appendix A.	S	05/07/2018		Annual	The Panel reviewed performance for 2017/18 and was updated on the remedial actions being implemented and current policing interventions.
05/07/2018	EOSP	Coventry and Warwickshire LEP Growth Hub – Report of Activities - The Panel considered a performance summary report and the Business Plan for 2018/19. The Panel was also informed on the tools and systems being developed to help businesses engage with opportunities.	S/P	25/07/2018	03/10/2018	Annual	The Panel made a recommendation to Cabinet that a training event be scheduled to inform all Nuneaton and Bedworth Borough Council Members of the work of the CWLEP Growth Hub.

26/07/2018 21/03/2019	IOSP	Monitoring of the Grounds Maintenance Contract - The Panel considered the performance of the grounds maintenance contracts provided by Glendale Grounds Management.	S/P/F	25/07/2018	05/09/2018	Half-yearly	The Panel reviewed performance and requested that an update on the proposals be provided to the Panel in six months time. The Panel made the following recommendations to Cabinet: a) a review be carried out in regards to land ownership changes to determine where historic grounds maintenance responsibilities should have passed from the Council to other private parties; b) encouragement be given for the establishment of Friends of the Park groups and resident engagement in other community involvement opportunities; c) the public be given access to the current contract specification details; d) the monthly performance report provided to the Portfolio Holder be distributed to all elected Members; and e) once the new tender is in place a dedicated page on the Council's website be established to detail the specific contract specifications, with an easily accessible particular section on the requirements for cemeteries. At the meeting of Cabinet on 5th September 2019, the following recommendations were approved a) b) d) and e).
22/08/2018	IOSP	Retendering of Grounds Maintenance Contract - The decision and recommendations of Cabinet made on 25th July, 2018 regarding the Retendering of Grounds Maintenance Contract was 'called-in' as being contrary to Article 12.	F	22/08/2018	05/09/2018		A recommendation be made to Cabinet that an all Member briefing be scheduled regarding the proposed new contract specifications. Cabinet approved this recommendation at its meeting on 5th September 2018.
13/09/2018	IOSP	Voluntary and Community Sector Monitoring Reports - The Panel considered the performance of Council funded voluntary sector agencies in accordance with the requirements of the Service Level Agreements.	S/F	13/09/2018		Annual	The Panel reviewed performance against SLAs.
13/09/2018	IOSP	Formal Complaints and Freedom of Information Requests - The Panel considered the number of formal complaints received and information requests and response times against targets.	P	13/09/2018		Half-yearly	The Panel reviewed numbers received and response times and requested further information. The Panel requested that the monthly report be provided to Panel Members.
25/09/2018	IOSP	Town Centre Development and Project Update - The Panel considered an update report regarding the Vicarage Street and Abbey Street Redevelopment projects.	S/F	25/08/2018	05/11/2019	Annual	The Panel noted the update and recommended that an All Member Briefing or an exempt report be provided giving specific details on the redevelopment of town centres.
25/09/2018	IOSP	Housing - Void Properties - Following a request from Cabinet at its meeting of 13th June, 2018, the Panel considered the different types of void properties and the difficulties in letting some of the Independent Living properties.	S/P/F	25/09/2018			The Panel provided feedback to officers
25/09/2018	IOSP	Impact of Welfare Reform on Housing - The Panel considered the impact of welfare reforms on council tenants, including the specific impact of Universal Credit, and what measures the Council had taken to minimise that impact.	S/P/F	25/09/2018			The Panel provided feedback to officers and recommended extra signposting.
25/09/2018	IOSP	Air Quality Management - The Panel considered the air quality management undertaken by the Council.	S/P	25/09/2018		Annual	The Panel recommended that the monitoring of air quality would continue and that a letter be written to Warwickshire County Council voicing the panels concerns regarding the air quality and congestion of the roads especially with the developments proposed in the Borough Plan. The Panel also recommended that work to establish a policy is programmed to be undertaken by the Planning Policy team.

25/09/2018	IOSP	Gresham Road Project Update - The Panel considered an update of the situation regarding the Gresham Road depot and the environmental permit process.	F	25/09/2018			The Panel recommended that a lessons learnt report be provided to the panel.
18/10/2018	EOSP	Healthwatch - A presentation was made to the Panel by Mr. C. Bain, Chief Executive of Healthwatch Warwickshire CIC. The Healthwatch Warwickshire Annual Report 2017/18 was also submitted to the Panel for information.	S	18/10/2018		Annual	The Panel reviewed results from Quarter 1 2018/19 and also noted the priorities for Quarter 2. The Panel gave feedback and raised concerns.
18/10/2019	EOSP	Children and Adolescent Mental Health Services - A presentation was made to the Panel by Louise Birta, Children's Commissioner, Public Health and Strategic Commissioning, Warwickshire County Council. The presentation provided details of the RISE service and detailed activities of the Warwickshire Rise Partnership Community Offer.	S	18/10/2018	04/02/2019	Annual	The Panel agreed to write to WCC and Healthwatch Scrutiny Panel to raise their concerns regarding unacceptable waiting times, access to services, the delay to the development and opening of a Nuneaton and Bedworth Hub, and the lack of resourcing for this service. A letter of response from was received back from Dr.J. Linnane Director of Public Health, addressing the matters raised by the Panel.
18/10/2018	EOSP	George Eliot Hospital - A presentation was made to the Panel by David Eltringham, Managing Director, George Eliot Hospital NHS Trust, accompanied by Kristy Clayton, Lead Nurse for Palliative and End of Life Care. The presentation provided service statistics and also outlined the current challenges in regards to end of life care at the George Eliot Hospital. The presentation also outlined the development and principles of the new management model - The Foundation Group.	S	18/10/2018	06/12/2019	Annual	The Panel expressed their concerns regarding several service issues and David Eltringham agreed to attend a future meeting to brief the Panel on work on discharge planning and also staff recruitment and retention.
18/10/2018	EOSP	Pride in Camp Hill Progress Report - October 2018 – A progress update report was submitted to the Panel by the Pride in Camp Hill Program Manager. The report included details of Phase 3 development and also performance information. The Regeneration Project Manager for Pride in Camp Hill, presented the report to the Panel, and particularly highlighted the achievements of the Work Club.	S	18/10/2018		Annual	The Panel reviewed the progress of the development and noted the achievements of the Work Club.
15/11/2018	IOSP	SLM Annual Report - The Panel considered an update report in regards to the Everyone Active Nuneaton and Bedworth contract, including the delivery statistics on site usage, customer feedback, activity, programme development and Passport to Leisure subscriptions.	S/F	15/11/2018		Annual	The Panel reviewed contract performance and requested additional information.
06/12/2018	EOSP	Community Safety Performance Quarter 2 2018/19 - The Panel considered a report regarding the Nuneaton and Bedworth Safer Communities Partnership (NABSCOP) performance relating to Community Safety for the second quarter of 2018/19. The report provided an overview of performance measures associated with seeking to reduce crime and anti-social behaviour across the Borough. Inspector David Williams of North Warwickshire SNT, also attended the meeting.	S	06/12/2018		Half-yearly	The Panel compared the recorded offences and incidents by Police beat for the period July to September 2018 with that of the same period in 2017. The Panel reviewed performance and requested further more detailed information be provided.

06/12/2018	EOSP	Discharge Protocol - A presentation was made by the Deputy Director of Nursing accompanied by the Managing Director, George Eliot Hospital (GEH), to inform the panel of the Hospital's Discharge Policy and process.	S/P	06/12/2018		Annual	The Panel raised their concerns and requested further information. The Managing Director of GEH suggested that a further presentation be made to the Panel at a future meeting in regards to mortality rates and also agreed to refer back to the terms of reference for local Accident and Emergency delivery groups to ensure the right people were included. He also agreed to discuss with the Communities Manager the issue of mapping cooperation with the police.
06/12/2018	EOSP	Addressing Teen Conception in Nuneaton and Bedworth - A report was submitted to the Panel to provide an overview of the work taking place to address the higher than national average levels of teen conception in the Nuneaton and Bedworth Borough, for those under 18 years of age.	S	06/12/2018		Annual	The Panel raised a number of concerns and requested further information. The Panel agreed that the Chair write to the 'Addressing Teen Conception' focus group, including the Council's Portfolio Holder for Housing, Health and Communities, Warwickshire County Council, Public Health and other relevant agencies, to express the concerns raised by the Panel and recommend investment into local projects in order to further roll them out across the Borough and make them sustainable, and that their funding for the future be encouraged.
06/12/2018	EOSP	Gambling – and its impact on Health and Wellbeing - a report was submitted to the Panel providing some discussion points around gambling and its impact on health and wellbeing.	S/P	06/12/2018		Ongoing	The Panel agreed to establish a Working Group to look at and assess the impact of gambling on the health and wellbeing of the residents of Nuneaton and Bedworth. The Group have considered the matter in relation to Licensing and Planning Regulations and the review is ongoing with a report coming back to the Panel in due course.
10/01/2019	IOSP	Refuse Collection and Kerbside Recycling Performance Update - The Panel considered the performance of the new Kerbside collection and material processing contracts.	F	10/01/2019		Annual	The Panel reviewed performance of contracts.
10/01/2019	IOSP	Allotment Strategy Action Plan - The Panel considered the delivery of the Allotment Strategy Action Plan against target dates.	F	10/01/2019		Annual	The Panel reviewed the performance of the Action Plan against target dates.
07/02/2019	EOSP	Warwickshire Police & Crime Plan 2016-2021 - The Warwickshire Police and Crime Plan 2016-2021 was submitted to the Panel. The Police and Crime Commissioner (PCC) for Warwickshire, Inspector David Williams of North Warwickshire Safer Neighbourhood Team (SNT) and the Performance and Scrutiny Officer, Warwickshire PCC, attended the meeting and provided an update on the Plan and other matters.	S/P	07/02/2019	13/03/2019	Annual	The Panel requested further information be provided. The Panel also recommended that Cabinet ask the relevant Portfolio Holder, in consultation with the relevant Director, to respond on behalf of the authority to the Government's Consultation on unlawful traveller encampments, providing a copy of the response to all Members, and that Cabinet reconsider applying for a County Court injunction in the interim, pending the High Court application. At the Cabinet meeting of 13th March 2019, Cabinet agreed that whilst there was no consultation taking place in relation to unlawful traveller encampments however should a consultation begin the relevant portfolio holder and relevant Director would respond on behalf of the authority, providing a copy of the response to all Members.
07/02/2019	EOSP	Health & Wellbeing Board Annual Report 2017/18 - A Warwickshire Health and Wellbeing Strategy Refresh 2018-20 update presentation was submitted to the Panel for consideration.	S	07/02/2019		Annual	The Panel noted the presentation update.
07/02/2019	EOSP	JSNA & Public Health Update - A presentation was submitted to update the Panel on the JSNA Place Based Approach in regards to Wave 1 Nuneaton Central and Wave 2 Bedworth Central and Bulkington / Bedworth West.	S/P	07/02/2019		Annual	The Panel note the presentation update.

07/02/2019	EOSP	BID Update - A report was submitted to update the Panel on the development of the Nuneaton Business Improvement District (BID). The report detailed the process undertaken to establish a Steering Group and outlined the broad stages of the development of the BID.	S/P	07/02/2019		Update in 12 months	The Panel noted the contents of the report, requested further information be provided to Panel Members and that an update be brought back to the Panel in 12 months time.
07/02/2019	EOSP	Bedworth Town Team - A report was submitted to the Panel reviewing the feasibility of a 'Town Team' for Bedworth. The Panel was informed that an independent piece of work would be commissioned to deliver a visioning document for Bedworth Town Centre, and it was proposed that the consultation process be the catalyst to encourage support for the formation of a Bedworth Town Team.	S/P	07/02/2019		As required	The Panel welcomed the report and considered the issue of business and resident engagement and funding options. The Panel requested that an update be brought back to Panel as and when necessary.
18/04/2019	EOSP	Improving Stroke Services in Coventry & Warwickshire - Andrea Green, Chief Officer, Warwickshire North CCG and NHS Coventry and Rugby CCG, attended the meeting and circulated a copy of a Briefing Note submitted to the Coventry and Warwickshire Joint Health Overview and Scrutiny Committee, detailing the process and timescales for completion of the review of Stroke Services.	S/P	18/04/2019		6 months	The Panel requested that information regarding the recommissioning of the 111 service contract be provided and that during the consultation period Andrea Green attend a meeting of the Panel accompanied by doctors, rehabilitation team specialists and clinicians. The Panel requested that Andrea Green attend a meeting in six months' time to inform the Panel of the future plans for Primary Care.
21/03/2019	IOSP	Update on the work of Nuneaton Museum & Art Gallery including involvement in GE2 - The Panel considered the progress of the Museum in achieving its aims and objectives.	S/F	21/03/2019	22/05/2019	Annual	The Panel reviewed progress against aims and objects. The Panel recommended that the Portfolio Holder for Arts, Leisure and Economic Development work with the Museum and Arts officer to investigate the possibility of inviting the Knife Angel sculpture to the Borough. Cabinet agreed to the recommendation at its meeting of 22nd May, 2019
21/03/2019	IOSP	Civic Hall Business Improvement Plan Update - The Panel considered progress made against the actions contained in the Improvement Plan.	S/F			Annual	The Panel reviewed progress against actions contained in the Improvement Plan.
18/04/2019	EOSP	Changing Places Toilet Facilities - The Cabinet Portfolio Holder for Housing, Health and Communities, attended the meeting to answer questions from Panel Members.	S/P/F	18/04/2019		Ongoing	The Panel agreed to establish a working group (in the next committee cycle) to determine cost, location and potential use of Changing Places Toilets across Nuneaton and Bedworth, including any potential within the Playing pitch strategy. A report to be brought back to the Committee on completion of the review.
18/04/2019	EOSP	Nuneaton And Bedworth Safety Communities Partnership – Strategic Assessment 2019-20 - A report was submitted requesting the Panel consider the priorities agreed by the Nuneaton and Bedworth Safer Communities Partnership. The Strategic Assessment for 2019-2020 aimed to provide an overview of crime and disorder issues affecting the Borough of Nuneaton and Bedworth. The information had been prepared in line with the requirements of the Crime and Disorder (Formulation and (Implementation of Strategy) Regulations 2007.	S/P	18/04/2019		Annual	The Panel noted the contents of the report and requested that in future a representative from the police attend the meeting to answer any questions.

09/05/2019	IOSP	Voluntary and Community Sector Monitoring Reports for Quarter One and Two 2018-2019 - A report was submitted to inform the Panel of performance relating to voluntary and community sector organisations for quarters one and two of 2018-2019. To enhance the delivery of support services to communities of Nuneaton and Bedworth, the Council had provided funding in this period to two agencies; Citizen's Advice Bureau and Warwickshire Community and Voluntary Action (WCAVA). In accordance with the requirements of the Service Level Agreements, the agencies provided details of their performance.	S/F	09/05/2019		Half-yearly	The Panel reviewed Performance against SLAs and thanked the organisations for their work.
09/05/2019	IOSP	Consideration of the Inspector's Report on the examination of the Nuneaton and Bedworth Borough Plan - The Planning Inspectorate Report dated 9th April, 2019 in connection with the examination of the Nuneaton and Bedworth Borough Plan was submitted to the Panel. The Schedule of Main Modifications was appended with the report and a copy of a letter received from the Borough's three MPs relating to the Plan process was also included. Mr Hugh Richards of No. 5 Chambers attended the meeting and provided the Panel with an explanation of the legal view and practical implications of the two options being presented for consideration.	S/P/F	09/05/2019	10/06/2019		The Panel made a recommendation to Cabinet that the Council adopt the plan with the main modifications, as proposed by the inspector; and that mandatory training be provided to all Council Members to enable them to better understand the Plan and be able to apply it to the aims of the Council and its Committees. The recommendations were approved by Council at its meeting on
09/05/2019	IOSP	Monitoring delivery of the Borough Plan and consideration of the data around the land supply targets - A report was submitted to provide the Panel with information on the monitoring of the delivery of the Local Plan. The Panel was asked to consider the information in the report relating to the monitoring of the Local Plan and land supply targets. An index of monitoring indicators was provided.	S/P/F	09/05/2019	04/09/2019	Annual	The Panel recommended to Cabinet that a yearly monitoring report, including details of spend of Section 106 monies and biodiversity net gain within and external to the sites, be provided to the Panel, training be provided to all Members on habitat biodiversity, and a recommendation be made that Cabinet look corporately to increase tree planting schemes within the Borough. These recommendations will be considered by Cabinet at its meeting on 4th September 2019.

Cabinet Report to Council, 11th September, 2019

1. Introduction

This report deals with the Cabinet meeting held on 24th July, 2019.

It also includes details of any reports from the West Midlands Combined Authority Board, which have, or may have in the future, a direct impact on NBBC, namely the Board meeting of 26th July 2019.

2. 24th July, 2019 Cabinet Meeting

a) Central Services & Refuse Portfolio – Councillor J. Sheppard

Introduction of Arrangements for the Provision of Refuse and Recycling Bins for New Developments

A report regarding the above was submitted seeking Cabinet approval to introduce a requirement for property developers to provide wheeled bins and inserts for all new and converted development schemes within the Nuneaton and Bedworth Borough Council area, and to approve a Planning Technical Advice Note to be published on the Council's website.

Cabinet approved that the Planning Technical Advice Note on the provision of facilities for waste and recycling for new developments and property conversions, as amended to provide for annual index linking, be published on the Council's website for developers to take note of when designing developments, and that developers be made aware of the need to supply or purchase the correct waste and recycling containers for all new developments and property conversions; the charge to reflect the cost of supply and delivery of waste and recycling containers.

b) Finance & Civic Affairs Portfolio – Councillor J. Jackson

Local Council Tax Support Scheme

Cabinet noted the current details set out in the report for the Council's Local Council Tax Support Scheme and potential options available for 2020/21. Cabinet approved the consultation approach as set out in Section 6 of the report and agreed that delegated authority be given to the Executive Director (Resources) to carry out an eight week consultation on possible changes to the scheme for 2020/21. Cabinet also agreed that the proposals be considered by the Internal Overview and Scrutiny Panel and following the consultation exercise a report be brought back to Cabinet with final proposals for the 2020/21 scheme.

- c) Finance & Civic Affairs and Housing & Communities Portfolios – Councillors J. Jackson and C. Watkins

Council House Conversion

A report was submitted to inform Cabinet retrospectively of the decision undertaken under Special Urgency to award a contract, following a full OJEU compliant tender exercise, to redevelop the Council House into much needed temporary accommodation for homeless households in the borough.

Cabinet approved that the report be marked not for call in due to the timescales involved to put in place the contract and commence work and that due to the commercially sensitive nature of the content, the report not be for publication by virtue of paragraph 3 of Schedule 12A to the Local Government Act 1972. Cabinet agreed that the decision taken under Special Urgency powers be reported to a future meeting of Council.

4. West Midlands Combined Authority (WMCA)

The WMCA Board meeting of 26th July, 2019 covered the following items which have, or may have in the future, a direct impact on NBBC:

- a) A financial monitoring report that provided a summary of the revenue and capital spend against approved budget. This included information relating to the following areas
- Transport revenue budget
 - WMCA operational budget
 - Mayor's Office
 - Transport delivery capital programme
 - Investment programme
 - Administered funds
 - Business rates

The overall year to date position at the end of May showed a £0.036m favourable variance from budget.

- b) A report dealing with the setting of a regional carbon reduction target – within which individual local authorities and areas will set their own ambitions. A West Midlands target of net-zero emissions by no later than 2041, with interim targets based on a 2018 baseline of 36% reduction by 2022, and 69% reduction by 2027 were agreed.

In setting the above targets it was noted that the estimated financial cost of this transition is £40 billion for the West Midlands over the period to 2041, and that bringing the target forward ahead of 2041 would require additional investment.

- c) A report dealing with boosting the social economy in the West Midlands with an aim of doubling the size of the social economy in the West Midlands (in absolute rather than relative terms) within ten years.

5. Conclusion

This report is presented on behalf of Cabinet, and, as always, my colleagues and I are only too happy to take any questions in relation to this report.

Councillor J.A. Jackson
Leader of the Council on behalf of Cabinet

Section 1

1.0 Introduction

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

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

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

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

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

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

1.1 What is Scrutiny?

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

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

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

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

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

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

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

1.2 What Scrutiny is Not

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

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

1.3 National Legislation and Council Constitution

1.3.1 Local Government Act 2000

The powers of Scrutiny Committees are set out in the Local Government Act 2000, particularly Section 21 and the central government guidance on the Act.

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

- to give powers to local authorities to promote economic, social and environmental well-being within their boundaries;

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

To read the Act go to www.legislation.gov.uk

The Act received Royal Assent in July 2000.

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

1.3.2 Council Constitution

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

The Constitution specifies the formalities of how scrutiny operates in Nuneaton & and Bedworth Borough Council. The most important sections relating to Scrutiny are the Terms of Reference in **Part 2 Article 6 P11-158** and the **Overview Scrutiny Procedure Rules set out in Part 4E.**

If you would like more information please refer to the Council's Constitution, available on the website www.nuneatonandbedworth.gov.uk or contact Democratic Services at the Town Hall.

1.4 The Aims of Overview and Scrutiny

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

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

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

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

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

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

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

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

1.4.1 Bringing Added Value

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

- Raising the quality of debate
- Improving decisions
- Teasing out complex issues
- Engaging with the local community and stakeholders
- Strengthening accountability
- Developing new ideas
- Supporting Policy development
- Monitoring and improving performance

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

1.5 Scrutiny Meetings

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

Overview and Scrutiny Panel meetings are open to the public and all Members

of the Council. They are subject to the same access to information rules as other Council committees. The agenda papers for public meetings are available five working days before the date of the meeting. Copies can be downloaded from the Council's website: www.nuneatonandbedworth.gov.uk or obtained from the ~~Democratic-Committee~~ Services Office.

1.6 Pre-Decision Scrutiny

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

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

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

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

1.7 'Call In'

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

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

It is an important part of the overview and scrutiny function to consider the decisions that have been taken at Cabinet. Scrutiny Members have a responsibility to look at the decisions and consider whether they have been made appropriately, giving regard to the consultation process, evidence and data

gathering, ~~Officer~~ direction and whether they are in keeping with the budget and policy framework agreed by the Council.

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

Once Cabinet decisions have been published there is a period of 5 clear working days where ~~one~~4 Members of the relevant Overview ~~and~~& Scrutiny Panel plus any ~~two~~2 non-executive Members can 'Call-in' a decision.

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

To request a 'Call-in' Members should contact the Proper Officer ~~and/or the Overview & Scrutiny Support Officer~~ to advise them that they wish to 'Call-in', the decision and the reasons why.

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

1. Can the decision actually be called in? (if the answer to any of questions 1 a) – g) is yes, then the decision CANNOT be called-in.
 - a) Does it relate to a non-executive function?
 - b) Was it a non-key decision taken by an Officer under delegated powers?
 - c) Was it an urgent decision?
 - d) Has this issue been called-in in the last six months?
 - e) Does the decision relate to an existing call-in?
 - f) Does the decision relate to the formulation of a policy or budget matter that requires full Council approval?
 - g) Was it a decision taken by Full Council?
2. Was the decision in accordance with the Council's Policy Framework?
 - a) What is the relevant policy or strategy?
 - b) Is the decision contrary to that policy? If yes, how?
3. Was the decision in accordance with the agreed budget or budget procedures?
 - a) Is there funding for the proposal in an agreed budget/capital programme?

b) If not, have the rules for virement and supplementary estimates been observed?

4. Was the decision taken in accordance with the principles of good decision making (Article 12 of the Constitution)?

a) Does the decision comply with the Council's Constitution, ie:

- Articles of the Constitution
- Scheme of Delegation
- Rules of Procedure
- Codes and Protocols.

b) Was the decision;

- reasonable within the common meaning of the word
- ie: rational, based on sound judgement
- reasonable within the legal definition of "reasonableness"
- ie: was everything relevant taken into account, and was everything irrelevant discarded
- proportionate to the desired outcome
- taken on the basis of due consultation
- taken on the basis of professional advice from officers?

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

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

- d) When the decision was taken, was there a presumption in favour of openness?
5. Has the decision been well explained, ie: do you need more information?

a) Was it clear;-

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

b) Do you need any more information/clarification?

It is ~~the Managing Director~~**Executive Director — Operations /Proper Officer or Monitoring Officer** who will determine whether the item is valid for 'Call-in' and call a meeting of the relevant Overview ~~and~~& Scrutiny Panel or Council as appropriate within 10 days. The full 'Call-in' procedure is available at Section 4 Fig.3.

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

1.8 Scrutiny, Overview and Monitoring

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

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

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

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

co-optees.

1.8.1 Monitoring Performance and Budget Information

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

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

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

1.8.2 Responding to New Legislation

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

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

1.8.3 Scrutiny of Other Public Bodies

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

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

List of other public bodies open to scrutiny includes:

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

1.9 Community Engagement

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

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

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

1.9.1 Councillor Call for Action (CCfA)

New Powers for Ward Councillors, to help them tackle local problems on behalf of their constituents, were brought in from 1 April 2009. These powers are contained within the Local Government and Public Health Act 2007, and the Police and Justice Act 2006.

CCfA is designed as a 'last resort' to be used when all other attempts at resolution have failed. CCfA will become relevant only when a Councillor has exhausted all other steps to resolve an issue in their Ward. It is not designed to

provide an immediate solution, but high profile public discussion of an issue through CCfA. It offers a chance to bring a pressing issue to a wider audience and to discuss such issues in an independent, neutral forum.

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

1.10 Petitions

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

1.10.1 What Is A Petition?

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

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

- ~~a) a) Petitions between 0-24 signatures will be dealt with as a Complaint.~~
- ~~b) Ordinary Petitions – requiring 25-499 signatures will be dealt with by the appropriate Service Unit at the Council.~~
- ~~c) Petitions of 500-2999 signatures will be referred to the relevant Overview & Scrutiny Panel. An officer, identified either by name or by post title either in the petition or as nominated by the Petitions Officer, will be required to answer questions on the conduct of a particular matter at the Panel.~~
- ~~b) d) Petitions for Debate – Petitions of 3000 or more will be referred to a meeting of the Council.~~

- a) Petitions between 0-24 signatures will be dealt with as a Complaint.
- b) Ordinary Petitions – requiring 25-499 signatures will be dealt with by the appropriate Service Unit at the Council.
- c) Petitions of 500-2999 signatures will be referred to the relevant Overview and Scrutiny Panel. An officer, identified either by name or by post title either in the petition or as nominated by the Petitions Officer, will be required to answer questions on the conduct of a particular matter at the Panel.
- d) Petitions for Debate – Petitions of 3000 or more will be referred to a meeting of the Council.

1.10.2 What Happens to a Petition that goes to OSP?

Petitions will be reported to the next convenient meeting of the relevant Overview ~~& and~~ Scrutiny Panel.

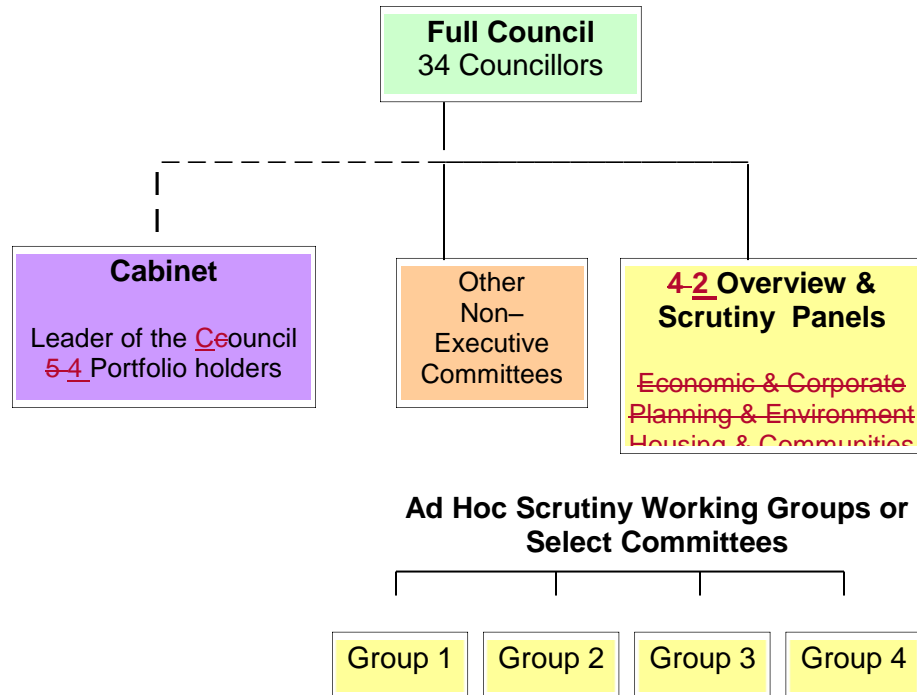
In advance of the Panel meeting, the petition organiser will be invited to submit a list of questions that he/she would like put to the officer at the meeting. These questions will be provided to the Chair of the Panel, who will decide whether they are appropriate, and to the officer concerned, in advance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

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

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

Section 2

2.0 Overview and Scrutiny at Nuneaton & Bedworth



2.1 The Council's Political Management Structure

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

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

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

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

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

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

2.1.1 Scrutiny Structure

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

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

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

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

2.1.2 Overview ~~and~~ Scrutiny Panels

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

There are ~~two~~4 Overview ~~and~~ Scrutiny Panels:-

- ~~Economic & Corporate~~ Internal OSP
- ~~Planning & Environment~~ External OSP
- ~~Housing & Communities~~
- ~~Health.~~

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

2.2 Duties and Responsibilities

2.2.1 The Chairs of Overview ~~and~~ Scrutiny Panels

Principal Democratic Services Officer

Provides ~~Panel Chairs~~ support to the Overview ~~&~~ Scrutiny Panels, Working Groups and Select Committees by:

- supporting Members in the delivery of their scrutiny role;
- setting the Work Programme and items for consideration on meeting agendas;
 - ~~— providing support and assisting in preparing briefing papers and agendas;~~
 - ~~— providing support and assisting in writing summaries of evidence / collecting background papers and other information~~
 - ~~— providing support and assisting in planning and undertaking research;~~
 - ~~— managing and liaising with any consultants or specialists;~~
 - ~~— supporting and liaising with witnesses~~
- managing community participation as part of a scrutiny process;
- facilitating and assisting scrutiny discussions;
- providing support and assisting ~~liaising with Officers~~ in the drafting and timing of reports;
 - ~~— contributing to the development of Members' scrutiny skills by designing and delivering training material; and~~
- monitoring the scrutiny process and ensuring that progress reports and monitoring reports are prepared and reported back to Overview ~~and~~ Scrutiny Panels.

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

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

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

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

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

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

An Annual Scrutiny Report to Full Council

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

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

2.2.2 Scrutiny Members

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

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

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

Duties and Responsibilities

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

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

2.2.3 Scrutiny Working Groups

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

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

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

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

What the Working Group needs to do:-

- Have specific terms of reference and a clear and deliverable scope and expected outcome for the work
- Gather all the evidence and information required including best practice, benchmarking, performance information
- Talk to all the relevant ~~o~~officers, stakeholders, partners and members of the public as appropriate
- Consider the evidence and what it means
- Agree recommendations on how improvements, savings, policy, etc. can be made; and
- Produce a report explaining the reasons for the recommendations for presentation to the parent Overview ~~&~~and Scrutiny Panel.

The Working Groups do not have to be politically proportionate.

2.2.4 Scrutiny Working Group Chair

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

- To Chair/Lead the Scrutiny Working Group as it undertakes its work.
- Where necessary seek the assistance of the parent Panel's Chair

- To regularly update the progress of the Working Group at the parent Panel meetings
- To identifying any issues in relation to the delivery of the groups work eg; completing key tasks, consultation, evidence gathering, meeting review timescales.

2.2.5 Scrutiny Select Committees

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

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

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

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

What the Select Committee does:-

- Has specific terms of reference and an agreed timescale
- The Chair of the Committee is nominated by the parent Panel
- Gather all the evidence and information required by talking to all the relevant officers, stakeholders, partners and members of the public
- Consider the evidence and what it means
- Agree recommendations on what should be done, and
- Produce a report explaining the reasons for the recommendations for submission to the relevant body.

2.2.6 Scrutiny Working Group and Select Committee Members

Duties and Responsibilities

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

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

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

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

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

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

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

2.2.7 Cabinet Members

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

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

Where a Cabinet Member is required to attend a scrutiny meeting the Member is entitled to at least three working days' notice of the meeting. If the Member is

unable to attend, efforts should be made to arrange an alternative date for attendance.

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

2.2.7 Officer Roles

~~Principal Democratic Services Officer~~

~~Provides support to the Overview & Scrutiny Panels, Working Groups and Select Committees by:~~

- ~~• supporting Members in the delivery of their scrutiny role~~
- ~~• providing support and assisting in preparing briefing papers and agendas;~~
- ~~• providing support and assisting in writing summaries of evidence / collecting background papers and other information~~
- ~~• providing support and assisting in planning and undertaking research;~~
- ~~• managing and liaising with any consultants or specialists;~~
- ~~• supporting and liaising with witnesses~~
- ~~• managing community participation as part of a scrutiny process;~~
- ~~• facilitating and assisting scrutiny discussions~~
- ~~• providing support and assisting in the drafting of reports~~
- ~~• contributing to the development of Members' scrutiny skills by designing and delivering training material; and~~
- ~~• monitoring the scrutiny process and ensuring that progress reports and monitoring reports are prepared and reported back to Overview & Scrutiny Panels.~~

Democratic Committee Services Officers

Provide support for Overview and Scrutiny meetings by:

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

- providing links to other parts of the Council committee structure and the Cabinet; and
- acting as first point of contact for inquiries from Members and the public about the scrutiny agendas.

Officer Attendance at Meetings

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

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

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

Duties and Responsibilities

Officers attending scrutiny meetings should:

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

2.3 Co-optees

There are two Independent Co-opted Members of the public on each Overview and Scrutiny Panel and it is also possible for partner organisations, other councils, the voluntary sector and recognised experts, to be invited to join the Overview and Scrutiny Panels, Working Groups or Select Committees for a particular topic or review. (Section 4 – page 2-5) The advantage of this is that, others bring with them particular knowledge or expertise which will benefit the work of the Panel or a review over its duration.

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

The duties and responsibilities of Co-optees:

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

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

2.4 External Advisors and Consultants

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

consultants to carry out research or surveys to provide the technical, qualitative or quantitative data required as part of a review.

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

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

2.5 Community and Other Stakeholders

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

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

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

Section 3

3.0 Work Programme ~~and~~ Reviews

3.1 Suggesting a Work Programme Topic

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

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

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

'In Touch' is also used to request public suggestions. A Work Programme Suggestion Form (Section 4 Fig 5) can be found on the scrutiny pages of the Council's website.

3.2 Prioritising the Work Programme

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

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

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

3.3 Conducting a Review

Scrutiny Review Process

Member Roles

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

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

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

- Members evaluate evidence received and collated by the ~~Scrutiny Officer/Panel~~ Chair.
- Members formulate findings and recommendations.

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

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

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

~~Chair & Officer~~ Officer Roles

Stage 1 – Topic Selection

Criteria for selection:

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

Stage 2 – Scoping the Review

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

Stage 3 – Gathering Evidence

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

Stage 4 – Considering Evidence

- Compare to the scope
- Seek further information if required

Stage 5 – Report

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

Stage 6 – Implementation and Feedback

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

Stage 7 – Monitoring

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

- ~~Scrutiny Support Officer~~The Chair advises Members on review topic selection, having regard to agreed criteria and how best the topic can

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

- ~~Scrutiny Officer~~The Chair makes arrangements for the gathering of evidence, including research, meetings, liaising with witnesses, etc.
- ~~Scrutiny Officer~~The Chairlead officer

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

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

- The ~~Scrutiny Committee Services~~ Officer supports Members in considering how to feed back the review outcomes to stakeholders.
- ~~Service Area Officer~~The Chair ensures that adopted

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

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

3.4 Working Group Review

3.4.1 Selection of Working Group Members

The Working Groups are self-nominating and usually consist of five to eight Members. Members of the Overview ~~&~~and Scrutiny Panel who have an interest in a particular topic, can nominate themselves on to that Working Group. There is also provision to invite members of the public or experts on to the group if they have knowledge or expertise that would benefit the work being undertaken.

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

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

3.4.2 Scoping a Review

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

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

The ~~Principal Democratic Services Officer~~Chairlead officer is there to support and assist in getting all the facts needed to identify the aims and objectives of the review and to agree what the review intends to deliver.

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

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

The ~~Principal Democratic Services Officer~~ Chairlead officer will assist Members with the evidence gathering process. They will try and find 'experts' to question and where possible provide information in easy to digest formats.

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

3.5 Select Committee Review

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

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

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

The Select Committee would be politically proportionate and may consist of the whole Panel or nominated members.

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

3.6 Preparing and Presenting Review Reports

3.6.1 Preparing Reports

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

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

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

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

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

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

3.6.2 Presenting a Report

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

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

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

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

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

3.7. Publishing the Reports

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

3.8 Monitoring Report Recommendations

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

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

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

3.9 The Annual Report

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

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

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

3.10 Use of the Media

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

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

3.10.1 Media Statements

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

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

Section 4

4.0 Scrutiny Protocols, Procedures and Forms

4.1 Scrutiny Member Protocol

Effective overview and scrutiny of the Council's policies, decision-making and delivery of services is a legal requirement of ~~N~~on-~~E~~xecutive ~~C~~ouncillors.

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

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

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

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

- Overview and Sscrutiny Members will be expected to engage in all scrutiny learning and development opportunities provided by the Council in order to carry out their roles as effective scrutineers.
- The Chairs of the Overview and& Scrutiny Panels will ensure effective working relationships with Party Whips.
-
- The scrutiny Annual Report and review reports will document Member attendance to ensure the highest standard of Councillor commitment.

4.2 Witness Protocol

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

The Council will:

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

Who will be at the scrutiny meeting?

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

At a meeting of the Overview and Scrutiny Panel there will be approximately ~~10~~ 14 Elected Members, ~~a Scrutiny Support Officer, who you will have already had contact with,~~ a Committee Services Officer will be present to minute the meeting, other Officers and witnesses with an interest in the scrutiny topic(s) on the agenda may be present.

At a meeting of a Working Group there will be 4-8 elected Members, possibly one¹ or two² invitees or expert witnesses, ~~the a scrutiny support officer~~ Committee Services Officer and other Officer witnesses on occasion. Not many Working Group meetings are held in public and the support officer will advise you if the public will be present at the time of invitation.

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

What happens when I arrive to attend a scrutiny meeting?

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

What happens when I give evidence?

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

Remember:

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

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

Can I claim expenses?

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

4.3 Scrutiny Meetings

4.3.1 Use of the Party Whip

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

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

Definition of the Party Whip:-

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

4.3.2 Agenda Items

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

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

4.3.3 Procedure at Scrutiny Meetings

The following business shall be considered:

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

4.3.4 Apologies

The ~~Democratic Services Committee Services Officer team~~ needs to be informed by the Panel Members in advance if they are not attending a meeting. If they are not informed in advance of the meeting then the apologies are not included in the minutes.

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

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

4.3.5 Declarations of Interest

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

4.3.6 Public Consultation

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

4.4 The Forward Plan

4.4.1 Using the Forward Plan

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

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

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

4.4.2 Content of the Forward Plan

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

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

The plan informs on:

- the matter in respect of which the decision is to be made

- the name of the decision taker or responsible body
- the date on which, or the period within which, the decision is to be made
- the identification of the principal groups to be consulted
- how consultation is proposed to be undertaken
- how to make representations about the matter and the date by which those steps are to be taken
- a list of the documents submitted to the decision maker for consideration with regard to the matter
- whether the report is [an exempt or](#) confidential item to be held in private session.

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

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

4.4.3 General Exception

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

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

4.4.4 Cases of Special Urgency

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

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

4.5 Feedback by Members from Other Bodies/Meetings

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

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

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

4.6 Media Protocol

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

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

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

- Any statements to the media concerning scrutiny whether from Cabinet, Overview ~~&~~and Scrutiny Panels or individual Members must be consistent with the intent that the scrutiny function furthers a culture of openness, co-operation and continuous improvement throughout the Council

- The Chair of each Panel may initiate the issue of statements to the media in furtherance of the work of their Panel and shall act as the main focus for media enquiries about their work.
- Scrutiny Chairs must discuss the issue and content of all press releases with the ~~Principal Democratic Support Officer and~~ Corporate Communications Officer
- All official press releases from the Council on scrutiny issues will be issued by the ~~Principal Democratic Support Officer~~Chair
- Where appropriate, press releases will be issued before a meeting of the Panel in order to attract media and public interest in the meeting. However, the content of any such press releases must be carefully balanced and the decisions or views of the Panel should not be anticipated
- With press releases issued after the meeting, other members of the Panel should be consulted if there is any doubt as to whether the views proposed for inclusion in the press release represent the views of the Panel.

4.7 Figures

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

Section 5

5.0 Useful Information

5.1 Frequently Asked Questions

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

Members should contact the ~~Principal Democratic Support Officer~~, the Proper Officer ~~or an Overview and Scrutiny Chair~~ to advise them that they wish to 'Call-in' the decision and the reasons why. (For more information please see Section 1, page 6).

HOW CAN I PUT AN ITEM ON THE WORK PROGRAMME?

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

HOW CAN I BECOME A MEMBER OF A WORKING GROUP?

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

WHO CHAIRS THE SCRUTINY MEETINGS?

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

WHO MAY SIT ON THE OVERVIEW ~~AND~~ SCRUTINY PANELS?

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

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

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

WHAT SKILLS DO I NEED TO CARRY OUT EFFECTIVE SCRUTINY?

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

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

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

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

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

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

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

5.2 Officer Directory and Other Useful Contacts

NUNEATON & BEDWORTH BOROUGH COUNCIL 024 7637 6228

CABINET EXECUTIVE **PORTFOLIO**

<u>Cllr Julie Jackson (Leader)</u>	<u>Finance & Civic Affairs</u>
<u>Cllr Neil Phillips (Deputy-Leader)</u>	<u>Planning, Development & Health</u>
<u>Cllr Ian Lloyd</u>	<u>Arts & Leisure</u>
<u>Cllr Chris Watkins</u>	<u>Housing & Communities</u>
<u>Cllr Jill Sheppard</u>	<u>Central Services & Refuse</u>

OVERVIEW & SCRUTINY CHAIRS

<u>Cllr Tony Lloyd (HCOSP)</u>	<u>024 7675 5844</u>
<u>Cllr Jill Sheppard (PEOSP)</u>	<u>024 7675 7657</u>
<u>Cllr John Glass (Internal EGOSP)</u>	<u>024 7636 6958</u>
<u>Cllr Neil Phillips (HOSP)</u>	<u>024 7674 8159</u>
<u>Cllr Tracy Sheppard (External OSP)</u>	<u>024 7675 7657</u>

OVERVIEW & SCRUTINY VICE-CHAIRS

<u>Cllr Andy Sargeant (Internal OSP)</u>	<u>077 7133 9114</u>
<u>Cllr Hayden Walmsley (External OSP)</u>	<u>077 4238 1586</u>

SCRUTINY OFFICER

<u>Shirley Round</u>	<u>024 7637 6563</u>
----------------------	----------------------

COMMITTEE SERVICES TEAM 024 7637 6000

<u>Vickie Bentley (Members & Committee Support Services)</u>	<u>024 7637 6618</u>
<u>Wendy Bolton (Committee Services)</u>	<u>024 7637 6183</u>

Managing Director – **EXECUTIVE DIRECTORS**

<u>Alan Franks</u>	<u>024 7637 6210</u>	<u>Brent</u>
<u>Davis (Operations)</u>	<u>024 7637 6347</u>	
<u>Simone Hines (Resources)</u>		
<u>024 7637 6812</u>		

OPERATIONS:

ARTS, LEISURE & DEMOCRACY

<u>Phil Richardson (Director)</u>	<u>024 7637 6233</u>
-----------------------------------	----------------------

Debbie Davies (Elections Services Manager)	024 7637 6221
Paul Daly (Parks & Countryside Manager)	024 7637 6316
Tim Norton (Civic Hall Manager)	024 7637 6733
Catherine Nisbet (Museum & Arts Officer)	024 7635 0720
Waheeda Sheikh (Legal Services Manager)	024 7637 6897
Kevin Hollis (Sports Development Manager)	024 7637 6143

ASSETS & STREET SERVICES

Glen McGrandle (Waste & Cleansing Manager)	024 7637 6049
Jonathan White (Town Centres & Marketing)	024 76376 549

PLANNING & PUBLIC PROTECTION

Ian Powell (Director)	024 7637 6889
Steve Moore (Head of Environment Health)	024 7637 6138
Les Snowdon (Head of Estates and Emergency Planning)	024 7637 6249
Katherine Moreton (Head of Planning)	024 7637 6130
Jon Boulton (Head of Corporate Health & Safety)	024 7637 6206

RESOURCES:

Linda Downes (Audit)	024 7637 6260
Steve Gore (Performance & Quality Officer)	024 7637 6155

Governance & Recreation

Phil Richardson (Director)	024 7637 6233
Shirley Round (Committee Services)	024 7637 6563
Debbie Davies (Elections Services Manager)	024 7637 6221
Paul Daly (Parks & Countryside Manager)	024 7637 6316

024 7637 6316

Mike McLoughlin (Communications & Events)	024 7637 6372
(Communications & Media)	024 7637 6447

Linda Downs (**Audit**) Tim Norton (**Civic Hall Manager**) 024 7637 6733

Catherine Nisbet (**Senior Museum & Arts Officer**) 024 7635 0720

Waheeda Sheikh (**Legal Services Manager**) 024 7637 6897
024 7637 6260

Democratic Services Team 024 7637 6204

CUSTOMER SERVICE & BUSINESS IMPROVEMENT

Christine Tydeman (**Director**) 024 7637 6116

Karen Youles ? (**Communications & Events**) 024 7637 6372275

(**Communications & Media**) 024 7637 6447

IT Help Desk 024 7637 6488

HOUSING, COMMUNITIES & ECONOMIC DEVELOPMENT

Dawn Dawson (Director)	024 7637 6408
Paul Coopey (Private Sector Housing)	024 7637 6400
Jane Grant (Strategic Housing Manager)	024 7637 6483
Nicola Topping (Housing Services Manager)	024 7637 6523
Bob Adams (Supported Housing Manager)	024 7637 6318
Annette Knight (Senior Caseworker Services Officer)	024 7637 6342
Rachel Jackson (Communities Manager)	024 7637 6322

Les Snowden (Head of Estates and Emergency Planning)	024 7637 6249
Katherine Moreton (Head of Planning)	024 7637 6130
Jon Boulton (Head of Corporate Health & Safety)	024 7637 6206
Dawn Hamilton (Pest Control/Dog Warden)	024 7637 6405

~~IT Help Desk~~ ~~024 7637 6488~~

CUSTOMER SERVICES

~~Christine Tydeman (Director)~~ ~~024 7637 6116~~

PERFORMANCE

~~Steve Gore (Performance & Quality Officer)~~ ~~024 7637 6155~~

OPERATIONS:

ASSETS & STREET SERVICES

Brent Davies (Director)	024 7637 6347
Tim Norton (Civic Hall Manager)	024 7637 6733
Catherine Nicbot (Senior Museum Officer)	024 7635 0720
Glen McGrandle (Waste & Cleansing Manager)	024 7637 6049
Jonathan White (Town Centres & Marketing)	024 76376 549

RESOURCES

Linda Downs (Audit)	024 7637 6260
Steve Gore (Performance & Quality Officer)	024 7637 6155

HOUSING

Dawn Dawson (Director)	024 7637 6408
Paul Coopey (Private Sector Housing)	024 7637 6400
Jane Grant (Strategic Housing Manager)	024 7637 6483

Nicola Topping (**Housing Services Manager**) 024 7637 6523
Bob Adams (**Supported Housing Manager**) 024 7637 6318
Annette Knight (**Senior Caseworker Services Officer**) 024 7637 6342
Rachel Jackson (**Communities Manager**) 024 7637 6322

ENVIRONMENTAL HEALTH

Ian Powell (**Director**) 024 7637 6889
Steve Moore (**Head of Environment Health**) 024 7637 6138
Dawn Hamilton (**Pest Control/Dog Warden**) 024 7637 6405

CABINET EXECUTIVE

PORTFOLIO

Cllr Dennis Harvey (Leader)	Finance & Civic Affairs
Cllr Gwynne Pomfrett	Central Services
Cllr Barry Longden	Health & Environment
Cllr Ian Lloyd	Arts & Leisure
Cllr Julie Jackson (Deputy Leader)	Housing and Communities
Cllr Danny Aldington	Planning & Development

USEFUL WEBSITES FOR SCRUTINY & LOCAL GOVERNMENT INFORMATION

Centre for Public Scrutiny: www.cfps.org.uk

IDEA for Scrutiny & Local Government info www.idea.gov.uk

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

West Midlands Local Gov. Assoc. www.wmlga.gov.uk

For News/Policy/Consultation Items:

- www.info4local.gov.uk
- www.lgiu.gov.uk
- www.communities.gov.uk
- www.direct.gov.uk

For Performance:

- www.audit-commission.gov.uk
- www.statistics.gov.uk
- www.nuneatonandbedworth.org.uk/index.html
- **Don't forget other Local Authorities' websites**

5.3 General Glossary

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

infrastructure to support the development of their area.

Committed Land Land already considered acceptable for a particular purpose by virtue of having a current or past planning permission.

Community Leadership Local Government Act 2000 gives councils power to promote the well-being of an area. Councils can enable local communities to steer their own future.

Contingencies Money set aside in the revenue budget to meet unforeseen items of expenditure.

Cost Centre A cost centre is a Council function or service area for which a specific budget is identified within the Authority's accounts. Each cost centre is usually the responsibility of a single manager.

Council Constitution A statutory document which sets out how the Council runs its affairs, its powers and duties.

Council Tax A local charge set by the Council levied on domestic properties, based on the value of the property and the number of residents.

Council Tax Benefit (CTB) An allowance to persons on low incomes to meet in whole or part their Council Tax liability. The benefit is administered by the Council.

Council Procedure Rules Detailed rules governing the order and conduct of the Council and Committee business.

CPE Civil Parking Enforcement relating to on-street parking ticketing.

CSW Partnership Coventry, Solihull and Warwickshire Partnership Ltd.

Data Protection Act The Data Protection Act sets out the legal requirements with regard to the holding of personal information/data by organisations.

DCG Dog Control Orders – enforcement by the Dog Warden Service through Fixed Penalty Notices.

Decent Homes Standard This is the minimum standard by which no social housing should fall below. All Council housing is expected to meet this standard by 2010.

<u>Defra</u>	<u>Department of Environment, Food and Rural Affairs.</u>
<u>Designated Powers</u>	<u>Some responsibilities within the Council are delegated to Officers. As part of the Local Government Act 2000 the Council's Constitution should show the level of delegation between the Executive and Non-Executive functions.</u>
<u>Development Briefs</u>	<u>Documents prepared to inform on the appropriate development of a specific site. Usually produced for large and/or mixed use sites.</u>
<u>Development Plans</u>	<u>The Development Plans guide day to day decisions as to whether or no planning permission should be granted.</u>
<u>E-government</u>	<u>Councils are required to provide all services electronically or online by December 2005. It is regarded as being central to achieving improved customer services, increased efficiency and community engagement.</u>
<u>Electoral Commission</u>	<u>Government body with a range of powers to oversee electoral matters and enforce controls on political party funding and campaign expenditure.</u>
<u>Environmental Audit</u>	<u>An Environmental Audit provides the means of ensuring compliance with legislation and for verifying the adequacy and efficiency of organisational systems.</u>
<u>Executive</u>	<u>The Council's Executive is a Cabinet consisting of a Leader and Portfolio Holders</u>
<u>External Audit</u>	<u>The independent examination of the activities and accounts of the Council to ensure the accounts have been prepared in accordance with the proper requirements and legislation and that proper arrangements are in place to achieve economy, efficiency and effectiveness.</u>
<u>FPN</u>	<u>Fixed Penalty Notices – issued by Officers of the Council to enforce car parking restrictions, dog fouling and nuisance.</u>
<u>Formula Spending Share (FSS)</u>	<u>A formula representing spending needs and is the main determinant of Councils Revenue Support Grant (RSG). The FSS makes use of Information reflecting the demographic, physical and social character of each area.</u>
<u>Fourth Option Council</u>	<u>A Council with a population of less than 85,000 that has retained a Committee structure as its method of governance. They are also required to have an overview and scrutiny function.</u>
<u>Forward Plan</u>	<u>A list of the matters which are likely to be the subject of Key Decisions to be taken by the Cabinet Executive or Council.</u>
<u>Full Council</u>	<u>Meeting attended by every Councillor where Council decisions are voted on and policy and budget matters considered.</u>

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

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

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

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

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

5.4 Amendments

Section	Page	Item	Date Amended
Section 1	4	1.3.2	9/7/08
	5/6	1.6	27/5/09
	9/10	1.12.1	27/5/09
	9/10	1.12.1	14/5/10
Section 2	3/4	2.1.2	27/5/09
Section 3	7/8	3.7	27/5/09
Section 4	5-8	4.4.1 4.4.6	27/5/09
	11	4.6	14/5/10
		Figure 11	14/5/10
Section 5	1-13		27/5/09
	3-8	5.2 5.3	14/5/10
	15	5.4	14/5/10
Full Revision			1/1/14
Full Revision			26/4/17
<u>Full Revision</u>			<u>4/12/18</u>
<u>Section 5</u>	<u>3</u>	<u>5.2</u>	<u>20/05/19</u>

Cabinet

Report Summary Sheet

Date:

4th September 2019

Subject:

Annual Treasury Management Report 2018/19

Portfolio:

Finance and Civic Affairs (Councillor J Jackson)

From:

Executive Director - Resources

Summary:

To report the results of the Council's Treasury Management activities for 2018/19 as required by the Prudential Code.

Recommendations:

That it be recommended to Council that:

- The actual 2018/19 Treasury and Prudential Indicators detailed in this report and summarised in Appendix 1 be approved.
- The Annual Treasury Management Report for 2018/19 be noted.

Options:

None

Reasons:

It is a requirement of the CIPFA Prudential Code for the Treasury Outturn to be reported Council annually following review by the Cabinet

Consultation undertaken with Members/Officers/Stakeholders

Portfolio Holder

Subject to call-in:

No – Statutory requirement for report to be submitted to Cabinet and Council prior to end October.

Ward relevance: None directly

Forward plan:

Yes

Delivering our Future Themes & Priorities:

Theme 3 : Investment – making the most of what we have
Priority 3 : Managing our resources

Relevant statutes or policy:

Local Government Act 2003
CIPFA Code of Practice on Treasury Management
CIPFA Prudential Code for Capital Finance in Local Authorities

Equalities Implications:

None

Human resources implications:

None

Financial implications:

As detailed within the report

Health Inequalities Implications:

None

Section 17 Crime & Disorder Implications:

None

Risk management implications:

Investment and borrowing decisions have been based on the approved Treasury Strategy 2018/19 and with approved counterparties

Environmental implications:

None

Legal implications:

Statutory requirement to report to Council per the Local Government Act 2003 and the CIPFA Prudential Code

Contact details:

Craig Pugh – Head of Financial Services

02476 376104

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet – 4th September 2019

From: Executive Director - Resources

Subject: Annual Treasury Management Report 2018/19

Portfolio: Finance and Civic Affairs (Councillor J Jackson)

Delivering our Future Theme: 3

Delivering our Future Priority: 3

1. Purpose of Report

- 1.1 This Council is required through regulations issued under the Local Government Act 2003 to produce an Annual Treasury Report reviewing the treasury management activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

2. Recommendations

- 2.1 That it be recommended to Council that:
- The actual 2018/19 Treasury and Prudential Indicators detailed in this report and summarised in Appendix 1 be approved.
 - The Annual Treasury Management Report for 2018/19 be noted.

3. Introduction

- 3.1 During 2018/19 the minimum reporting requirements were that the full Council should receive the following reports:
- An annual treasury strategy in advance of the year (Cabinet and Council 14 February 2018);
 - A mid year treasury update report (Cabinet 28 November 2018; Council 5 December 2018);
 - An annual review following the end of the year describing the activity compared to the strategy (this report)
- 3.2 Changes in the regulatory environment place a much greater onus on Members for the review and scrutiny of treasury management policy and activities. This report is important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with

the Council's policies previously approved by Members.

- 3.3 This Council also confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Cabinet before they were reported to the full Council.
- 3.4 In addition, the Audit & Standards Committee received treasury management activity update reports on 4th September 2018, 13th November 2018, 22nd January 2019 and 23rd July 2019.

4. The Economy and Interest Rates During 2018/19

- 4.1 After weak economic growth of only 0.2% in quarter one of 2018, growth picked up to 0.4% in quarter 2 and 0.7% in quarter 3 before cooling off to 0.2% in the final quarter. Given all the uncertainties over Brexit, this weak growth in the final quarter was to be expected.
- 4.2 The Monetary Policy Committee (MPC) raised Bank Rate from 0.5% to 0.75% in August 2018, it is little surprise that they have abstained from any further increases since then and it is unlikely that we will see any further action by the MPC until the uncertainties over Brexit become clear. If there were to be a disorderly exit, it is likely that the Bank Rate would be cut to support growth. Nevertheless, the MPC are showing increased concern over the trend in wage inflation which peaked at a new post financial crisis of 3.5%. British employers have ramped up their hiring at the fastest pace in more than three years which has helped push down the unemployment rate to 3.9%, it's lowest since 1975.
- 4.3 As for CPI, this has been on a falling trend since peaking at 3.1% in November 2017, reaching a new low of 1.8% in January 2019 before rising marginally to 1.9% in February. The Bank of England inflation report forecasts that CPI, over both the two and three year time horizons, remains marginally above the MPC target of 2%.

5. Treasury Position as at 31 March 2019.

- 5.1 At the beginning and the end of 2018/19 the Council's treasury position was as follows:

	31 March 2018	Rate/ Return	Avg Remaining Life (yrs)	31 March 2019	Rate/ Return	Avg Remaining Life (yrs)
Total External Debt	£80.72m	3.15%	9.6	£80.71m	3.15%	8.6
Capital Financing Requirement (CFR)	£90.31m			£90.29m		
Over / (under) Borrowing	(£9.59m)			(£9.58m)		
Total Investments (all internally managed)	£32.17m	0.74%	0.4	£36.37m	1.15%	0.5
Net Debt	£48.55m			£44.34m		

5.2 This Council operates separate loan pools for the General Fund and the Housing Revenue Account since the commencement of HRA Self Financing in April 2012. The following table details the debt positions for both funds as at 31 March 2019, with prior year information as a comparative, and their corresponding Capital Financing Requirement (CFR) to demonstrate that the gross borrowing position by fund is either equal to or lower than the borrowing need (CFR):

General Fund	31st March 2018			31st March 2019		
	Amt	Rate	Avg Life (yrs)	Amt	Rate	Avg Life (yrs)
PWLB Loans	£7.75m	4.67%	17.2	£7.75m	4.67%	16.2
Market Loans	£2.00m	4.10%	60.3	£2.00m	4.10%	59.3
Interest Free Loans	£0.01m	0.00%	0.8	£0.00m	0.00%	0.3
Total External Debt	£9.76m	4.55%	26.0	£9.75m	4.55%	25.0
Capital Financing Requirement (CFR)	£12.65m			£13.63m		
Over / (under) borrowing	(£2.89m)			(£3.88m)		

Housing Revenue Account	31 st March 2018			31 st March 2019		
	Amt	Rate	Avg Life (yrs)	Amt	Rate	Avg Life (yrs)
PWLB Loans	£70.96m	2.96%	7.3	£70.96m	2.96%	6.3
Total External Debt	£70.96m	2.96%	7.3	£70.96m	2.96%	6.3
Capital Financing Requirement (CFR)	£77.66m			£76.66m		
Over / (under) borrowing	(£6.70m)			(£5.70m)		

* sum of GF and HRA amounts above may not agree to the grand totals in table at 5.1 due to rounding

- 5.3 At each year end it is possible to analyse the Council's balance sheet to identify how the investment balances are derived and the following table shows the composition of cash resources that make up the investment portfolio total. Total resources available for investment purposes were almost £46m but the internal decision to utilise some of these resources for internal borrowing decisions due to interest rates reduced the amounts available to approximately £36m.

	31 March 2018	31 March 2019	Change
General Fund Balances (incl' minimum working balances)	£1.62m	£1.66m	£0.04m
General Fund Earmarked Reserves	£10.41m	£8.99m	(£1.42m)
HRA Balances (incl' minimum working balances)	£11.86m	£12.17m	£0.31m
HRA Earmarked Reserves	£6.52m	£7.01m	£0.49m
Capital Receipts	£3.27m	£4.10m	£0.83m
Ringfenced grants and contributions	£5.95m	£7.64m	£1.69m
Working Capital (i.e. money owed to others less money owed to us)	£2.13m	£4.38m	£2.25m
Total Resources Available for Investment	£41.76m	£45.95m	£4.19m
Less amounts utilised for internal borrowing decisions	(£9.59m)	(£9.58m)	£0.01m
Actual Investments	£32.17m	£36.37m	£4.20m

6. The Strategy for 2018/19

- 6.1 The expectation for interest rates within the treasury management strategy for 2018/19 anticipated Bank Rate remaining low for the year and slow increases over the medium term.
- 6.2 On this basis, the Investment Strategy was to continue to keep the majority of investments relatively short dated in the low interest rate environment and whilst the impact of Brexit negotiations continued to affect the volatility of investment markets.
- 6.3 The borrowing strategy was to maintain an under-borrowed position while cash balances were sufficient to manage the position. The internal policy to avoid new external borrowing by utilising spare cash balances (internal borrowing) has served well over the last few years. However, this is continually under review to avoid incurring higher borrowing costs in the future when the Council may not be able to avoid new borrowing to finance capital expenditure and/or refinancing of maturing debt.

7. The Borrowing Requirement and Debt

- 7.1 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).
- 7.2 The following table details the movements in the CFR for the General Fund and the HRA:

CFR	31 March 2018 Actual	Add new prudential borrowing	Deduct MRP/VRP	31 March 2019 Actual
General Fund	£12.66m	£1.40m	(£0.43m)	£13.63m
Housing Revenue Account	£77.66m	£0.00m	(£1.00m)	£76.66m
Total CFR	£90.32m	£1.40m	(£1.43m)	£90.29m

8. Borrowing Outturn for 2018/19

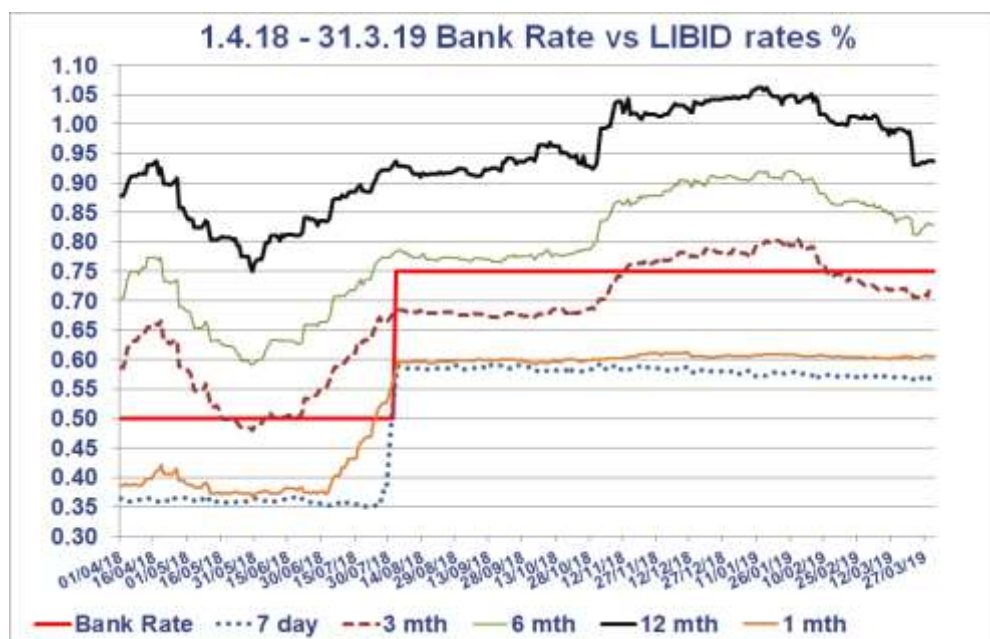
- 8.1 PWLB borrowing rates – Since PWLB rates peaked during October 2018, most have been on a general downward trend since that period, reaching lows for the year at the end of March.
- 8.2 Due to investment rates remaining low and the Council's cash flow balances remaining healthy for the medium term, no new external borrowing was undertaken during the year with the decision to maintain

an under-borrowed position as the most cost effective solution.

- 8.3 No debt rescheduling was done during the year as the average 1% differential between PWLB new borrowing and premature repayment rates made rescheduling unviable.

9. Investment Outturn for 2018/19

- 9.1 Investment returns remained low during 2018/19. Investment interest rates were on a gently rising trend in the first half of the year, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018. During this period, investments were, therefore, kept shorter term in anticipation that rates would be higher later in the year.
- 9.2 It was not expected that the MPC would raise Bank Rate again during 2018-19 after August in view of the fact that the UK was entering into a time of major uncertainty with Brexit due in March 2019.
- 9.3 Investment rates were little changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.
- 9.4 Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.



- 9.5 **Investment Policy** – the Council’s investment policy is governed by CLG guidance, which has been implemented in the annual investment strategy approved by Council in February 2018. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks, credit default swaps and bank share prices.
- 9.6 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 9.7 The treasury section managed an average investment balance of £45.35m (£40.83m – 2017/18). These funds earned an average rate of return of 0.95% (0.62% - 2017/18). The comparable performance indicators used by the Council are the 3 month LIBID rate which was 0.68% and the 6 month LIBID rate which was 0.79%. This compares with a budget assumption of £38.3m of investment balances earning an average rate of 0.85%. The higher than budgeted investments placed was due to slippage in the capital programme resulting in cash balances available to invest rather than payment to contractors. As the slipped programme is delivered throughout 2019/20, these balances will reduce.
- 9.8 Whilst performance of investment returns achieved was ahead of the benchmark this was partly due to the earlier than budgeted increase in Bank Rate. This consequently fed through to the market investment rates available. The following table shows how budget expectations varied on a monthly basis to actual results.

	Bank Rate			Investment Returns		
	Budget	Actual	Difference	Budget	Actual	Difference
Apr-18	0.50%	0.50%	0.00%	0.86%	0.74%	(0.12%)
May-18	0.50%	0.50%	0.00%	0.85%	0.75%	(0.10%)
Jun-18	0.50%	0.50%	0.00%	0.85%	0.85%	0.00%
Jul-18	0.50%	0.50%	0.00%	0.85%	0.83%	(0.02%)
Aug-18	0.50%	0.75%	0.25%	0.85%	0.88%	0.03%
Sep-18	0.50%	0.75%	0.25%	0.84%	0.99%	0.15%
Oct-18	0.50%	0.75%	0.25%	0.84%	0.98%	0.14%
Nov-18	0.50%	0.75%	0.25%	0.83%	0.98%	0.15%
Dec-18	0.75%	0.75%	0.00%	0.83%	1.03%	0.20%
Jan-19	0.75%	0.75%	0.00%	0.83%	1.04%	0.21%
Feb-19	0.75%	0.75%	0.00%	0.86%	1.10%	0.24%
Mar-19	0.75%	0.75%	0.00%	0.91%	1.13%	0.22%

9.9 **Long Term Strategic Investments** – The Treasury Team will only place long term deposits after considering the medium term cash flow, interest rate forecasts and credit quality of counterparties. As at 31st March 2019, there are two deposits placed which meet this long term category:

- £1m deposit placed for 5 years with another UK local authority in June 2014 which is generating a return of 2.40% per annum. This deposit matured June 2019 (2019/20 financial year)
- £2m placed with the CCLA Local Authority Property Fund. This is a variable rate pooled investment vehicle and is deemed to be a long dated investment due to the structure of the fund. Since the date of initial deposit this has generated an average return of 4.31% against the amount invested and 4.15% for 2018/19 specifically (4.47% 2017/18).

9.10 The March valuation of the property fund investment indicates that the capital value of the £2m investment stands at approx. £1.95m after entry charges and changes in capital value:

<u>Quarter end</u>	<u>Deposit</u>	<u>Entry Charges</u>	<u>Capital Growth/ (Loss)</u>	<u>Closing Valuation</u>	<u>Quarterly Yield</u>	<u>Financial Year Average Return</u>	<u>Return (since inception)</u>
Dec-15	£1.00m	(£0.05m)	£0.01m	£0.96m	4.26%	4.59%	4.31%
Mar-16	-	-	-	£0.96m	4.81%		
Jun-16	-	-	(£0.03m)	£0.93m	4.52%	4.30%	
Sep-16	-	-	-	£0.92m	4.25%		
Dec-16	-	-	£0.01m	£0.93m	4.17%		
Mar-17	-	-	£0.01m	£0.94m	4.27%		
Jun-17	-	-	£0.01m	£0.95m	4.37%	4.47%	
Sep-17	-	-	£0.01m	£0.96m	4.88%		
Dec-17	-	-	£0.02m	£0.98m	4.37%		
Mar-18	-	-	£0.01m	£0.99m	4.25%		
Jun-18	£1.00m	(£0.06m)	£0.01m	£1.93m	4.18%	4.15%	
Sep-18	-	-	-	£1.93m	3.99%		
Dec-18	-	-	£0.03m	£1.96m	4.18%		
Mar-19	-	-	(£0.01m)	£1.95m	4.27%		

9.11 As local authorities continue to diversify their investment portfolio, more local authorities have invested in this CCLA property fund (it is only open to UK local authorities). The overall fund total has increased from £976.3m in March 2018 to £1.152bn as at March 2019 with 239 authorities investing in the fund.

9.12 For 2018/19, there is a change in accounting regulations regarding how capital gains and losses are accounted for. Historically, the gains or losses were held on the Balance Sheet, outside of General Fund and would only impact on GF balances when the deposit was withdrawn. From 2018/19 the regulations required and gains or losses in capital value, plus the charges on entry to the fund, to be charged to investment

income/ costs.

- 9.13 After lobbying by CIPFA and other bodies representing councils, MHCLG have issued a statutory override for 5 years commencing 2018/19 which allows local authorities to reverse these charges, thereby negating the impact on general fund resources. Once this override ends then any impact of gains/ losses will impact the general fund balances, unless there is an extension to the statutory override or it is made permanent.
- 9.14 Although this is a substantial change to the accounting treatment in these types of investments, this does not change the view of officers with regards to utilising these types of funds to ensure that there is sufficient spread across investment types and institutions to manage risk.
- 9.15 **Short Term Investments** - With continuing uncertainty in the economic climate due to Brexit, the Treasury Team have been continuing to make use of liquid cash facilities and short dated fixed term deposits to ensure liquidity of funds. These deposits have been restricted to UK banks, UK building societies and Money Market Funds.
- 9.16 All deposits placed were in accordance with the approved counterparty selection criteria and there was no credit default occurrences in the period, with all maturities repaid in accordance with the deposit agreements.

10. Average Investment and Debt Balances Held

10.1 The following table provides further detail on the Council's average investment and debt position for 2017/18 with comparative information from the previous year:

	2017/18		2018/19	
	Weighted Average Principal	Avg Rate	Weighted Average Principal	Avg Rate
Investments				
Long Dated Fixed Rate:				
• Fixed Term Deposits	£1.00m	2.40%	£1.00m	2.40%
Short Term Fixed Rate:				
• Fixed Term Deposits	£13.08m	0.47%	£14.89m	0.81%
• Certificates of Deposit	£9.73m	0.54%	£9.36m	0.86%
Total Fixed Rate Deposits	£23.81m	0.58%	£25.25m	0.89%
Variable Rate Deposits:				
Long Term:				
• Property Fund	£1.00m	4.47%	£1.83m	4.15%
Short Term:				
• Notice Accounts	£8.30m	0.62%	£8.71m	0.83%
• Liquid Accounts (<i>incl MMF</i>)	£7.72m	0.26%	£9.56m	0.59%
Total Variable Rate Deposits	£17.02m	0.68%	£20.10m	1.02%
Total Investments	£40.83m	0.62%	£45.35m	0.95%
Borrowings				
Long Term				
• PWLB	£80.69m	3.09%	£78.71m	3.13%
• Market Debt	£2.00m	4.10%	£2.00m	4.10%
• Interest Free Loans	£0.02m	0.00%	£0.01m	0.00%
Total Long Term Debt	£82.71m	3.11%	£80.72m	3.15%
Temporary Borrowing	-	-	-	-
Total Borrowing	£82.71m	3.11%	£82.71m	3.15%

11. Conclusion

11.1 As is highlighted within this report, 2018/19 continued the trend in recent years of low interest rates and investment returns with no beneficial opportunities for rescheduling or repayment of debt.

11.2 Despite these difficulties, all the prudential limits and indicators are reported with no breaches during the year.

Appendix 1

During 2018/19, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Actual prudential and treasury indicators As at 31st March	2017/18 Actual	2018/19 Original Indicator	2018/19 Mid Year Review	2018/19 Predicted Outturn (Feb' report)	2018/19 Actual
Capital expenditure					
• General Fund	£8.44m	£12.96m	£17.75m	£19.62m	£13.47m
• HRA	<u>£10.51m</u>	<u>£13.73m</u>	<u>£14.30m</u>	<u>£11.65m</u>	<u>£9.21m</u>
• Total	£18.95m	£26.69m	£32.05m	£31.27m	£22.68m
Capital Financing Requirement:					
• General Fund	£12.65m	£12.20m	£12.22m	£13.71m	£13.63m
• HRA	<u>£77.66m</u>	<u>£76.68m</u>	<u>£76.66m</u>	<u>£76.66m</u>	<u>£77.66m</u>
• Total	£90.31m	£88.88m	£88.88m	£90.37m	£90.29m
Net debt (debt less investments)	£48.55m	£52.70m	Not updated	£46.85m	£44.34m
External debt					
• Borrowing	£80.72m	£80.71m	£80.71m	£80.71m	£80.71m
• Finance lease	<u>£0.00m</u>	<u>£0.00m</u>	<u>£0.00m</u>	<u>£0.00m</u>	<u>£0.00m</u>
• Total	£80.72m	£80.71m	£80.71m	£80.71m	£80.71m
Investments (long and short dated)	£32.17m	£27.00m	Not updated	£33.86m	£36.37m

Gross borrowing and the CFR – in order to ensure that borrowing levels are prudent over the medium term the Council’s external borrowing must only be for a capital purpose. This essentially means that the Council is not borrowing to support revenue expenditure. Borrowing should not therefore, except in the short term, have exceeded the CFR for 2018/19 plus the expected changes to the CFR over 2019/20 and 2020/21 from financing the capital programme. This requirement has been complied with, with no breaches during 2018/19.

The authorised limit – the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. The Council does not have

the power to borrow above this level. The table below demonstrates that during 2018/19 the Council has maintained gross borrowing within this authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or above the boundary is acceptable subject to the authorised limit not being breached.

	2018/19
Authorised limit	£104.37m
Operational boundary	£90.37m
Maximum gross borrowing position	£80.72m
Average gross borrowing position	£80.72m

Actual financing costs as a percentage of net revenue stream – this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Ratio of financing costs to net revenue stream	2017/18 Actual	2018/19 Original Indicator	2018/19 Mid Year Review Update	2018/19 Actual
General Fund	4.2%	4.6%	4.6%	3.5%
HRA	8.8%	13.5%	13.5%	12.9%

Debt and investments – the net debt position and the maturity profile of the debt and investment portfolios are detailed in the following tables:

	31 March 2018 Principal	Rate/ Return	Avg Life yrs	31 March 2019 Principal	Rate/ Return	Avg Life yrs
Fixed rate funding:						
-PWLB	£78.71m	3.13%	8.3	£78.71m	3.13%	7.3
-Market	£2.00m	4.10%	60.3	£2.00m	4.10%	59.3
-Interest Free	£0.01m	0.00%	0.8	£0.00m	0.00%	0.3
Total External Debt	£80.72m	3.15%	9.6	£80.71m	3.15%	8.6
CFR	£90.31m			£90.29m		
Over/ (under) borrowing	(£9.59m)			(£9.58m)		
Internally Managed Investments	£32.17m	0.62%	0.4	£36.38m	1.15%	0.5
Total Investments	£32.17m			£36.38m		
Net debt	£48.55m			£44.33m		

The maturity structure of the debt portfolio was as follows and is within the approved limits/ indicators:

Debt	31 Mar 2018 Actual	2018/19 Original Indicator	31 Mar 2019 Actual
Under 12 months	-	20%	4%
12 months to 2 years	4%	20%	6%
2 to 5 years	16%	20%	20%
5 to 10 years	65%	75%	60%
10 to 20 years	10%	100%	5%
20 to 30 years	-	100%	-
30 to 40 years	-	100%	3%
40 to 50 years	3%	100%	-
Over 50 Years	2%	100%	2%

The maturity structure of the internally managed investment portfolio, including the percentage of the total portfolio, was as follows:

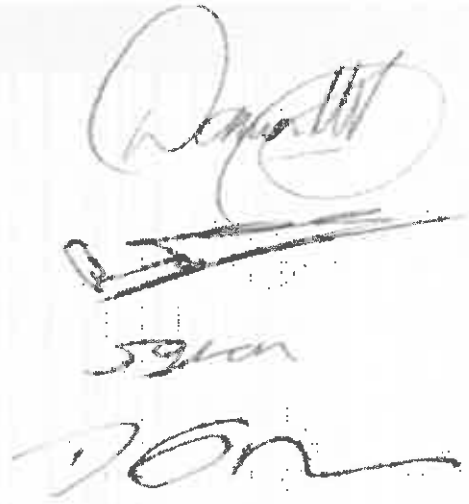
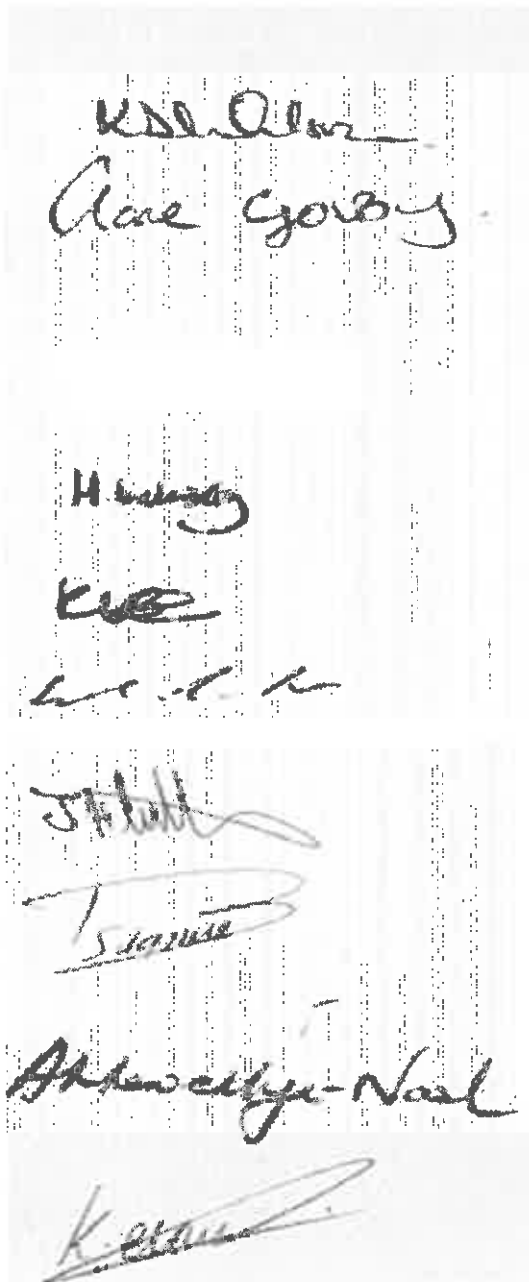
Investments	31 March 2018 actual	31 March 2019 actual
Instant Access	£7.41m 23%	£5.38m 15%
Less than 3 months	£11.76m 37%	£12.00m 33%
Between 3 months and 1 year	£11.00m 34%	£17.00m 47%
Over 1 year	£2.00m 6%	£2.00m 5%
Total	£32.17m	£36.38m

The exposure to fixed and variable rates was as follows, with the actual performance through the year remaining below the limits set:

	2017/18	2018/19 Original Indicator	2018/19
Fixed rate (principal)	£65.72m maximum	£80.72m	£68.72m maximum
Variable rate (principal)	(£10.26m) maximum	£16.14m	(£13.02m) maximum

To the Head of Paid Service,

We the undersigned request the following motions as attached be included in the agenda of the Full Council meeting, on the 11th September 2019 for consideration.



Signed-

- Councillor Kristofer Wilson
- Councillor Clare Golby
- Councillor Richard Smith
- Councillor Damon Brown
- Councillor Julie Gutteridge
- Councillor Hayden Walmsley
- Councillor Kyle Evans
- Councillor Sam Croft
- Councillor Sebastian Gran
- Councillor Dan Gissane
- Councillor Anne Llewellyn-Nash
- Councillor Bhagwant Pandher
- Councillor Kathryn Brindley-Edwards

Future High Streets fund-

This Council welcomes the Governments announcement that Nuneaton is one of 50 Towns to benefit from the Future High Streets fund. This Council requests the Leader of the Council to confirm in a statement to Council, that the Council intends prepare a separate bid for Bedworth Town Centre, ahead of the second round of applications in 2020.

K. D. O'Leary
Dore Gossy

H. W. Gossy
K. W.
W. L. H.

J. S. L. L. L.
T. S. G. M. M.
A. H. W. L. L. L. L. L.
K. O'Leary

W. G. O'Leary
Dore Gossy

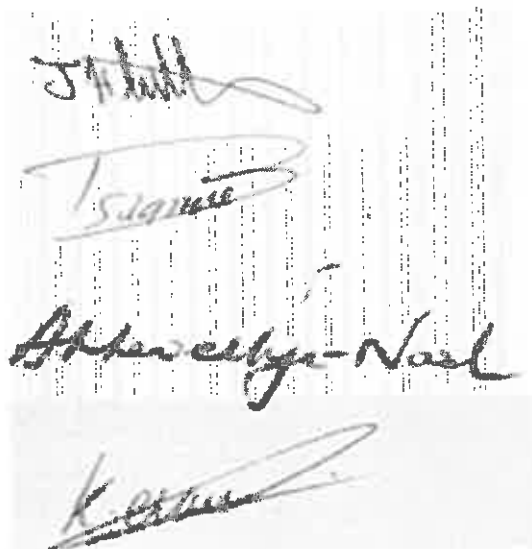
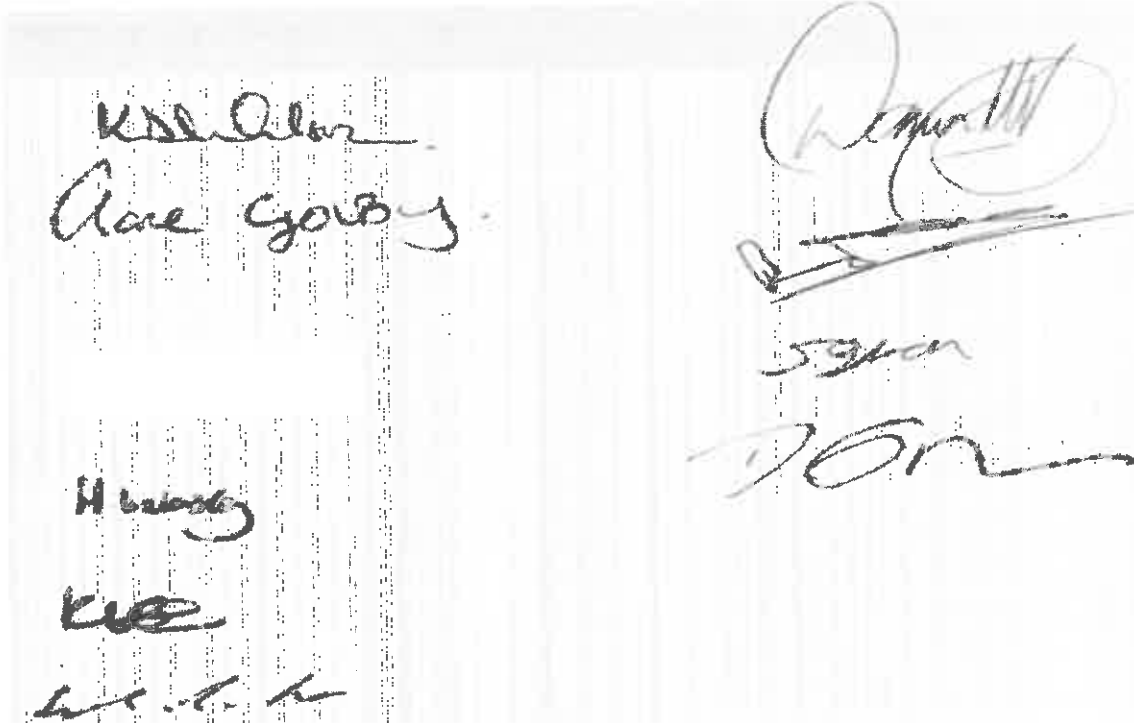
Bedworth Civic Hall-

This Council is seriously concerned that the Bedworth Civic Hall has shown a consistent inability to operate within an approved budget over consecutive financial years. Therefore, this Council resolves to procure the services of an independent external auditor to conduct a detailed review, into the financial operation and management of the Bedworth Civic Hall. With the view to improving value for money and service delivery for residents. The funding for the external audit shall be taken from the unallocated general reserves (general fund).

K. O'Brien
A. G. G. G.
H. G. G.
K. G.
J. G.
T. G.
A. G.
K. G.

Section 106 contributions-

This Council believes that there should be a general assumption in favour of section 106 contributions being spent within the locality, where the development that has generated such funding has taken place.



Adoption of the IHRA definition of Anti-Semitism-

This Council is alarmed by the rise of Anti-Semitism across the UK. Nuneaton & Bedworth has a diverse community that we are very proud of, and therefore we must ensure that racism and hate crime is tackled in all forms. Therefore Council resolves to:

1. Reaffirm its condemnation of all forms of hate crimes and racism.
2. Adopt the IHRA (International Holocaust Remembrance Alliance) definition of Anti-Semitism as the working model for challenging and confronting incidents of this form of hate crime and racism.



Training for Mayor-

This Council resolves to amend the Constitution at Part 9 and insert the following paragraph as 9A.1 (F)...

"The Mayor is to attend mandatory training with the Director for Arts, Leisure & Democracy on the Constitution, rules of debate and, the Mayors role in chairing meetings. Such training is to be held prior to the first substantive meeting of the Council following the Annual General Meeting; to ensure that the new Mayor is fully equipt and competent in the professional delivering of Council business".

Following the enactment of point one above, the Mayor for the municipal year 2019/2020 shall be required to undertake the training as set out in the constitutional amendment above by the next Full Council.



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