



Enquiries to:

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Date: 14th May 2024

Our Ref: KB

Dear Sir/Madam,

Annual Council – 15th May 2024

I refer to item no 12 on the Agenda for the meeting of Annual Council on Wednesday, 15th May 2024 and attach the Timetable of meetings report (**Page 2**) marked 'to follow' on the agenda.

In addition, the following item be added to the agenda as follows:

ADDITIONAL ITEM 14: CHANGES TO THE ARRANGEMENTS TO EXECUTIVE ARRANGEMENTS; OVERVIEW & SCRUTINY PANELS AND COMMITTEES a report of the Assistant Director – Governance and Democracy and Solicitor of the Council (Monitoring Officer) attached (**Page 14**)

Yours faithfully,

BRENT DAVIS

Chief Executive

To: Members of the Council



Annual Council

Report Summary Sheet

Date:

15th May 2024

Subject:

Timetable of Committee Meetings 2024/25 & 2025/26

From:

Assistant Director – Democracy and Governance

Summary:

1. In accordance with the Local Government Act 1972 and Part 4 - Rules of Procedure 4A – Council Procedure Rules of the Constitution, the programme of meetings must be approved and decided at the Council's Annual Meeting. Therefore, this report provides Council with the timetables for the next two municipal years for approval at Council's Annual Meeting.
2. Appendix A includes a timetable of meetings for the 2024/25 Municipal Year and Appendix B includes a timetable of meetings for the 2025/2026 Municipal Year.
3. The report seeks approval from Council to implement the timetable of committee meetings for the 2024/25 and 2025/26 Municipal Year.

Recommendations:

1. The timetable of committee meetings set out in Appendix A and Appendix B be approved.

Options:

1. Approve; or
2. Not approve.

Reasons:

It is recommended to approve the recommendations to ensure compliance with the Local Government Act 1972 and to ensure meetings are provisionally scheduled prior to the 2024/2025 Municipal Year to ensure efficient decision-making arrangements are in place with regards to Council business and associated activities.

Consultation undertaken with Members/Officers/Stakeholders

Please note the previous report which was issued to Council in April 2024.

Management Team
Cabinet
Leaders of each Group

Subject to call-in:

No

To ensure the meetings are arranged and setup without delay to ensure Council business takes place.

Ward relevance:

All

Forward plan:

No

Building a Better Borough Aim:

All – to ensure efficient decision-making arrangements are in place with regards to Council business and associated activities.

Building a Better Borough Priority:

All – to ensure efficient decision-making arrangements are in place with regards to Council business and associated activities.

Relevant statutes or policy:

Local Government Act 1972
Council Constitution: Part 4 - Rules of Procedure - 4A – Council Procedure Rules of the Constitution.

Equalities Implications:

Not applicable

Human resources implications:

No direct implications but should Council not approve the provisional timetable, it risks sufficient and efficient decision-making arrangements in place regarding Council business and associated activities, and poses a risk to internal officer capacity to

reschedule meetings at a later date. It may also pose a risk to elected member availability in order to ensure meetings meet the quorate required.

Financial implications:

No direct financial implications. It is noted that the introduction of the 4th Overview and Scrutiny Panel and responsibility allowance for the 4th Chair is met by existing budget.

Health Inequalities Implications:

No direct financial implications.

Section 17 Crime & Disorder Implications:

No direct financial implications.

Risk management implications:

Failing to approve the provisional timetable poses a risk that sufficient and efficient decision-making arrangements are not in place which could therefore result in a delay to key decisions and implementing arrangements to conduct Council business. This could lead to risk management implications for service delivery.

Environmental implications:

No direct financial implications.

Legal implications:

There are no immediate legal implications arising from this report.

Contact details:

Assistant Director – Democracy and Governance

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AGENDA ITEM NO. 12

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Annual Council

From: 15th May 2024

Subject: Timetable of Committee Meetings 2024/25 & 2025/26

Building a Better Borough Aim: All

Building a Better Borough Priority: All

1. Purpose of Report

- 1.1. To seek approval from Council to implement the timetable of committee meetings for the 2024/25 and 2025/26 Municipal Year.

2. Recommendations

- 2.1. The timetable of committee meetings set out in Appendix A and Appendix B be approved.

3. Background

- 3.1. In accordance with the Local Government Act 1972, Appendix A and Appendix B sets out the meetings required to undertake Council business, associated activities and efficient decision-making arrangements.
- 3.2. Part 4 - Rules of Procedure and 4A – Council Procedure Rules of the Constitution states the programme will be approved and decided at the Council's Annual Meeting.

4. Body of Report

- 4.1. Appendix A includes a timetable of meetings for the 2024/25 Municipal Year and Appendix B includes a timetable of meetings for the 2025/2026 Municipal Year. It includes the core Council meetings such as:
 - Annual Council;
 - Full Council;
 - Cabinet;
 - Statutory and Non-Statutory Committees; and
 - Overview and Scrutiny Panels.

- 4.2. Meetings are scheduled to commence at 6:00pm at the Town Hall unless otherwise stated in the timetable. Every effort has been made to avoid holding meetings during school holiday periods, with particular reference to August. However, where necessary this may not be possible for a small number of meetings where time limits apply for the determination of applications and/or key decisions (Budget & Council Tax Setting).
- 4.3. If approved, minor changes to the timetable contained in Appendix A shall be undertaken via a formal public notice. As for Appendix B, changes could be incorporated into the timetable and approved at Annual Council on the 14th May 2025 for the 2025/2026 Municipal Year.
- 4.4. It is noted that the introduction of the 4th Overview and Scrutiny Panel and responsibility allowance for the 4th Chair is met by existing budget.

5. Appendices

- 5.1. Appendix A - Timetable 2024 – 2025
- 5.2. Appendix B - Timetable 2025 – 2026

6. Background Papers

17th April 2024 Full Council Meeting: Timetable of Committee Meetings 2024/25 & 2025/26. Minute reference: CL84 Timetable of Committee Meetings

NUNEATON AND BEDWORTH BOROUGH COUNCIL**PROVISIONAL TIMETABLE OF MEETINGS****2024/2025**

Day	Date	Location	Time	Title
Wednesday	15 th May	Town Hall	6.00pm	Annual Council
Tuesday	21 st May	Town Hall	*5.30pm	Planning
Wednesday	22 nd May	Town Hall	6.00pm	Cabinet
Monday	27 th May			Bank Holiday
Thursday	6 th June	Town Hall	6.00pm	Housing and Communities OSP
Thursday	13 th June	Town Hall	6.00pm	Environment and Leisure OSP
Tuesday	18 th June	Town Hall	*5.30pm	Planning
Wednesday	19 th June	Town Hall	6.00pm	Cabinet
Thursday	20 th June	Town Hall	6.00pm	Business and Regeneration OSP
Wednesday	26 th June	Town Hall	6.00pm	Licencing
Thursday	27 th June	Town Hall	6.00pm	Health and Corporate Resources OSP
Tuesday	2 nd July	Town Hall	6.00pm	Audit & Standards
Wednesday	3 rd July	Town Hall	6.00pm	Council
Tuesday	9 th July	Town Hall	6.00pm	Shareholder Committee
Tuesday	16 th July	Town Hall	*5.30pm	Planning
Wednesday	17 th July	Town Hall	6.00pm	Cabinet
Monday	26 th August			Bank Holiday
Tuesday	3 rd September	Town Hall	*5.30pm	Planning
Tuesday	10 th September	Town Hall	6.00pm	Audit & Standards
Wednesday	11 th September	Town Hall	6.00pm	Cabinet
Wednesday	18 th September	Town Hall	6.00pm	Council
Tuesday	24 th September	Town Hall	5.30pm*	Planning
Wednesday	25 th September	Town Hall	6.00pm	Licencing
Thursday	26 th September	Town Hall	6.00pm	Housing and Communities OSP

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

Day	Date	Location	Time	Title
Tuesday	1 st October	Town Hall	6.00pm	Civic Honours
Thursday	3 rd October	Town Hall	6,00pm	Environment and Leisure OSP
Wednesday	9 th October	Town Hall	6.00pm	Cabinet
Tuesday	15 th October	Town Hall	6.00pm	Shareholder Committee
Thursday	17 th October	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	22 nd October	Town Hall	*5.30pm	Planning
Thursday	24 th October	Town Hall	6.00pm	Health and Corporate Resources OSP
Wednesday	6 th November	Town Hall	6.00pm	Cabinet
Tuesday	12 th November	Town Hall	6.00pm	Audit & Standards
Tuesday	19 th November	Town Hall	*5.30pm	Planning
Wednesday	4 th December	Town Hall	6.00pm	Cabinet
Tuesday	10 th December	Town Hall	6.00pm	Borough Plan
Wednesday	11 th December	Town Hall	6.00pm	Council
Thursday	12 th December	Town Hall	6.00pm	Remuneration Panel
Tuesday	17 th December	Town Hall	*5.30pm	Planning
Wednesday	18 th December	Town Hall	6.00pm	Licencing
Wednesday	25 th December			Bank Holiday
Thursday	26 th December			Bank Holiday
Friday	27 th December			Offices Closed
Monday	30 th December			Offices Closed
Tuesday	31 st December			Offices Closed
		2025		
Wednesday	1 st January			Bank Holiday
Tuesday	14 th January	Town Hall	*5.30pm	Planning
Wednesday	15 th January	Town Hall	6.00pm	Cabinet
Tuesday	21 st January	Town Hall	6.00pm	Audit & Standards
Wednesday	22 nd January	Town Hall	6.00pm	Extraordinary Council (Civic)
Thursday	23 rd January	Town Hall	6.00pm	Housing and Communities OSP

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

Day	Date	Location	Time	Title
Tuesday	28 th January	Town Hall	6.00pm	Shareholder Committee
Wednesday	29 th January	Town Hall	6.00pm	Cabinet
Thursday	30 th January	Town Hall	6.00pm	Environment and Leisure OSP
Thursday	6 th February	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	11 th February	Town Hall	*5.30pm	Planning
Wednesday	12 th February	Town Hall	6.00pm	Cabinet (Budget & Council Tax Setting)
Thursday	13 th February	Town Hall	6.00pm	Health and Corporate Resources OSP
Wednesday	19 th February	Town Hall	6.00pm	Council (Budget & Council Tax Setting)
Wednesday	5 th March	Town Hall	6.00pm	Cabinet
Tuesday	11 th March	Town Hall	*5.30pm	Planning
Wednesday	19 th March	Town Hall	6.00pm	Licensing
Tuesday	1 st April	Town Hall	6.00pm	Audit & Standards
Wednesday	2 nd April	Town Hall	6.00pm	Cabinet
Thursday	3 rd April	Town Hall	6.00pm	Shareholder Committee
Tuesday	8 th April	Town Hall	*5.30pm	Planning
Wednesday	9 th April	Town Hall	6.00pm	Council
Friday	18 th April			Offices closed – Good Friday
Monday	21 st April			Offices closed – Easter Monday
Thursday	1 st May *			Election (WCC)
Monday	5 th May			Bank Holiday
Tuesday	13 th May	Town Hall	*5.30pm	Planning
Wednesday	14 th May	Town Hall	6.00pm	Annual Council

*Elections to Warwickshire County Council take place 1st May 2025.

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL
PROVISIONAL TIMETABLE OF MEETINGS
2025/2026

Day	Date	Location	Time	Title
Wednesday	14 th May	Town Hall	6.00pm	Annual Council
Tuesday	20 th May	Town Hall	*5.30pm	Planning
Wednesday	21 st May	Town Hall	6.00pm	Cabinet
Monday	26 th May			Bank Holiday
Half term 26th – 30th May 2025				
Thursday	5 th June	Town Hall	6.00pm	Housing and Communities OSP
Wednesday	11 th June	Town Hall	6.00pm	Employment
Thursday	12 th June	Town Hall	6.00pm	Environment and Leisure OSP
Tuesday	17 th June	Town Hall	6.00pm	Planning
Wednesday	18 th June	Town Hall	6.00pm	Cabinet
Thursday	19 th June	Town Hall	6.00pm	Business and Regeneration OSP
Wednesday	25 th June	Town Hall	6.00pm	Licencing
Thursday	26 th June	Town Hall	6.00pm	Health and Corporate Resources OSP
Tuesday	1 st July	Town Hall	6.00pm	Audit & Standards
Wednesday	2 nd July	Town Hall	6.00pm	Council
Thursday	10 th July	Town Hall	6.00pm	Shareholder Committee
Tuesday	15 th July	Town Hall	6.00pm	Planning
Wednesday	16 th July	Town Hall	6.00pm	Cabinet
School summer holidays 21st July – 1 Sep 2025				
Monday	25 th August			Bank Holiday
Tuesday	2 nd September	Town Hall	*5.30pm	Planning
Tuesday	9 th September	Town Hall	6.00pm	Audit & Standards
Wednesday	10 th September	Town Hall	6.00pm	Cabinet

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

Day	Date	Location	Time	Title
Wednesday	17 th September	Town Hall	6.00pm	Council
Tuesday	23 rd September	Town Hall	5.30pm*	Planning
Wednesday	24 th September	Town Hall	6.00pm	Licencing
Thursday	25 th September	Town Hall	6.00pm	Housing and Communities OSP
Wednesday	1 st October	Town Hall	6.00pm	Civic Honours
Thursday	2 nd October	Town Hall	6,00pm	Environment and Leisure OSP
Wednesday	8 th October	Town Hall	6.00pm	Cabinet
Tuesday	14 th October	Town Hall	6.00pm	Shareholder Committee
Thursday	16 th October	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	21 st October	Town Hall	*5.30pm	Planning
Thursday	23 rd October	Town Hall	6.00pm	Health and Corporate Resources OSP
Half term 27th -31st Oct 2025				
Wednesday	5 th November	Town Hall	6.00pm	Cabinet
Tuesday	11 th November	Town Hall	6.00pm	Audit & Standards
Tuesday	18 th November	Town Hall	*5.30pm	Planning
Wednesday	3 rd December	Town Hall	6.00pm	Cabinet
Wednesday	10 th December	Town Hall	6.00pm	Council
Thursday	11 th December	Town Hall	6.00pm	Employment
Tuesday	16 th December	Town Hall	*5.30pm	Planning
Wednesday	17 th December	Town Hall	6.00pm	Licencing
School Christmas holidays 22nd Dec 2025 – 2nd Jan 2026				
Thursday	25 th December			Bank Holiday
Friday	26 th December			Bank Holiday
Monday	29 th December			Offices Closed
Tuesday	30 th December			Offices Closed
Wednesday	31 st December			Offices Closed
		2026		
Thursday	1 st January			Bank Holiday

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

Day	Date	Location	Time	Title
Tuesday	13 th January	Town Hall	*5.30pm	Planning
Wednesday	14 th January	Town Hall	6.00pm	Cabinet
Tuesday	20 th January	Town Hall	6.00pm	Audit & Standards
Wednesday	21 st January	Town Hall	6.00pm	Extraordinary Council (Civic)
Thursday	22 nd January	Town Hall	6.00pm	Housing and Communities OSP
Tuesday	27 th January	Town Hall	6.00pm	Shareholder Committee
Wednesday	28 th January	Town Hall	6.00pm	Cabinet
Thursday	29 th January	Town Hall	6.00pm	Environment and Leisure OSP
Thursday	5 th February	Town Hall	6.00pm	Business, Regeneration and Planning OSP
Tuesday	10 th February	Town Hall	*5.30pm	Planning
Wednesday	11 th February	Town Hall	6.00pm	Cabinet (Budget & Council Tax Setting)
Thursday	12 th February	Town Hall	6.00pm	Health and Corporate Resources OSP
Half term 16-20th Feb 2026				
Wednesday	18 th February	Town Hall	6.00pm	Council (Budget & Council Tax Setting)
Wednesday	4 th March	Town Hall	6.00pm	Cabinet
Tuesday	10 th March	Town Hall	*5.30pm	Planning
Wednesday	11 th March	Town Hall	6.00pm	Licensing
Tuesday	17 th March	Town Hall	6.00pm	Audit & Standards
Thursday	19 th March	Town Hall	6.00pm	Shareholder Committee
Easter 30th March – 10th April 2026				
Friday	3rd April			Offices closed – Good Friday
Monday	6 th April			Offices closed – Easter Monday
Tuesday	21 st April	Town Hall	6.00pm	Planning
Wednesday	22 nd April	Town Hall	6.00pm	Cabinet
Wednesday	29 th April	Town Hall	6.00pm	Council

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

Day	Date	Location	Time	Title
				Election (WCC)
Monday	4 th May			Bank Holiday
Tuesday	12 th May	Town Hall	6.00pm	Planning
Wednesday	13 th May	Town Hall	6.00pm	Annual Council

*Elections to Warwickshire County Council take place 1st May 2025.

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Annual Council – 15th May 2024

From: Assistant Director – Democracy & Governance and Solicitor to the Council (Monitoring Officer)

Subject: Changes to the arrangements to Executive Arrangements; Overview & Scrutiny Panels and Committees.

1. Purpose of Report

1.1 To recommend changes to the Constitution at the start of the new municipal year.

2. Recommendation

2.1 The proposed changes to the Portfolio's set out in 3.2 i. and Appendix A of the report be approved and the Constitution amended accordingly;

2.2 The proposed changes to the Overview & Scrutiny Arrangements in Article 6 of the Constitution as shown in Appendix B be approved and the Constitution be amended accordingly;

2.3 The proposed change from the Employment Committee to the Officer Remuneration Panel as set out in the report and in Appendix C be agreed and the Constitution amended accordingly;

2.4 The proposed Special Responsibilities Allowances at Appendix D be noted.

2.5 Delegated authority be given to the Strategic Director – Finance & Governance and Assistant Director – Finance to realign the Council's budget in accordance with the revised Executive arrangements in Appendix B, in consultation with the Leader of the Council and the portfolio-holder for Resources and Customer Services; and

2.6 Delegated Authority be given to the Assistant Director – Democracy and Governance in consultation with the portfolio-holder for Resources and Customer Services to amend the Council's Committee timetable to accommodate the additional Overview & Scrutiny Panel as set out in Appendix B and Officer Remuneration Panel as set out in Appendix C.

3. Background

3.1 Following the recent elections and in anticipation of the start of the Municipal Year, the incoming Leader of the Council has requested, on behalf of the controlling group, amendments to the Constitution. It is necessary to do this now as some of the changes directly impact upon the allocation of seats on Committees and the political balance generally. It also ensures democracy across committees and allows scrutiny panels to commence in accordance with the timetable without undue delay to undertake Council business.

3.2 In brief, the proposals are:

i. To amend the Portfolio's to the following:

- a) Housing**
- b) Resources and Customer Services**
- c) Leisure, Communities and Health**
- d) Environment and Public Services**
- e) Business and Regeneration**
- f) Planning and Enforcement**

Further information and a full breakdown can be found in Appendix A.

- ii. To alter the Executive Arrangements reallocating responsibilities between portfolios. This is reserved to the Leader by the Local Government Act 2000 (as amended by the Localism Act 2011) but Council will need to amend the Constitution to reflect the changes;
- iii. To amend the arrangements for Overview and Scrutiny, as shown in Appendix B;
- iv. To change the Employment Committee to an Officer Remuneration Panel and altering the panels terms of reference and responsibilities as per Appendix C;
- v. To note the Special Responsibilities Allowances at Appendix D.
- vi. To give officers delegated authority to realign budgets against the new portfolios and make consequential changes to the Committee timetable to reflect those changes.

MATTHEW WALLBANK
WAHEEDA SHEIKH

Changes to Executive Arrangements: Appendix A

Portfolio	Responsibilities and Services
Business and Regeneration	<ul style="list-style-type: none"> • Transforming Nuneaton • Transforming Bedworth • Town Centre Regeneration • Town Centres and Marketing (including markets) • Tourism and Twinning • Economic Development • Sub Regional and Regional Partnerships • Car parks, bus shelters, bus station and CCTV • Public conveniences • Estates including land and property
Planning and Enforcement	<ul style="list-style-type: none"> • Development Control and Planning Policy • Borough Plan • Building Control • Street names • Highway Agency arrangements • Land drainage • Health and Safety (Internal to NBBC Operations) • Public Spaces Protection Orders • Environmental Health to include food safety, pest control, dog fouling and strays and health and safety enforcement (external to NBBC operations) • Licensing Policy • Abandoned vehicles
Resources and Customer Services	<ul style="list-style-type: none"> • Council Budget • Finance • Procurement • Revenues and Benefits • Audit and Performance • Legal • Elections • Equalities and Insurance • Democratic Services including Mayoralty • Emergency Planning • Communications • Customer Services • IT • Business Support HR • Facilities Management and maintenance

Portfolio	Responsibilities and Services
Housing	<ul style="list-style-type: none"> • Housing Revenue Account operation • Strategic Housing and Homelessness • Private Sector Housing • HEART
Leisure, Communities and Health	<ul style="list-style-type: none"> • Grounds maintenance and parks • Allotments • Cemeteries and crematoria • Museum and art galleries • Leisure and Community Centres and strategies • Culture • Communities • Grants to Voluntary Sector • NABSCOP • Health
Environment and Public Services	<ul style="list-style-type: none"> • Refuse Collection • Street Cleansing • Recycling • Litter control • Sub-Regional MRF • Climate Change • Environmental Sustainability • Amenity lighting • Drainage, sanitation and accumulations of rubbish

PART 3 - RESPONSIBILITY FOR FUNCTIONS

3 TERMS OF REFERENCE FOR INDIVIDUAL PORTFOLIOS

Housing (Leader of the Council)

In the Council's Corporate Plan Key Themes of particular importance to this Portfolio holder are:

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

Enable appropriate housing development

Improve the physical environment

Terms of Reference

- As Leader of the Council, fulfil all roles required of him/her.
- Chair the Cabinet.
- Housing Revenue Account operation
- Strategic Housing and Homelessness
- Private Sector Housing
- HEART

Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents, or its stakeholders.
- Assess and keep under review the housing needs of the area, and secure so far as possible a provision of housing stock that meets that need.
- Oversee the Council's housing stock.
- Fulfil the Council's statutory obligations in regard to homelessness.
- Undertake the provision of grants for renovation and for the adaptation of property for disabled people.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

Anything not falling within any other Portfolio holder's Terms of Reference.

Environment and Public Services [Deputy Leader of the Council]

In the Council's Corporate Plan the Key Themes and Priorities of particular importance to this Portfolio holder are:

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

Promote residents' health and wellbeing

Improve the physical environment

Sponsor a sustainable green approach

Embrace new and emerging technology

Support local businesses

Terms of Reference

- Refuse Collection
- Street Cleansing
- Recycling
- Litter control
- Sub-Regional MRF
- Climate Change
- Environmental Sustainability
- Amenity lighting
- Drainage, sanitation and accumulations of rubbish

Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Promote events and activities within his/her Terms of Reference
- Enhance opportunities for sports, leisure and recreational activities at an affordable price.
- Develop an integrated programme of work to improve the health and wellbeing of local people.
- Ensure the efficiency and effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

Resources and Customer Services

In the Council's Corporate Plan, the Themes of particular importance to this Portfolio holder are:

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

Embrace new and emerging technology

Support local businesses

Champion education and skills

Terms of Reference

- Council Budget
- Finance
- Procurement
- Revenues and Benefits
- Audit and Performance
- Legal
- Elections
- Equalities and Insurance
- Democratic Services including Mayoralty
- Emergency Planning
- Communications
- Customer Services
- IT
- Business Support HR
- Facilities Management and maintenance

Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Promote equality of opportunity and work towards the elimination of unfair discrimination.
- Promote the effective deployment of Information and Communication Technology.
- Monitor the Council's financial position.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Plans, best value and establishment change.

Planning and Enforcement

In the Council's Corporate Plan, the Themes of particular importance to this Portfolio holder are:

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

Enable appropriate housing development

Improve the physical environment

Create vibrant and diverse town centres

Stimulate regeneration

Celebrate and promote our heritage

Enable appropriate housing development

Improve the physical environment

Terms of Reference

- Development Control and Planning Policy
- Borough Plan
- Building Control
- Street names
- Highway Agency arrangements
- Land drainage
- Health and Safety (Internal to NBBC Operations)
- Public Spaces Protection Orders
- Environmental Health to include food safety, pest control, dog fouling and strays and health and safety enforcement (external to NBBC operations)
- Licensing Policy
- Abandoned vehicles

Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Develop and review priority neighbourhood strategies for creating and sustaining employment opportunities.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters under his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

Business and Regeneration

In the Council's Corporate Plan the Key Themes of particular importance to this Portfolio holder are:

Create vibrant and diverse town centres

Stimulate regeneration

Grow a strong and inclusive economy

Support local businesses

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

Terms of Reference

- Promote and encourage the economic development and regeneration of the Borough
- Promote and encourage tourism in the Borough.
- Transforming Nuneaton
- Transforming Bedworth
- Town Centre Regeneration
- Town Centres and Marketing (including markets)
- Tourism and Twinning
- Economic Development
- Sub Regional and Regional Partnerships
- Car parks, bus shelters, bus station and CCTV
- Public conveniences
- Estates including land and property

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

Leisure, Communities and Health

In the Council's Corporate Plan the Key Themes and Priorities of particular importance to this Portfolio holder are:

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

Promote residents' health and wellbeing

Improve the physical environment

Celebrate and promote our heritage

Prioritise community safety and empowerment

Terms of Reference

- Grounds maintenance and parks
- Allotments
- Cemeteries and crematoria
- Museum and art galleries
- Leisure and Community Centres and strategies
- Culture
- Communities
- Grants to Voluntary Sector
- NABSCOP
- Health

Job Description

- Oversee and have responsibility for all aspects of his/her Terms of Reference that affect the Borough, its residents or its stakeholders.
- Maintain leisure, sports recreational, arts and cultural facilities within the Borough.
- Maintain and develop the Passport to Leisure Scheme
- Enhance opportunities for sports, leisure and recreational activities at an affordable price.
- Ensure the efficiency, effectiveness and economy in relation to the services within his/her Terms of Reference.

Within the matters of his/her Terms of Reference, monitor budgets, Service Development Plans, best value and establishment change.

A7.9 Borough Plan Committee

There shall be a standing committee appointed by the Leader of the Council to make recommendations as any local plans for the Borough of Nuneaton and Bedworth as required by law and shall meet in open session, subject to the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Regulations 6 and 7.

The Committee shall consist of 9 members and shall be subject to the political balance rules, and chaired by the Portfolio Holder for Planning and Enforcement.

The Committee will conduct its proceedings in accordance with the Cabinet

Procedure Rules set out in Part 4D of this Constitution and make recommendations to Cabinet as to the content and progress of the local plan.

A7.10 Civic Awards Sub-committee

a) The Civic Awards Sub-committee comprises:

- The Leader of the Council
- The Deputy Leader of the Council
- The Cabinet Member - Resources and Customer Services
- The Mayor
- The Leader of the Main Opposition Party

and be chaired by the Leader of the Council

Changes to Overview & Scrutiny Arrangements: Appendix B

Business, Regeneration & Planning Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Transforming Nuneaton • Transforming Bedworth • Town Centre Regeneration • Town Centres and Marketing (including markets) • Tourism and Twinning • Economic Development • Sub Regional and Regional Partnerships • Car parks, bus shelters, bus station and CCTV • Public conveniences • Estates including land and property 	Business & Regeneration
<ul style="list-style-type: none"> • Development Control and Planning Policy • Borough Plan • Building Control • Street names • Highway Agency arrangements • Land drainage • Health and Safety (Internal to NBBC Operations) • Public Spaces Protection Orders • Environmental Health to include food safety, pest control, dog fouling and strays and health and safety enforcement (external to NBBC operations) • Licensing Policy • Abandoned vehicles 	Planning and Enforcement

Housing and Communities Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Housing Revenue Account operation • Strategic Housing and Homelessness • Private Sector Housing • HEART 	Housing

<ul style="list-style-type: none"> • Communities • Grants to Voluntary Sector • NABSCOP 	Leisure, Communities and Health
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Environment and Leisure Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Grounds maintenance and parks • Allotments • Cemeteries and crematoria • Museum and art galleries • Leisure and Community Centres and strategies • Culture 	Leisure, Communities and Health
<ul style="list-style-type: none"> • Refuse Collection • Street Cleansing • Recycling • Litter control • Sub-Regional MRF • Climate Change • Environmental Sustainability • Amenity lighting • Drainage, sanitation and accumulations of rubbish 	Environment and Public Services

Health and Corporate Resources Overview and Scrutiny Panel	Portfolio
<ul style="list-style-type: none"> • Health 	Leisure, Communities and Health

- Council Budget
- Finance
- Procurement
- Revenues and Benefits
- Audit and Performance
- Legal
- Elections
- Equalities and Insurance
- Democratic Services including Mayoralty
- Emergency Planning
- Communications
- Customer Services
- IT
- Business Support & HR
- Facilities Management and maintenance

Resources and
Customer
Services

Officer Remuneration Panel: Appendix C

Part 1

The below is proposed to replace the Employment Committee section in A8.2 REGULATORY AND OTHER COMMITTEES of the Constitution.

Officer Remuneration Panel

(5 Members with a quorum of 3)

The Remuneration Panel shall meet to review and determine the pay and conditions of the:-

- *Chief Executive;*
- *Strategic Directors; and/or*
- *Assistant Directors; and/or*
- *Officers on locally determined pay scales*

having received and taken into account a report and recommendations from WMLGA, or other such organisation.

The Remuneration Panel shall meet:-

- *on a three yearly basis; and/or*
- *whenever there is a significant and permanent change to or reallocation of duties amongst any or all of those officers*

The panel should be politically balanced and shall consist of at least five Members, no more than two of whom may be on the Cabinet or Executive, made up as follows:-

- *a Member from each of the two largest groups; and*
- *a number of other Members sufficient to make the panel politically balanced within the meaning of the Local Government and Housing Act 1989; and*
- *The quorum for each meeting of the panel shall be ¼ of the members on the panel with a minimum of three.*

Part 2

As the Officer Remuneration Panel proposed above in Part 1 has a reduced remit, it is proposed to redistribute the responsibilities of decision making for the following items as follows:

Employment Committee Terms of Reference	Proposed Committee/Panel
i. To approve any policies affecting staff employment, working conditions or conditions of services e.g. the content of the Personnel Handbook and Personnel Strategy. a.	<ul style="list-style-type: none"> • Cabinet; and/or • Individual Cabinet Member Decision
ii. To modify any National Joint Council for Local Government Services conditions of service which may, under the Single Status Agreement, be modified by local agreement and approve any local agreements that may be entered into with the recognised trade unions.	<ul style="list-style-type: none"> • Cabinet
iii. To approve amendments to the establishment of the Council in respect of Chief Officers of the Council, as defined in Article 11 of the Constitution, in accordance with the Council's agreed budget.	<ul style="list-style-type: none"> • Cabinet
iv. To consider recommendations and the minutes from the Members/Trades Unions Joint Consultation and Safety Panel	<ul style="list-style-type: none"> • Audit and Standards • Cabinet
v. To appoint an Independent Investigator in relation to disciplinary investigations (including capability) involving the Head of Paid Service and Statutory Officers.	Full Council
vi. To appoint a sub-committee, at an appropriate time that will: <ul style="list-style-type: none"> a. undertake disciplinary hearings to receive the evidence of the Independent Investigator and to decide the outcome of such a hearing in accordance with the Officer Employment Procedure Rules; b. appoint or dismiss chief officers (excluding statutory officers) as determined in accordance with the Officer Employment Procedure Rules; c. to recommend to Council the appointment or dismissal of the Head of Paid Service, Monitoring Officer or Chief Finance Officer in line with Council Procedure Rules; d. determine the suspension of a statutory officer and if the suspension continues, to review this decision (or the urgent decision to suspend by the Head of Paid Service or Monitoring Officer) at least every two months; and e. to commission an annual performance review of Head of Paid Service. 	Full Council

Special Responsibilities Allowances: Appendix D

	Rate
Basic Allowance	£5,134
Leader of the Council (1)	£11,300
Deputy Leader of Council (1)	£7,000
Cabinet Members	£6,000
Chairs - Scrutiny Panels	£2,650
Chair - Planning Committee	£4,771
Chair - Licensing Committee	£1,000
Chair - Audit & Standards Committee	£2,692
Mayor	£5,000
Deputy Mayor	£1,000
Leader of the Political Group, which is not the controlling Group, or if there are more than two Political Groups, the Leader of the larger or largest of the Groups other than the controlling Group. In the event of there being two Political Groups other than the controlling Group, of equal size, the allowance shall be split equally between the Leaders of those two Groups.	£2,692
All Members - Allowance for Use	£383

of Telephone	
Co-Opted Member	£237
Independent Persons – per half day session (no longer than four hours)	£30.83