

Enquiries to: Kelly Baxter
Direct Dial: 024 7637 6619
Direct Email:

member.services@nuneatonandbedworth.gov.uk

Date: 3rd January, 2023

Dear Sir/Madam,

A meeting of the **CABINET** will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday, 11th January, 2023** at **6.00 p.m.**

The public can follow the decision making online:-
www.nuneatonandbedworth.gov.uk/virtual-meeting.

Please note that meetings are recorded for future broadcast.

Yours faithfully,

BRENT DAVIS

Chief Executive

To: Members of Cabinet

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

Also invited:

Councillor C. Watkins (Leader of the Main Opposition Group and Observer)

AGENDA

PART I

PUBLIC BUSINESS

1. EVACUATION PROCEDURE

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

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

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

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

I would also advise that all or part of the meeting will be recorded for future broadcast.

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

3. DECLARATIONS OF INTEREST

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

Declaring interests at meetings

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

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda (**Page 7**). 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.

4. MINUTES - To confirm the minutes of the Cabinet meeting held on the 7th December 2022 **(Page 10)**
5. PUBLIC CONSULTATION – Members of the Public will be given the opportunity to speak on specific agenda items if notice has been received.
6. PROCUREMENT OF ELECTRICITY – report of the Creditors and Procurement Manager attached **(Page 20)**
7. WATER SAFETY POLICY – report of the Director - Public Services **(Page 27)**
8. ARRANGEMENTS FOR SHORT NOTICE BURIALS – report of the Director – Public Services attached **(Page 51)**
9. BEDWORTH PHYSICAL ACTIVITY HUB – UPDATE report of the Director – Public Services **(To Follow)**
10. RECOMMENDATIONS FROM CIVIC HONOURS SUB COMMITTEE

a) **Street Naming in Honour of Simon Valentine**

A report (**copy attached Page 62**) on the above was submitted to the Civic Honours sub-committee held on 5th December 2022. From this the following recommendations to Cabinet were made:

- a) a section of Rye Piece Ringway between the traffic islands at King Street and Coventry Road be renamed in honour of Sergeant Simon Valentine; and
- b) delegated authority be given to the Director – Planning & Regulation in consultation with the chair to confirm the precise name of the road and implement the proposal.

b) **Nuneaton and Bedworth Award of Merit**

A report (**Copy attached Page 64**) on the above was submitted to the Civic Honours sub-committee held on 5th December 2022. A number of amendments were made at the meeting to Appendix A which are detailed below for information.

- Delegated authority be given to the Director – Customer & Corporate Services **in consultation with the Cabinet Member for Finance and Corporate** to implement the approved arrangements;
- Any member of the public may put forward an individual **or group** for a civic honour, together with an explanation of why they should be considered;
- **No self-nominations be accepted;**
- **The Ad Hoc Mayoral Award– at discretion of the Mayor without referral to the Sub-Committee** be added to 'd. Schedule of award's';
- The Civic Award of Merit is intended for any citizen for conduct or service deemed worthy of recognition by local people **for services to charity, their locality or community;** and
- **The contact details of the person proposing the nominee and a seconder** be added to 'e. Information sought in proposed online form'.

From this the following recommendations were made:

It be recommended to Cabinet that

- a) The arrangements for the Nuneaton and Bedworth Award of Merit as set out in Appendix A of the report, with the amendments set out above, be approved; and
- b) Delegated authority be given to the Director – Customer & Corporate Services in consultation with the Cabinet Member for Finance and Corporate to implement the approved arrangements.

c) **Any Other Items**

At the meeting of the Civic Honours sub-committee on 5th December the following recommendation to Cabinet was made under Any Other Business:

IT BE RECOMMENDED TO CABINET THAT:

The Chief Executive be requested to convene an Extraordinary Council to vote upon the nomination of Dave Leach for Freeman of the Borough for his service to the Council for over 27 years.

11. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY PANELS –

a) **Business, Regeneration and Planning OSP – 8th December 2022**

At its meeting the Panel considered a petition received by the Council ‘Keep the Nuneaton Lilypad Fountain in its current location between Queens Road, Market Place and Coventry Street Station’, and after debate recommendation to Cabinet was proposed as follows; that the decision made by Cabinet to remove the fountain be supported.

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

Nuneaton and Bedworth Borough Council

Building A Better Borough

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

AIM 1: LIVE

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

Priority 1: Promote residents' health and wellbeing

Priority 2: Enable appropriate housing development

Priority 3: Sponsor a sustainable green approach

Priority 4: Prioritise community safety and empowerment

AIM 2: WORK

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

Priority 1: Grow a strong and inclusive economy

Priority 2: Champion education and skills

Priority 3: Embrace new and emerging technology

Priority 4: Support local businesses

AIM 3: VISIT

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

Priority 1: Create vibrant and diverse town centres

Priority 2: Stimulate regeneration

Priority 3: Celebrate and promote our heritage

Priority 4: Improve the physical environment

Cabinet - Schedule of Declarations of Interests – 2022/2023

	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
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board West Midlands Employers	
	C. Golby		Member of Warwickshire County Council Membership of Other Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>NHS Trust – Public/User Board</p> <ul style="list-style-type: none"> • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	J. Gutteridge		<p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Warwickshire Health and Wellbeing Board • Age UK (Warwickshire Branch) • Committee of Management of Hartshill and Nuneaton Recreation Ground • West Midlands Combined Authority Wellbeing Board <p>Member of NABCEL</p>	
	S. Markham	County Councillor – W.C.C.	<p>Governor at Ash Green School</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum • Warwickshire Direct Partnership • Warwickshire Waste Partnership • Sherbourne Asset Co Shareholder Committee 	
	R. Smith		<p>Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • Representative on the Nuneaton and Bedworth 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Older Peoples Forum <ul style="list-style-type: none"> • West Midlands Combined Authority and Land Delivery Board 	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – Nuneaton Conservative Association Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	

NUNEATON AND BEDWORTH BOROUGH COUNCIL**CABINET****7th December 2022**

A meeting of Cabinet was held on Wednesday 7th December 2022 in the Council Chamber which was recorded and live streamed.

Present

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

CB71 Chairs Announcements

A one minute silence was held in honour of former Mayor and Mayoress Diana Hawkes who had recently passed away. She was Mayor in the year of the Millennium and was the first woman in the Borough to be honoured the title of Alderwoman.

CB72 Apologies

Apologies were received for Councillor R. Smith (Planning and Regulation)

CB73 Declarations of Interest

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

CB74 Minutes

RESOLVED that the minutes of the Cabinet meeting held on 9th November 2022, be approved, and signed by the Chair.

CB75 Transforming Nuneaton and Transforming Bedworth Governance Structure

A report by the Director – Regeneration and Housing was submitted to cabinet detailing the proposals to amend the governance approach to both the Transforming Nuneaton and Transforming Bedworth programmes.

RESOLVED that the proposed governance structure detailed at section 4 of the report be approved.

Speakers:

Peter Smith
 Councillor K. Kondakor

Options

Accept the recommendations; or
 Reject the recommendations

Reasons

To update and improve the governance structure for the Transforming Bedworth and Transforming Nuneaton Programmes

CB76 Revenue Budget 2023/24

The Director – Finance and Enterprise submitted a report to Cabinet providing detail regarding the draft Revenue Budget for both the General Fund and Housing Revenue Account (HRA)

RESOLVED that

- a) the General Fund budget position detailed within the report be noted;
- b) an update on the General Fund 2023/24 budget be presented to Cabinet in February once the NNDR1 is finalised and the Local Government Financial Settlement has been announced;
- c) a thorough review of the Council's fees and charges be undertaken in light of the projected deficit and reported to Cabinet in February;
- d) the potential savings required on the General Fund are noted and an action plan to generate savings be reported to Cabinet in February;
- e) consideration be given to the level of Council Tax increase to be included in the final budget proposals for 2023/24;
- f) the HRA 2023/24 draft budget position detailed within the report be noted;
- g) consideration be given to the percentage increase in HRA rental income for dwellings to be included in the final budget proposals for 2023/24; and
- h) the Chairs of Overview & Scrutiny Panels be notified of the budget proposals in line with the Constitution.

Speakers:

Peter Smith
Councillor Richard Baxter-Payne
Councillor Keith Kondakor

Options

Accept the recommendations
To not accept the recommendations and propose alternative suggestions regarding a savings plan

Reasons

The Council is required to achieve a balanced budget each year

CB77 Approval of Infrastructure Funding Statement (IFS)

The Director – Planning and Regulation submitted a report seeking Cabinet’s approval to adopt the 2021/22 IFS.

RESOLVED that

- a) the Infrastructure Funding Statement be noted;
- b) the updated 2021/22 Infrastructure Funding Statement (IFS) be adopted; and
- c) delegated authority be given to the Head of Planning in consultation with the Cabinet Member for Planning and Regulation to make any minor changes to the document prior to publication.

Speakers:

Peter Smith
Councillor Keith Kondakor

Options

To endorse the recommendations
Not to adopt the IFS

Reasons

To enable the Council to comply with the requirements of Regulation 121A of the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019

CB78 Property Developer Wheeled Bin and Cost Adoption Update

The Director – Public Services submitted a report to Cabinet seeking approval to update on the previous Cabinet decision on 5th July 2019 requiring developers to provide wheeled bins and inserts for all new and converted development schemes within the Nuneaton and Bedworth Borough Council area.

RESOLVED that

- a) the requirement for Property Developers/Managing Agents/Housing Associations to pay for the provision of wheeled bins and containers for all new housing developments (from one dwelling upwards) – or alternatively to provide the bins/containers themselves subject to meeting specifications as agreed by the Council and contained within the technical specification (Appendix A of the report) be approved as from January 2023;
- b) the Developer/Managing Agent/Housing Association agree in writing with the Council upon submitting a planning application, how they wish to purchase the wheeled bins and inserts be approved; and
- c) the Council to invoice the Developer/Managing Agent/Housing Association at a set six-month timescale after an approved planning application, for the cost of the wheeled bins and inserts be approved.

Speakers:

Peter Smith

Councillor K. Kondakor

Options:

To accept the recommendation in full
Do not accept the recommendations

Reasons:

To respond to increasing cost burdens aligned to the purchase, delivery and administration of wheeled bins and recycling insert provision.
To manage property development scheme issues arising with waste management vehicle access and receptacle storage.

CB79 Future Use of Keresley Community Centre

The Deputy Chief Executive submitted a report to Cabinet briefing members on the outcome of the consultation regarding the future use of the Keresley Community Centre

RESOLVED that delegated authority be given to the Deputy Chief Executive and Director of Customer and Corporate Services, in consultation with the Portfolio Holder for Finance and Corporate Services to:

- a) undertake further engagement with the top scoring 3 groups to seek clarification on their submitted business plans and to ensure the best offer for the community is sought.
- b) notify any unsuccessful parties.
- c) commence contractual/employment process to hand over the day to day running of Keresley Community Centre to the successful party.
- d) make £55,000 capital funding available to support any improvement works required at the Centre.
- e) prepare a lease agreement to hand over the Keresley Community Centre asset to the successful party commencing 1 April 2023.

Speakers:

Peter Smith
Councillor Keith Kondakor

Options:

To approve the recommendations
Reject the recommendations
Complete further work to revise the recommendations

Reasons:

Approval of the recommendations to meet the savings proposed in the December 2021 Cabinet report/February 2022 Budget Council report

CB80 **Quarterly Review of Strategic Performance Report (Second Quarter 2022 – 23)**

The Governance, Risk Management and Performance Officer submitted the Strategic Performance Report and Commentary overview of the Council's position in four key categories. These categories being Finance, People and Service Delivery, Processes and Improvement.

RESOLVED that the report be noted.

Speakers:

Peter Smith
Councillor K. Kondakor

Options

Note the report

Note the report and request feedback on action being taken to improve indicators

Reasons

Concern over under-performance

CB81 **Recommendations From Overview and Scrutiny Panels**

a) Finance and Public Services OSP – 17th November 2022

At its meeting the panel considered The Re-Opening of the Civic Hall report which was submitted to Cabinet on Wednesday 12th October 2022 and was subsequently 'called in' and referred to the above meeting. After debate the panel made recommendations back to Cabinet these were as follows:

i) the Bedworth Civic Hall be not re-opened at this time due to the financial constraints placed upon the Council; and

ii) the lease with the Bedworth Arts Centre be honoured subject to any consequential changes required arising from the decision not to re-open the Civic Hall at this time, to be agreed by the Director – Public Services in consultation with the Cabinet Member for Member Services

RESOLVED that the recommendations at i) and ii) be noted

CB82 **Any Other Items**

None

CB83 **Exclusion of Public and Press**

RESOLVED that that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraphs 1 and 3 of Part I of Schedule 12A to the Act.

CB84 **Building Merchant Provision: Housing Revenue Account**

The Director – Housing and Regeneration submitted a report to Cabinet in relation to the procurement of an external Building Materials Supplier.

RESOLVED that

- a) the procurement of an external Building Materials Supplier via a public sector framework agreement be approved;
- b) to enter into a contract for a minimum of 5 years be approved, to build a long-term collaborative and strategic supplier relationship;
- c) delegated authority be given to Director – Regeneration & Housing to conclude the final details around the award of the contract; and
- d) the report be marked ‘not for call in’ to protect the supply of materials, given the timescales involved for procurement

Speakers

None

Options

Agree the recommendations

Do not agree the recommendations and pursue a full procurement exercise

Reasons

This approach is cost effective and allows the Council to comply with Contract Procedure Rules, Public Contract Regulations 2015 and ensures effective use of resources.

CB85 Vehicle Replacement Procurement

The Director – Regeneration and Housing submitted a report to Cabinet seeking approval for the procurement of new vehicles for the Council Housing Revenue Account (HRA) operations

RESOLVED that

- a) a contract be awarded to Ford Motor Company to replace 46 commercial vehicles for the (HRA) for the next 7-year term, granting delegated authority for the Director – Regeneration & Housing to conclude the final details around the award of the contract;
- b) vehicles be purchased on capital outright basis rather than a lease/rental basis when the vehicle is to be operated for a minimum period of 7-years;
- c) diesel powered vehicles be procured for this round of HRA vehicles, and any General Fund (GF) vehicles where it makes economic sense which does not pose an operational risk to service delivery;

- d) the next 7-year term cycle is utilised to review and investigate options for a 'greener' vehicle fleet in readiness for 2030; and

- e) the decision be marked as "not for call in" by virtue of its urgency to ensure orders are placed to limit delay in the delivery of new vehicles and protect the Council from any unnecessary expose to market pricing risks.

Speakers

Councillor Keith Kondakor

Options

Approve the recommendation

Not approve the recommendations

Reasons

As set out in the report.

Chair

PUBLICATION DATE: 23RD DECEMBER, 2022

DECISIONS COME INTO FORCE: 10TH JANUARY 2023

Cabinet - Schedule of Declarations of Interests – 2022/2023

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	C. Golby		Member of Warwickshire County Council Membership of Other Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital 	

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	R. Smith		<p>Chairman of Volunteer Friends, Bulkington; Trustee of Bulkington Sports and Social Club;</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • A5 Member Partnership; • PATROL (Parking and Traffic Regulation Outside of London) Joint Committee; • Building Control Partnership Steering Group • Bulkington Village Community and Conference Centre • Representative on the Nuneaton and Bedworth 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
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	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – Nuneaton Conservative Association Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	

Cabinet

Report Summary Sheet

Date:

Cabinet – 11 January 2023

Subject:

Procurement of Electricity

Portfolio:

Finance and Corporate

From:

Strategic Creditors and Procurement Manager

Summary:

The report seeks Cabinet's approval for the Borough Council to award a new service contract with the Eastern Shires Purchasing Organisation [ESPO] as agents for the procurement of electricity from 1 October 2024 until 30 September 2028, and an electricity supply contract for the same period via its public sector Framework for the supply of the electricity.

Recommendations:

That the Borough Council awards a new service contract with the Eastern Shires Purchasing Organisation [ESPO] as agents for the procurement of electricity from 1 October 2024 until 30 September 2028 and a supply contract for the same period via its public sector Framework for the supply of the electricity. When the green tariff is known and actual costs provided, the Borough Council shall review the cost implication and shall seek a decision accordingly.

Options:

1. Approve the recommendations.
2. Do not approve the recommendation and seek an alternative procurement agent for electricity or undertake our own Procurement tendering exercise, both of which will present risks of non-supply or financial uncertainty.

Reasons:

To allow the Council to benefit from the economies of scale as part of a consortia purchasing arrangement, obtaining fixed rates for each 12-month period, a comprehensive bill validation service, industry updates including pricing, market risks, forthcoming challenges as well as opportunities for potential green tariff transition.

The Council currently does not have the optimal level of capacity or industry knowledge to procure electricity itself due to the complexities of the market. Furthermore, doing so would reduce economies of scale and present a risk of non-supply as the Council in isolation would not be attractive enough to attract sufficient competition in a tender exercise.

Consultation undertaken with Members/Officers/Stakeholders

Chief Executive
Director – Finance & Enterprise
Strategic Creditors and Procurement Manager
Portfolio Holder – Finance & Corporate

Subject to call-in:

No – due to urgency to sign up to the new framework agreement (deadline 31st January 2023) to ensure our requirements are included in ESPO's consortium purchasing basket in time of September 2024 (due to the way in which electricity is purchased approx. 12 months in advance).

Ward relevance:

All.

Forward plan:

Yes – December

Building a Better Borough Aim:

2 – WORK

Relevant statutes or policy:

Contract Procedure Rules & Public Contract Regulations 2015

Equalities Implications:

No direct equal opportunities implications as identified in the assessment.

Human resources implications:

No direct equal opportunities implications identified.

Financial implications:

The Borough Council has reported to Cabinet previously regarding the forecast spend and it will be required to continuously work with ESPO to monitor the market and forecast rates to manage the budget effectively. Furthermore, the Council shall actively review its portfolio to ensure it remains valid and correct.

ESPO have undertaken a public sector compliant tender process and are purchasing on a national level with large economies of scale. Therefore, competitiveness in the wholesale marketplace for purchasing electricity has been assessed as part of the ESPO procurement process.

Health Inequalities Implications:

No direct health inequalities implications.

Section 17 Crime & Disorder Implications:

No direct health inequalities implications.

Risk management implications:

The recommendation for the Borough Council to continue its service agreement with ESPO as agents for the procurement of electricity will ensure that the procurement is compliant with public sector procurement requirements, it will provide the Council with fixed prices for 12 month period improving budgeting activities and will remove the need to potentially change supplier every year which can be problematic in terms of end and start of contract meter readings, contract rates and general accuracy of billing.

The Council did consider undertaking its own tender however, it currently does not have the capacity or industry knowledge to procure electricity itself due to the complexities of the market. Furthermore, doing so would reduce economies of scale and present a risk of non-supply as the Council on its own would not be attractive enough in isolation to attract sufficient competition which would impact the entire Council.

Environmental implications:

Irrespective of supply arrangements, the Borough Council continues to seek ways to reduce its electricity consumption. The default position will be a standard tariff (non-renewable energy). ESPO and its nominated supplier [Total Energies] can offer a green tariff during the term of the contract to allow the Borough Council the future option to switch to a clean tariff at a future date. ESPO currently do not know the cost implication switching to the green tariff with effect from 1st October 2024 as this is usually confirmed around 6 months prior to supply. For context purposes, the current kilowatt per hour uplift is under 1p pkWh (actual figure not provided due to it being

commercially sensitive). Please note, this may increase (or decrease) in future subject to external forces.

Based on the current rates presented to Cabinet in December, accepting the green tariff would equate to an increase of 2.08% (indicative) if the Council did transition to the green tariff. Please note, this is indicative and is not guaranteed and should be considered alongside the report issued to Cabinet in December 2022, noting the considerable increase in the rates already being experienced by the Council and the market as a whole. 6 months prior to 1st October 2024, the Borough Council has the option to review the rates and it's position and may wish to adopt the green tariff.

Legal implications:

Due to the values of the Borough Council's requirement for gas, any supply contract will need to be awarded subject to The Public Contracts Regulations 2015. ESPO's services are compliant with these Regulations.

Contact Details:

Matthew Wallbank

Strategic Creditors & Procurement Manager

Tel: 02476 376884

Email: matthew.wallbank@nuneatonandbedworth.gov.uk

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Cabinet – 11 January 2023

From: Strategic Creditors and Procurement Manager

Subject: Procurement of Electricity

Portfolio: Finance and Corporate [Councillor S. Croft]

Building a Better Borough Aim: 2 - WORK

1. Purpose of Report

The report seeks Cabinet's approval for the Borough Council to award a new service contract with the Eastern Shires Purchasing Organisation [ESPO] as agents for the procurement of electricity from 1 October 2024 until 30 September 2028, and an electricity supply contract for the same period via its public sector Framework for the supply of the electricity.

2. Recommendations

2.1. That the Borough Council awards a new service contract with the Eastern Shires Purchasing Organisation [ESPO] as agents for the procurement of electricity from 1 October 2024 until 30 September 2028 and a supply contract for the same period via its public sector Framework for the supply of the electricity.

3. Body of Report

3.1. The current contract expires on 30 September 2024 with Total Energies Gas & Power. ESPO issued notice to the Council seeking customers to sign up to the new Framework Agreement by 31st January 2023 to ensure their requirements for electricity supply are included in the consortia basket. ESPO awarded their new framework agreement in 2022 running from October 2024 to September 2028, the successful supplier being Total Energies Gas & Power following a UK compliant tender process.

3.2. ESPO is a well-established purchasing and distribution consortium of 6 local authorities operating under the Local Authorities (Goods & Services) Act 1970. Membership of the consortium comprises:

- Cambridgeshire County Council
- Lincolnshire County Council

- Leicestershire County Council
 - Peterborough City Council
 - Norfolk County Council
 - Warwickshire County Council
- 3.3. ESPO is a major purchaser with over 30 years' experience of purchasing energy, including gas, electricity, heating and automotive fuels, aviation fuel, coal and LPG on behalf of public sector customers. ESPO is also very active in managing and influencing the energy supply chain both through direct contact with the various industry Regulators, Government Departments, Parliamentary Committees and key organisations such as National Grid, and through active participation in consumer groups.
- 3.4. The Borough Council has been in an agreement with ESPO for approx. 10 years where they have acted as agents for the procurement of our electricity supplies via a consortium purchasing scheme.
- 3.5. This consortia approach has led to reductions in the real amount the Borough Council pays for its electricity over the period in comparison to the wholesale market. The service received from ESPO in terms of value for money, on-going communications and issue resolution has been good.
- 3.6. Due to the value of the Borough Council's requirement for electricity, forecasted at £1.9m due to the wholesale market increases in both community and non-commodity pricing, any supply contract will need to be awarded subject to The Public Contracts Regulations. ESPO have undertaken a tender process that is compliant with the above and are purchasing on a national level with large economies of scale. Therefore, competitiveness in the wholesale marketplace for purchasing electricity has been assessed as part of the ESPO procurement process.
- 3.7. This framework will provide the Council with fixed prices for a rolling 12-month period. The incremental way in which ESPO purchases electricity through the framework agreement also reduces the risk of the Borough Council, and ESPO's other public sector customers, being adversely and unexpectedly affected by peaks in both commodity and non-commodity prices. The current electricity rates, whilst high in comparison to previous rates, are below the wholesale market proving value for money in what is currently a volatile market. The multi-year duration of the framework will also remove the need to potentially change supplier every year which can be problematic in terms of end and start of contract meter readings, contract rates and general accuracy of billing.
- 3.8. Further to 3.6 above, a key feature of this framework is ESPO's ability to provide a comprehensive bill validation service to customers. This provides the Borough Council with an additional layer of supplier and

cost due diligence as well as key data from the wholesale market to help mitigate risk and protect customers with real time and advance information.

- 3.9. Should the Council wish to do so, the ESPO framework also has the option to transition to a green tariff at a future date. Rates for the green tariff under the new contract will not be known until 6 months prior to the 1st October 2024.
- 3.10. The Council did consider undertaking its own tender however, it currently does not have the optimal level of capacity industry knowledge to procure electricity itself due to the complexities of the market. Furthermore, doing so would reduce economies of scale and present a risk of non-supply as the Council in isolation (not part of a consortia) would not be attractive to suppliers to attract sufficient competition. It is worth noting a relatively large Council did decide to undertake their own Tender exercise relatively recently and they received low level interest, and the bidder withdrew their pricing after their submission.

4. Appendices

- 4.1. None

5. Background Papers

- 5.1. Cabinet - 7th December 2022 - Draft Revenue Budget 2023/24 - Impact of Energy Price Increases

Report Summary Sheet

Date: 11th January 2023

Subject: Water Safety Policy

Portfolio: Health and Environment – (Cllr J. Gutteridge)

From: Director - Public Services

Building A Better Borough

Aim 1: Live

Priority 1: Promote residents' health and wellbeing

Priority 4: Prioritise community safety and empowerment

Summary: To seek approval for the adoption of the Councils Water Safety Policy

Recommendations:

1. That the Water Safety Policy is approved.

Reasons: This policy document provides clarity to management, officers & contractors when undertaking water safety inspections & associated activities.

Options: Accept the recommendation in full.

Do not accept the recommendation.

Subject to call-in: Yes

Ward relevance: All

Forward plan: Yes

Equal opportunity implications: No direct equal opportunity implications.

Human resources implications: No direct Human Resource Implications

Financial implications: No direct financial implications.

Health Inequalities Implications: No direct health inequality implications

Section 17 - Crime and Disorder Implications: None

Risk management implications: This policy will contribute to the discharge of our duty under the Health & Safety at Work Act.

Environmental implications: None at this time.

Legal implications: This policy will contribute to the discharge of our duty under the Health & Safety at Work Act & Occupiers Liability Act.

Contact details:

Kevin Hollis – Director Public Services

Telephone 024 7637 6143

e-mail: kevin.hollis@nuneatonandbedworth.gov.uk

AGENDA ITEM NO:

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: 11th January 2023

From: Director – Public Services

Subject: Water Safety Policy

Portfolio: Health and Environment – (Cllr J. Gutteridge)

Building A Better Borough

Aim 1: Live

Priority 1: Promote residents' health and wellbeing

Priority 4: Prioritize community safety and empowerment

1. Purpose of Report

1.1 To seek approval for the adoption of the Councils Water Safety Policy (Appendix 1)

2. Recommendation

2.2 That the Water Safety Policy be adopted.

3. Background

3.1 Many of our Greenspaces across the Borough are enhanced by the presence of water in the form of waterbodies - lakes, pools, and wet marshland and watercourses - streams, rivers, and canals.

3.2 Water has been identified as a significant hazard on some of the greenspaces we manage because it is the only site hazard to have been related to deaths within our parks in the last 20 years.

3.3 This policy is therefore focused on this element of site safety and on exploring and determining how we can manage the risk that our water bodies could pose to the public, our employees, and contractors.

4. Body of Report

4.1 The Council is limited in the way that it can change many of the physical features of our existing waterbodies and watercourses. This is because changing the aspect, water depth, bank steepness, silt depth, temperature and current, is often not practical, deliverable or, if it is physically possible, it can be prohibitively expensive.

- 4.2 The Council, however, has the potential to influence the design of new water bodies and water courses both on our land and on the land of others. This influence could limit or reduce the degree of hazard posed in the future.
- 4.3 To develop this, the Council have recently adopted a Supplementary Planning Document - Open Space and Green Infrastructure Supplementary Planning Document (SPD) 2021 which contains provisions aimed at seeking to achieve this outcome.
- 4.4 There are two predominant ways that the public/visitors, staff, volunteers, or contractors could potentially enter our water bodies, through accidental or intentional entry into the water.
- 4.5 ROSPA state that of the accidental drownings by month (Average 2013-2019) 46% had no intention to enter the water and 54% had intended to enter the water.
- 4.6 As a Council we have taken the decision not to encourage people to enter our waterbodies or watercourses unless they absolutely need to. This means that swimming, boating, diving, and other recreational activities, including events that require entrance into the water are not encouraged on any of our sites. This is with the general intention of limiting numbers in the water and therefore limiting risk in this way. It also allows us to have one clear message of 'stay out of the water' that we consistently give out to the public.
- 4.7 Contractors, staff, and supervised volunteers will on occasion, however, need to work in or alongside water. In cases where this happens the activity will need to be risk assessed first and be covered by appropriate insurance before permission is granted for that activity.
- 4.8 We are aware that people do go into our watercourses and water bodies on occasion without specific permission. This most commonly happens in warmer weather; however, it is something that does happen year-round including when ice is present.
- 4.9 This is difficult to manage as none of our sites has a routine on-site presence and we do not have the resources to provide a regular enough presence on site to make a real difference to people's behaviour. As these activities are most common outside of normal working hours (evenings and weekends) it is likely specific staff with enforcement powers would need to be employed to influence the behaviour of the public in this way.
- 4.10 To manage this unpermitted access into water and to warn the public, the Council will make timely press releases at key times of the year to warn of relevant specific dangers, e.g., thin ice, dangers of swimming in unsupervised waters, underwater hazards, deep water/strong currents etc.

- 4.11 These press releases will be released prior to significant periods of extremely hot weather, at the beginning of the school holidays and prior to periods of extremely cold/freezing weather (targeting school holidays).
- 4.12 The Council is also in the process of seeking to establish a Public Space Protection Order that would make it an offence to enter a waterbody without lawful authority or reasonable excuse. This order will follow the stay out of the water messages we have provided on signage and through the media and will allow our partners - the police - to take enforcement action where necessary.
- 4.13 The Council will assess and subsequently regularly review, risk assessments for all greenspaces containing waterbodies. These site risk assessments will outline what water related assets these sites contain and their individual assets residual risk score.
- 4.14 We will formally inspect our site's water assets using an existing asset management system that is date and time stamped and unalterable after inspection, to provide a robust audit trail. This inspection software allows the inspector to assess the current risk associated with the asset(s) on site, leading to a live risk assessment based on the last recorded inspection. It is anticipated that over time more of the sites assets (that fall outside of water safety, but which also carry their own risk) will be added to this monitoring system.
- 4.15 Using the risk assessment matrix contained within the policy document on page 9, our response to risk/defects will be implemented as outlined in the table contained within page 12 of the policy document.

5. Conclusion

- 5.1 This policy document provides clarity in how the Council will undertake water safety inspections & associated activities resulting from those findings.

6. Appendices

- I. Water Safety Policy – Dec 2022
- II. Water Safety Schedule – Dec 2022

7. Background Papers (if none, state none)

Outdoor Water Safety Policy Version 4

Nuneaton and Bedworth Borough Council

Water Safety Policy

Dec 2022



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Why is site safety important?

The Council has a moral and legal duty¹ to ensure, so far as is reasonably practicable, the safety of both our employees and visitors whilst on the land we are in control of. This is particularly pertinent on publicly accessible land, where we are actively inviting public access.

The statement “so far as is reasonably practicable” is the balance of the risk on one side and the time, money, and effort (sacrifice) required to avert that risk. The presumption is weighted toward taking measures to remove or minimise risk unless the sacrifice is grossly disproportionate.

The Council must therefore risk assess and appropriately manage the green spaces we are in control of and work with our partners and contractors in such a way as to ensure that those working, visiting, travelling through, and living adjacent to our greenspaces are safe from harm.

What does the Health and Safety Executive say we should do about managing safety?

The HSE says that you should do the following

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this is not possible, control the risk

Why are we writing a policy about water safety?

Many of our Greenspaces across the Borough are enhanced by the presence of water in the form of waterbodies - lakes, pools, and wet marshland and watercourses - streams, rivers, and canals.

Water has been identified as a significant hazard on some of the greenspaces we manage because it is the only site hazard to have been related to deaths within our parks in the last 20 years.

This policy is therefore focused on this element of site safety and on exploring and determining how we can manage the risk that our water bodies could pose to the public, our employees, and contractors.

To help us formulate this policy we have consulted [ROSPA's current guidance on inland waters](#).

What risk does water pose on our land?

Risk is determined by the likelihood and severity of harm that could occur because of a hazard.

¹ The Management of Health and Safety at Work Regulations 1999. The Occupiers Liability Act 1957. The Health and Safety at Work Act 1974

Water related risk will be dependent on the site's particular water feature, its location, design, any protective measures in place, its maintenance, inspection and repair, people's behaviour (contractors, members of the public and staff) and level of use.

The only way to really determine the level of risk posed is to risk assess our sites and the water related assets they contain.

What harm could be caused by the water on our land?

Intentional or accidental entry into our waterbodies and water courses has the potential to lead to drowning, injury, hypothermia, and illness. Water can also cause damage to property.

The severity of harm likely to be caused if you accidentally or intentionally enter the water in our sites will be dependent on how you enter it and the characteristics of the waterbody or watercourse.

Severity of harm may be affected by

- Depth of water
- Depth of Silt
- Strength of Currents
- Water Quality (biological factors/pollution etc)
- Underwater hazards
- Temperature (of water and wider environment)
- Bank steepness or shelving

The potential for harm presented by the water related features on our greenspaces will consequently vary between different sites and at various times of the year.

In what ways can the Council reduce the harm potentially caused by existing and new water features?

Existing water features

Design

The Council is limited in the way that it can change many of the physical features of our existing waterbodies and watercourses. This is because changing the water depth, bank steepness, silt depth, temperature and current is often not practical or deliverable or, if it is physically possible, it can be prohibitively expensive. Any improvements that are possible and reasonable should however be identified within the sites risk assessment.

Maintenance, Inspection and Repair

We can however limit or manage some of the contributing features which may increase severity of harm e.g.,

- Keeping water courses and water bodies and their associated grills/inlets/outlets clear of debris build up in areas that may increase the risk of flooding or lead to higher water levels
- Keeping water courses and waterbodies clear of fishing line and other debris that may increase the risk of entanglement, injury and drowning should someone enter the water
- Reporting any pollution incidents to the Environment Agency
- Managing rat infestations where they pose a risk to health.

These elements can be addressed via scheduled maintenance, via monitoring/inspection and via remedial works/repairs where necessary.

Providing lifesaving equipment on site e.g., life rings.

ROSPA guidance states that providing life rings may, in limited circumstances, afford the victim extra time or support to enable rescue. It explains that the design intention for rings is to be 'dropped' to casualty rather than thrown horizontally which means that they are most usefully placed near vertical drops and deep water rather than in areas where you need to throw them any distance to the person in the water. Their guidance also states that the use of life rings requires a high degree of maintenance and that they are very susceptible to theft or vandalism. ROSPA also explains that there is also the risk that placement may be seen as creating a permitted swim spot or inducement to swim, i.e., the belief that "this is a safe space to enter"

Due to the elevated level of vandalism experienced on all our sites, the limited resources available for regular inspection and equipment replacement and the unsuitability of many of our water bodies, the Council has decided not to use life rings to reduce the potential severity of injury.

New water features

The Council has enormous potential to influence the design of new water bodies and water courses both on our land and on the land of others. This influence could potentially limit or reduce the degree of hazard posed.

To develop this, the Council have recently adopted a Supplementary Planning Document - Open Space and Green Infrastructure Supplementary Planning Document (SPD) 2021 which is, amongst other things, intended to influence the design of new water bodies/courses in the Borough. The safety principles of this SPD focus on developers identifying and designing out hazards where possible and it also requires individual risk assessments of designs, signage, and stipulates gentle slopes and ideally shelving to all water bodies and water courses wherever feasible. These general principles will also be adopted in the design of any future water bodies or water courses we create.

Why do people enter our waterbodies and watercourses and how can this be managed?

There are 2 predominant ways that the public/visitors, staff, volunteers, or contractors could potentially enter our water bodies i.e., through accidental or intentional entry into the water.

ROSPA state that of the accidental drownings by month (Average 2013-2019) 46% had no intention to enter the water and 54% had intended to enter the water.

Unintentional/accidental entry into our water bodies

- Falling into the water body or water course e.g., slipping down the bank
- Collapse or failure of structure e.g., bridge, bank or fencing leading to unintended entry into the water body
- Flooding issue that leads to unusual and unexpected areas being under water e.g., roads/houses/paths

Intentional entry into our water bodies

- To perform a maintenance activity
- To carry out a permitted recreational activity e.g., boating, fishing
- To carry out an activity that is not permitted e.g., swimming, walking on ice etc

How can the Council reduce peoples' accidental entrance into the water?

The Council can do the following things to limit accidental exposure to waterbodies and watercourses. Further/different actions may also/alternatively be identified by the sites' risk assessment.

Warn people of the danger

- Provide signage at entrances to the site to warn the public of what hazards the site contains and what the site rules are using words and standard symbols.

Allow people to anticipate the hazards' specific location

- Improve visibility of the hazard e.g., by cutting back overhanging vegetation so people can see and therefore anticipate the hazard and for example keep children away or under control.
- Provide 'nag' signage at the hazard location to highlight the hazards position (e.g., danger deep water/steep drop) and remind the public of any site rules (e.g., stay out of the water) – this is particularly important where the hazard is significant and/or where it may not be anticipated – e.g., hidden/not very visible steep banks

Move people away from the hazard

- Set footpaths back from the edge. Before installing new or renewing existing facilities/infrastructure review its position – can it or should it be moved away? Consideration should be given to desire lines if a path is moved too far away people may still walk near the waterbody or watercourse, so a balance needs to be met. The SPD recommends that paths are setback at least 3m from the edge of banks where practical to allow for a path grass verge (that is safe to maintain) and rough edge to the bank to deter entry/improve wildlife value. Greater distances may be needed where horse riders or cyclists are anticipated. Where bank erosion is a problem greater distances may be needed.
- When installing new facilities set them back from water if appropriate/practical – follow guidelines included in the adopted Supplementary Planning Document - Open Space and Green Infrastructure Supplementary Planning Document (SPD) 2021 and risk assess new installation designs as appropriate.
- Tailor the required maintenance so that contractors are not unnecessarily exposed or are less frequently exposed to the hazard. Is it necessary to maintain the site right up to the edge of the bank? And if it is how can this be made safer? This can be done in a physical way on site but should also be done by the contractor in the form of a risk assessment/changing operation etc.

Prevent or physically deter people from coming too near the hazard

- Provide barriers to exclude the public where the risk is high or very high e.g., via fencing even if paths are not nearby
- Consider providing barriers/fencing to exclude the public where you cannot avoid them coming in proximity with a moderate hazard e.g., where an existing path or recreational facility comes close or immediately adjacent to a moderately risky watercourse or waterbody
- Let the vegetation grow longer alongside water courses and water bodies to deter entry and to limit required access by maintenance staff/contractors. This is often the best approach in areas of lower risk or in areas where other measures would be unaffordable.

Encourage the reporting of any safety issues

- Provide contact details on site entrance signage so that the public – who use the site know who to contact in the case of a problem.

- Provide an issue reporting mechanism on the Council's website and via phone (this is provided for via our customer services enquiry/complaint processes - DASH)
- Ask contractors to report issues – this is done by our maintenance contractor via GLIVE and by them via phone calls/emails if more urgent

Inspect hazards and associated safety precautions to identify any escalating risk factors

- Inspect water related structures and facilities to ensure that they are fit for purpose and that there are not any factors that could increase the risk. The inspection frequency will be based on the sites or group of items originally assess risk level.

Respond to safety issues and make repairs in a timely manner

- Respond to repairs identified by the public, contractors or via inspections in a risk-based order and agreed time frame.
- In addition, identify any items that are likely to escalate to higher risk and maintain/repair as necessarily to prevent risk escalation.

How can the Council reduce the risk to those we permit into our waterbodies and watercourses?

As a Council we have taken the decision to not to encourage people to enter our waterbodies or watercourses unless they absolutely need to. This means that swimming, boating, diving, and other recreational activities, including events that require entrance into the water are not encouraged on any of our sites. This is with the general intention of limiting numbers in the water and therefore limiting risk in this way. It also allows us to have one clear message of 'stay out of the water' that we consistently give out to the public.

Contractors, staff, and supervised volunteers will on occasion however need to work in it or alongside water. In cases where this happens the activity will need to be risk assessed first and be covered by appropriate insurance before permission is granted for that activity.

How can the Council reduce the number of people intentionally entering our water without permission?

We are aware that people do go into our watercourses and water bodies on occasion without specific permission. This most commonly happens in warmer weather however it is something that does happen year-round including when ice is present.

This is extremely difficult to manage as none of our sites have a routine on-site presence and we do not have the resources to do this or to provide a regular enough presence on site to make a real difference to people's behaviour. As these activities are most common outside of normal working hours (evenings and weekends) it is likely specific staff with enforcement powers would need to be employed to influence the behaviour of the public in this way.

To attempt to manage this unpermitted access into water and to warn the public we commit to making timely press releases at key times of the year to warn of relevant specific dangers, e.g., thin ice, dangers of swimming in unsupervised waters, underwater hazards, deep water/strong currents etc.

These press releases should be released prior to significant periods of extremely hot weather, at the beginning of the school holidays and prior to periods of extremely cold/freezing weather (targeting school holidays).

The Council is also in the process of establishing a Public Space Protection Order that makes it an offence to be in the water without our permission. This order will follow the stay out of the water messages we have provided on signage and through the media and will allow our partners - the police - to take enforcement action where necessary.

We will also work with community and friend's groups in such a way that the stay out of the water message is passed onto these groups as appropriate.


Determining the specific hazards on our sites and the level of risk posed via site-by-site risk assessments

The Council will assess and subsequently regularly review, risk assessments for all greenspaces containing waterbodies.

These site risk assessments will outline what water related assets these sites contain, their individual assets risk score (based on the below matrix, general asset information/categorisation and individual site accident/incident knowledge) and the site managing officers' determination of the sites overall risk score – normally based on the highest scoring asset.

The overall site risk score may vary from the highest asset score where a site is large or where risk levels vary greatly. In these cases, the sites may be split into zones with similar risk, for example Whittleford Park will be split into Barpool Valley, Claypool and Marsh, and with much less/or no water and both with lower risk Gorse Valley and Vale View. The overall site score may also vary if the combination of assets present combine in such a way that in the officer's opinion it changes the overall site risk, or that the asset that scores highest is not significant enough to directly dictate site overall score.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

How often should we formally inspect the assets that the site contains?

It has already been determined that the formal inspection of our assets is unlikely to influence unauthorised entrance into our water bodies as the frequency, day and time of day is unlikely to coincide with most unauthorised activity on site and even if witnessed by officers their presence is unlikely to change this behaviour to any noticeable degree. Officer presence is unlikely to influence behaviour because officers do not have enforcement powers and, they will be working alone. Perpetrators of unauthorised activities including swimming may also stop and then carry on with their activity after the officer has left site.

With over 300 Parks & Greenspace sites, covering approximately 151 hectares of land and with around 50% of this containing water, it is also unlikely that inspecting officers will happen to visit a particular area of a site at the time when a serious defect occurs, e.g., via failure or vandalism. We therefore rely heavily on the public and our

maintenance contractors, who are out on the sites on a more regular basis, to report these more obvious issues to us via our customer enquiries system (DASH) and GLIVE, our grounds maintenance contractor reporting system.

What is the purpose of the formal inspection?

The formal inspection process is designed to identify the more subtle issues that may, over time, lead to increases in risk. These inspections may also identify serious defects. These formal inspections should be undertaken alongside periodic specialised inspections, as required by the asset, such as bridges, to ensure all subtle defects are identified before they progress to a serious fault.

More subtle defects may include but are not limited too; bridge decking that is approaching the end of its useful working life or needs cleaning to prevent or extend its lifespan. Water courses becoming blocked with debris which requires clearance by our contractors, protective fencing or guard rails that are damaged or loose and missing or defaced safety signage.

What format should these formal inspections take?

We will formally inspect our site's water assets using an existing asset management system that is date and time stamped and unalterable after inspection, to provide a robust audit trail. This inspection software allows the inspector to assess the current risk associated with the asset(s) on site leading to a live risk assessment based on the last recorded inspection. It is anticipated that over time more of the sites assets (that fall outside of water safety, but which also carry their own risk) will be added to this monitoring system.

How often should we formally inspect our sites/site assets?

How often we formally inspect should be related to site and asset risk and so we should visit higher risk sites more frequently than lower risk sites. It must also be deliverable and allow sufficient time to respond to the findings of both the formal inspections and the other defect reports e.g., the DASH enquiries, GLIVE reports and other structural surveys that are completed on our assets.

It has been determined that we have the capacity to formally inspect sites based upon 2 x 0.8 (FTE) Officers, at the following frequency.

- 2 yearly inspections for very low risk sites/assets
- Annual inspection for low-risk sites/assets
- 6 monthly inspections for moderate risk sites/assets
- Weekly inspection for high-risk sites/areas/assets
- Daily inspection for very high-risk sites/areas/assets

What other additional specialised inspections related to water safety should we complete?

The most common specialised inspection that is often related to water safety is the inspection of our bridges – the need for specialised bridge inspections is, however, also applicable outside of water safety sites.

There are four levels of Bridge Inspection.

- Routine Visual Safety Inspection – A routine visual inspection undertaken by non-engineers, such as Parks & Greenspace Officers as part of a formal water safety inspection.

- General Inspection – Is a bridge inspection undertaken by a qualified engineer* typically at not less than two-year intervals unless otherwise specified. This is a general examination of the structure to detect evidence of distress that might require repair or maintenance attention.
- Principal inspection - This consists of a more detailed inspection of the structure from within touching distance, typically at not less than five-year intervals unless otherwise specified and may involve a certain amount of non-destructive testing. This will normally be undertaken by qualified bridge engineers* either from a consultant or the Bridges Unit at WCC (Warwickshire County Council).
- Special Inspection/Engineers Report - This carried out to investigate a specific problem, after a major accident or event, such as ground movement or flooding, or passage of unusually heavy loads. This will normally be undertaken by qualified bridge engineers* either from a consultant or the Bridges Unit at WCC.

Responding to defects

How we respond to defects identified by inspections and via customer and contractor reports is crucial to the managing of risk on our sites. If more time is spent inspecting and less time is spent on the follow up repair and preventative process, it may be counterproductive and even reduce site safety.

The extent & availability of resources to undertake repairs also requires that we adopt a triage approach.

General Principles of defect/risk management

Using the risk assessment matrix previously shown to risk assess the site, the following response to risk/defects will be implemented.

1 – 5 Very Low Risk The site/asset(s) is in good condition, fit for purpose and no remedial work is required. (Unless otherwise indicated) There may be some non-compliances with current standards*. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 2 years.

6 – 10 Low Risk The site/asset(s) may not comply with current standards but is generally in good condition. Minor works may be required and these should be completed within the next 6 - 12 months. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 1 year.

11 – 15 Moderate Risk The site/asset(s) has a fault or number of faults that require attention. These faults should be rectified within the next 2/3 months to ensure the continuing safe use of the site by users. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 6 months.

16 – 20 High Risk The site/asset(s) has serious defects that require immediate attention. This level of risk will normally result in the site/asset(s) being taped off with hazard tape to warn the public & a telephone call from site by the inspector, requiring that a maintenance team be sent to site within 24 hours to make safe/repair. 'Make Safe' may include the installation of temporary cage type fencing to prohibit access by the public until repairs can be made. These faults should be rectified within 2 months or must be escalated to the Director – Public Services for further action. Sites/asset(s) in this category will be formally inspected at intervals not exceeding 1 week.

21 – 25 Very High Risk The site/asset(s) is in a dangerous condition. Further public access must be immediately prohibited, or the asset must be removed from service ('Made Safe') until such time as it is repaired or safely removed from site. In this instance the inspector would remain on site until a maintenance team was sent to attend to the item. 'Make Safe' may include the installation of temporary cage type fencing to prohibit access by the public until repairs can be made. These faults should be rectified within 2 months & must be escalated to the Director – Public Services immediately. Sites/asset(s) in this category will be inspected daily, by the maintenance team to ensure that temporary safety measures remain in place & are effective. Sites/asset(s) in this category will also be formally inspected at intervals not exceeding 1 week to monitor progress until work is completed.

*Refer to Open Space & Green Infrastructure Supplementary Planning Document(s) (2021) & Parks & Countryside Office Std. Specification (2019)

Site Details

Site Name	Site type
Barpool Valley/ Whittleford Park	Destination
Riversley Park (Inc. Pingles and George Elliot Gardens)	Destination
Ensor's Pool	Community
Sandon Park/Weddington Meadows	Community
Poors Piece	Incidental
Bayton Lake (Miners Welfare)	Destination
Gala Fields - Wem Brook Woodland EA, Nuneaton	Destination
Bermuda Balancing Lake	Community
Stubbs Pool	Community
Beverley Ave (Whytell Pool)	Community
Nuneaton Common (Salsbury Drive/Drybreads)	Community
Marston Lane and Wem meadows	Community
Griff Hollows	Community
Sowe Meadows, Rowleys Green	Community
Bluebell Drive (Sidings Pool)	Community
Heath Rd.	Community
Bedworth Sloughs	Community
The Nook	Community
Weddington Walk - (Stoney Road to Weddington Road section)	Community
The Dumbles	Local
Anker Mills	Local
Anker Fields	Local
Montana Walk (Red Banks)	Local
Orford Rise (Inc. Haunchwood Colliery)	Local
Red Deeps	Local
Fusiliers Rest	Local
Clovelly Way and Flood Relief	Local
Coronation Walk	Local
Miners Welfare Park (Inc. Black Bank)	Destination
Gorse Valley Whittleford Park	Destination
Tomkinson Road	Community
Buttermere Ave.	Community
Barnacle Lane	Community
Crowhill Rec.	Community
Shuntings/The Black Track	Community
Kingswood Road (Inc. Kings Wood)	Community
St. Giles Rec.	Local
Changebrook Open Space	Local
Windmill Hill	Local
Thornhill Farm Pond, Nuneaton	Local
Chestnut Road & Marston Canal Junction, Bedworth	Incidental
Knebley Crescent Woodland, Nuneaton	Incidental
Hilltop East Allotment Woodland, Nuneaton	Incidental
Hollystitches	Incidental



Current Matrix (Refer to Key)

Highest water related risk	Year 1	Year 2	Quarter 1 (Apr-Jun)	Quarter 2 (Jul-Sept)	Quarter 3 (Oct-Dec)
Moderate	1	2	1		3
Moderate	1	2		2	
Moderate	1	2	1		3
Moderate	1	2		2	
Moderate	1	2	1		3
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Low	1	2			
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Low	1	2			
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Low	1	2			
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Low	1	2			
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Low	1	2			
Low	1	2	1		
Low	1	2		2	
Low	1	2			3
Very Low	1				
Very Low		2	1		
Very Low	1			2	
Very Low		2			3
Very Low	1				
Very Low		2	1		
Very Low	1			2	
Very Low		2			3
Very Low	1				
Very Low		2	1		
Very Low	1			2	
Very Low		2			3
Very Low	1				
Very Low		2	1		
Very Low	1			2	
Very Low		2			3

STATUS	PROPOSED SCHEDULE (refer to policy)
Very High	Daily
High	Weekly
Moderate	6 Monthly
Low	Annually
Very Low	2 Yearly

Quarter 4 (Jan-Mar)	NW or S/E Team
	NW
4	NW
	NW
4	SW
	NW
	SW
	NW
	NW
4	NW
	NW
	NW
	NW
4	NW
	SW
	SW
	SW
4	SW
	SW
	SW
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4	NW
	SW
	NW
	NW
4	NW
	SW
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4	SW
	NW
	NW
	SW
4	SW
	SW
	NW
	SW
4	SW
	NW
	NW
	NW

Report Summary Sheet

Date: 11th January 2023
Subject: Arrangements for Short Notice Burials
Portfolio: Health & Environment – (Cllr J. Gutteridge)
From: Director - Public Services

Summary: To seek approval for the adoption of the Arrangements for Short Notice Burials Policy

Recommendations:

1. That the arrangements for Short Notice Burials be approved.

Reasons: To provide clarity to the applicant, Cemetery's Officer & Contractors when undertaking a Short Notice Burial.

Options: Accept the recommendations in full.
Do not accept the recommendations.

Subject to call-in: Yes

Ward relevance: All

Forward plan: Yes

Equal opportunity implications:

No direct equal opportunity implications.

Human resources implications:

No direct human resource implications.

Financial implications:

No direct financial implications.

Health Inequalities Implications:

No direct health inequality implications.

Section 17 - Crime and Disorder Implications: None.

Risk management implications: None currently.

Environmental implications: None currently.

Legal implications: No direct legal implications.

Contact details:

Kevin Hollis – Director Public Services

Telephone 024 7637 6143

e-mail: kevin.hollis@nuneatonandbedworth.gov.uk

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: 11th January 2023

From: Director – Public Services

Subject: Arrangements for Short Notice Burials

Portfolio: Health and Environment – (Cllr J. Gutteridge)

Building A Better Borough

Aim 1: Live

Priority 1: Promote residents' health and wellbeing

1. Purpose of Report

- 1.1 To seek approval for the adoption of the Arrangements for Short Notice Burials Policy (at Appendix 1.)

2. Recommendation

- 2.1 That the arrangements for Short Notice Burials be approved.

3. Background

- 3.1 The Leisure and Amenities Committee on 10th June 1992, (Council – 8th July 1992) confirmed that the alternative form of Muslim burial should be provided where there is a request from a member of that religion.

- 3.2 Burials are permitted in either a suitable container for burial (a coffin) or the deceased can be wrapped in a shroud. If a shroud is to be used, a suitable container must be provided to transport the deceased to the graveside. Consideration also needs to be given to how the deceased will be placed into the grave.

4. Body of Report

- 4.1 This policy document is a supplement to the current Cemetery Regulations, which remain in force. It details the process that both Nuneaton & Bedworth Borough Council & the applicant will follow when a Short Notice Burial is required. It details the timeframes for the booking a burial, the latest times a burial service can take place and the documentation required for a lawful burial to proceed.

- 4.2 Where a burial is to take place in an existing grave, Nuneaton and Bedworth Borough Council are unable to guarantee that a same day burial will be possible.
- 4.3 As part of the development of this policy we have undertaken a Environmental Impact Assessment, which concluded that no adverse impact was identified. Arrangements try to be accommodating & meet the needs of the Muslim Community, but at the same time set out what is operationally possible.
5. Conclusion
 - 5.1 This policy document provides clarity to the applicant, Cemetery's Officer & Contractors when undertaking a Short Notice Burial.
6. Appendices
 - 6.1 Appendix 1 Arrangements for Short Notice Burials – Dec 2022
7. Background Papers (if none, state none)
None.

Appendix 1



ARRANGEMENTS FOR SHORT NOTICE BURIALS

Arrangements for Short Notice Burials

The Leisure and Amenities Committee on 10th June 1992, (Council – 8th July 1992) confirmed that the alternative form of Muslim burial should be provided where there is a request from a member of that religion.

Burials are permitted in either a suitable container for burial (a coffin) or the deceased can be wrapped in a shroud. If a shroud is to be used, a suitable container must be provided to transport the deceased to the graveside. Consideration also needs to be given to how the deceased will be placed into the grave.

Where a burial is to take place in an existing grave, Nuneaton and Bedworth Borough Council are unable to guarantee that a same day burial will be possible.

Last Booking and Burial Times

The timeframes within which a booking must be completed, and documentation received to enable a funeral to take place on the same day are:

April 1st to September 30th

Monday to Friday before 3pm to allow for a burial to be completed & the grave backfilled before 6pm

Saturday and Sunday before 10.30am for a burial to be completed & the grave backfilled before 6pm

October 1st to March 31st

Monday to Friday before 12 noon for a burial to be completed & the grave backfilled before 3pm

Saturday and Sunday 10.30am for a burial to be completed & the grave backfilled before 3pm

Bookings should be made by telephone as follows:

- Monday to Friday 9am to 12pm to the Cemetery Office, 024 7637 6357
- Monday to Friday 12pm to 3pm to the Glendale Depot Office 024 7632 0000
- Saturday, Sunday, and Bank Holidays to the Out of Hours Number 07889 433546

All bookings must be followed up with the below documentation:

- Proper Certification for the Burial of a Body from one of the options stated in Appendix 1 must be provided. This certification must be received by the Cemetery Office within the period outlined below.
- A completed interment form signed by the next of kin or applicant for the burial

Documentation for Burial must be provided as follows:

- Monday to Friday 9am to 12pm emailed to cemetery.office@nuneatonandbedworth.gov.uk
- Monday to Friday 12pm to 3pm emailed to cemeteries.nuneaton@glendale-services.co.uk
- Saturday and Sunday emailed to the email address provided by the Out of Hours Number when the booking is made

If proper disposal certification and a completed interment form cannot be provided by email and receipt of said email is not confirmed before the times outlined above, it must be provided in hard copy and handed to the attendant before the burial can proceed.

Family Backfilling of Grave

The family may want to complete the backfill to create the mound over the grave as per religious requirements. Where the mourners wish to backfill the grave, a Backfill Indemnity form must be signed by the Main Mourner or Applicant for the Interment. This should be sent with the completed Interment Form.

We kindly request that all family and friends observe at a safe distance of 6 metres away from the grave, so we are meeting our health and safety requirements. The family may only approach the grave once the digger is no longer operating and community representatives and cemetery staff have advised when it is suitable to do so. Cemetery staff reserve the right to refuse backfilling if any person is seen to be potentially putting themselves at risk whilst machinery is in operation.

Fees

You will need to consider the following fees.

- New grave fee (purchasing the exclusive right of burial)
- Burial fee (dependant on the age of the deceased)
- Out-of-hours surcharge

Purchasing a Grave

The person purchasing the exclusive rights to a grave space acquires only the right of burial in the grave for the period granted. The ownership of the land remains the property of Nuneaton and Bedworth Borough Council. The owner will be eligible to apply for a permit to place and maintain a memorial on the grave space.

Memorials

Memorials cannot be erected without a permit and a Permit Application Form must be completed. If a memorial is placed on the grave space without a permit this could be removed. Memorials are governed by strict regulations, which are available from the Cemetery Office or on the Nuneaton and Bedworth Borough Council website.

Appendix 1 - Statutory Certification Required for Burials

Green Certificate – issued when a person* dies, and their death is certified by a doctor and no coroner involvement takes place. Family registers the death, and a Green Certificate is issued by the Local Authority Registrar’s office.

*A person is someone born showing signs of life at any stage of pregnancy before their death occurred. (This is true whether they were born before or after 24 weeks gestation of pregnancy)

PART B
Births and Deaths Registration Act 1953, s. 24(1)

CERTIFICATE FOR BURIAL OR CREMATION
(Issued after registration)

I, the undersigned registrar, do hereby certify that the death of

aged _____ who died on _____
at _____

has been registered by me at Entry No. 160 Date _____

Signature _____ (Registrar of Births and Deaths)
Registration District Warwickshire Sub-district Warwickshire

CERTIFICATE FOR BURIAL OR CREMATION
(Issued before registration)

I, the undersigned registrar, do hereby certify that the death of

aged _____ who died on _____
at _____

has been notified to me. Date _____

Signature _____ (Registrar of Births and Deaths)
Registration District _____ Sub-district _____

IMPORTANT. If the death has not been registered it must be registered within 14 days of the date on which it happened by a relative of the deceased or by one of the other people required by law to give information.
If the burial or cremation is to take place outside England or Wales the Coroner must be notified before the body is moved. The registrar who issued this certificate can provide a form on which to notify the Coroner.

PART C
NOTIFICATION OF BURIAL OR CREMATION (see back)
Births and Deaths Registration Act 1926, s. 3(1) (Form prescribed by the Registration of Births and Deaths Regulations 1987)

This is to notify that the body of _____
deceased, who died on _____ at _____
was buried*/cremated* on _____ at _____

Signature _____ on behalf of _____
Date _____

*Strike out whichever does not apply


White Coroners Order for Burial (form 101) – issued by the Coroner when a person’s death is unexpected, or an autopsy is required. The Coroner certifies AND registers the death, so the family do not need to get a Green Certificate from the Local Authority Registrar’s office.

This form will be used for any still-birth where the coroner was involved.

PART A	CORONERS ORDER FOR BURIAL	PART C NOTIFICATION OF BURIAL
Name of Deceased : -	Form 3 prescribed under Regulation 21(2) of the Coroners (Investigations) Regulations 2013 I hereby authorise the burial of the body of	1. Order Issued by the Coroner for Warwickshire
Order Issued on	Aged	2. The burial must be notified on this form to the Registrar of Births and Deaths at
	late of	Nuneaton Register Office
	who died at	Riversley Park , Coton Road, Nuneaton, Warwickshire, CV11 5HA
	on	This is to notify that the body of
To -	Dated this	Deceased who died on
	Signature	at
	Area Coroner for Warwickshire	Was buried on
	Any intention to remove the body out of England and Wales must be notified to the Coroner in advance of removal. A form for giving notice may be obtained from the Coroner or the Registrar. This certificate will authorise the burial in a burial ground of the remains of a still-born child. This certificate is of no use for cremation.	at
	The Coroner is requested to fill in spaces 1 and 2 of Part C of this form (see notes on Signature	

Non-Viable Foetus Form – any foetus born not breathing before 24 weeks gestation will not be registered as a birth and therefore no death can be registered, so a burial can take place without a Green or White Certificate. A hospital form completed and signed by a midwife or a doctor will state the gestation of the pregnancy in weeks and days, at the time of the miscarriage/termination and give consent for the foetus to be released to the family.

As there is no legal requirement for Non-Viable Foetuses to be cremated or buried, there is not a standard government issued form. Each hospital/NHS Trust will have their own version. As long as it has been signed and states that the gestation of the pregnancy was under 24 weeks, it is acceptable.

George Eliot Hospital 
NHS Trust

George Eliot Hospital NHS Trust
College Street
Nuneaton
Warwickshire
CV10 7DJ

02476 351351
enquiries@geh.nhs.uk
www.geh.nhs.uk

Name and Address of the Mother of the Foetus, as well as NHS number/Doctor's Name.

THIS FORM IS TO BE USED WHEN PARENTS WISH TO TAKE THEIR BABY FOR BURIAL THEMSELVES (ONE COMPLETED COPY MUST BE PLACED IN THE NOTES AND ONE COPY SENT TO THE BEREAVEMENT SERVICE)

We the parents of Baby .. [redacted] have taken custody of
our baby who was born at [redacted] . weeks gestation at the George Eliot Hospital on
[redacted] . Our intention is to take the baby to .. [redacted]
[redacted]in order to prepare for the burial.

Signature (parents) [redacted] (printed) [redacted]
[redacted] (printed) [redacted]

Witnessed by [redacted]

Date [redacted]

Stillbirth White Form – this will be issued when a baby born after 24 weeks gestation does not draw breath and shows no signs of life. This will be issued by the Local Authority Registrar's office and will normally be on white paper.

CERTIFICATE FOR BURIAL OR CREMATION (STILL-BIRTH)

AFTER REGISTRATION

CERTIFICATE THAT REGISTRAR has REGISTERED STILL-BIRTH

(Births and Deaths Registration Act 1953, S. 11 (2))

(Form prescribed by the Registration of Births and Deaths Regulations 1987)

(see note overleaf)

I, the undersigned registrar, do hereby certify that I have this day registered the birth of

the still-born child of

which took place on

at

Entry No.

Signature of registrar

Date

Registration District

Warwickshire

Sub-district

Warwickshire

CERTIFICATE FOR BURIAL (STILL-BIRTH)

BEFORE REGISTRATION

CERTIFICATE THAT REGISTRAR has RECEIVED NOTICE of STILL-BIRTH

This certificate is not available for purposes of cremation.

To be delivered to the person effecting the BURIAL of the body: *(see note overleaf)*

I, the undersigned registrar, do hereby certify that I have been duly notified of the birth of

the STILL-BORN child of

which took place on at

Signature of registrar

Date

Registration District

Sub-district

One of the above certificates is necessary if it is intended to bury the body of the still-born child in a burial ground. A person who has control over, or who ordinarily buries bodies in a burial ground may not bury the body of a still-born child until a registrar's certificate upon this form is delivered to him.

A certificate given AFTER REGISTRATION is necessary if it is intended to cremate the body in a crematorium. A certificate given BEFORE REGISTRATION will not be accepted for that purpose. It is an offence against the Cremation Act 1902, to burn the body of a still-born child except in a crematorium, notice of the opening of which has been given to the Secretary of State.

B0006 4/02

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-committee

Date: 5th December 2022

From: Director – Planning & Regulation

Subject: Street naming in honour of Simon Valentine

1. Purpose of Report

1.1 To confirm the arrangements for naming a street after Simon Valentine

2. Recommendation

IT BE RECOMMENDED TO CABINET THAT:

2.1 Church Walk Bedworth be renamed Valentine Walk in honour of Simon Valentine; and

2.2 Delegated authority be given to the Director – Planning & Regulation to implement the proposal.

3. Background

3.1 On 22 February 2022 the Sub-committee resolved:

“that the Director – Planning and Regulation shall contact the families of Frank Parsons and Sargeant Valentine to enquire as to their thoughts on the possibility of naming or renaming roads or street signs in their honour, and if they have any thoughts on possible locations.” (Minute reference CHSC13)

3.2 With this in mind, a letter was sent to Mrs Valentine (Simon’s mother) asking for her thoughts on the proposal and her opinions on roads or streets that may be suitable. Mrs Valentine reached out and advised that she has discussed this with her family and indicated that she would appreciate the street or road to be in the town centre.

3.3 During the discussion the possibility of Church Walk (where Armistice Parades commence) or Rye Piece Ringway were suggested. Mrs Valentine indicated that she would be happy with either Rye Piece Ringway or Church Walk – as long as this is central. She also mentioned that the family would like this to be central and close to the Armistice Parade start or route as this was something very close to her son’s heart.

3.4 In terms of the implications of renaming a street or road, Church Walk may be considered a better option as there are less properties (residential and

business) affected by such a change. The precise numbers are still being confirmed, but it is believed to be about 15 on Rye Piece Ringway.

- 3.5 In the case of Frank Parsons, officers were unable to identify any relatives to contact to ask their thoughts on the proposal to rename a street or road in his honour. In any event, officers confirmed that a road has already been named in his honour on a recent development site off Burbage Lane and Wheelwright Lane. This site was named after local veterans namely: Owen Road; Parsons Way; Carvell Close; and Broadbent Close.

3.3 Financial Implications

There are cost implications in implementing a change of street name, but these are minimal unless an objection is made to the Magistrates' Court.

PHILIP RICHARDSON

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-committee

Date: 5th December 2022

From: Director – Planning & Regulation

Subject: Nuneaton and Bedworth Award of Merit

1. Purpose of Report

- 1.1 To recommend the arrangements for the Nuneaton and Bedworth Award of Merit

2. Recommendation

IT BE RECOMMENDED TO CABINET THAT:

- 2.1 The arrangements for the Nuneaton and Bedworth Award of Merit set out in Appendix A be approved; and
- 2.2 Delegated authority be given to the Director – Customer & Corporate Services to implement the approved arrangements.

3. Background

- 3.1 On 15th December 2021 the Sub-committee resolved:

“Civic Honours Scheme

It was proposed that the nomination process should remain quite broad and not restricted to specific categories of nomination. Additionally, it was agreed that a nomination form be created on the Nuneaton and Bedworth Borough Council website. Moreover, it was proposed that the new Civic Honours be presented at the end of the Mayor’s year, with ad hoc presentations as necessary. Councillor Wilson moved that the Civic Honour to be introduced be called the Nuneaton and Bedworth Award of Merit. (Minute reference CHSC07)

- 3.2 The Council’s Head of Communications has looked into the options for the Award of Merit and has recommended the approach as set out in Appendix A attached.
- 3.3 Financial Implications

PHILIP RICHARDSON
IAN ANDREW

Appendix A

a. Proposed Civic Honours process

1 The Borough Council has awarded a number of honours over the years for councillors and citizens in recognition of their service to the community.

2 The sub-committee has agreed a new honour be created alongside these, the Civic Award of Merit.

3 Details of how this Award will operate, and how all civic honours will be promoted, are outlined below for the sub-committee's consideration in a refreshed Civic Honours Process.

b. Refreshed Civic Honours Process

4 Members of the public will be able to nominate individuals for an award by completing a simple form in the Borough Council website.

5 Nominations will open each November, and will close at the end of February.

6 The process will be promoted at Council meetings as appropriate, in Borough Council communication channels, in a dedicated Civic Honours page in the Borough Council website, and in local media.

7 The sub-committee will consider all submissions and will agree for which award, if any, that nominee should be considered.

8 In addition, the sub-committee will also meet during the year to put forward individuals it deems appropriate for consideration for any award.

9 Recommendations from the sub-committee will be reported to Cabinet, where a final decision will be made.

10 A report to full council will enable honours to be presented to deserving individuals towards the end of the Mayoral Year, each April.

c. Principles

11 All suggestions concerning honours will be considered by the Civic Honours sub-committee, and their recommendations will be recorded and reported as appropriate. The final decision on any recommendations will be taken by Cabinet and ratified at full council.

12 Any member of the public may put forward an individual for a civic honour, together with an explanation of why they should be considered.

d. Schedule of awards

- Naming of streets or public places
Streets have been named in the Borough for particularly meritorious service to the country. Local recent examples have included servants of the Armed Forces and Jubilee Way in honour of HM Queen Elizabeth.
- Civic Award of Merit
The Civic Award of Merit is intended for any citizen for conduct or service deemed worthy of recognition by local people.
- Alderman
The honorary position of Alderman is reserved for former councillors in recognition of long or distinguished service to the Borough.
- Freedom of the Borough
- The Freedom of the Borough has been extended to people and bodies whose service to the Borough is singularly notable.
- Freedom of Entry to the Borough
Freedom of Entry is granted to military bodies as ceremonial recognition of the role in defending the realm.
- King's Birthday and New Year Honours lists
The national Honours system ensures that the nation recognises long and distinguished public service, and is open to nominations from individuals as well as bodies such as the Borough Council.

e. Information sought in proposed online form

- Name of nominee
- Reason for nomination
- Name of person proposing the nominee
- Contact details of person proposing the nominee