
TOM SHARDLOW
CHIEF EXECUTIVE
Town Hall, Nuneaton,
Warwickshire, CV11 5AA

Our Ref: KB

Telephone Democratic Services: (024) 7637 6204
Type talk Registered
DX Nuneaton 16458
e-mail: committee@nuneatonandbedworth.gov.uk

Date: 25th September 2024

If calling please ask for: Democratic Services

Dear Sir/Madam,

A meeting of the **Environment and Leisure Overview and Scrutiny Panel** will be held in the Council Chamber, Town Hall, Nuneaton on **Thursday, 3rd October 2024 at 6.00 p.m.**

Yours faithfully,

Tom Shardlow

Chief Executive

To: All Members of the Environment and Leisure Overview and Scrutiny Panel

Councillors T. Venson (Chair), M. Walsh (Vice-Chair), E. Amaechi, A. Bull, J. Collett, J. Gutteridge, S. Markham, W. Markham and C. Smith.

AGENDA

PART 1 – PUBLIC BUSINESS

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. 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.

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.

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

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

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

3. MINUTES - To confirm the minutes of the meeting of the Environment and Leisure OSP held on 13th June 2024 (**Page 6**).

4. DECLARATIONS OF INTEREST/PARTY WHIP - To receive declarations of Disclosable Pecuniary and Other interests in accordance with the Members' Code of Conduct and of the Party Whip in accordance with the Overview and Scrutiny Procedure Rules 4E, Paragraph 16(b).

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

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

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

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

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the

commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

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

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

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

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

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items if notice has been received.

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

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

6. QUESTIONS TO CABINET – In accordance with Overview & Scrutiny Procedure Rule 4.E.8 c) 20 minutes shall be set aside for questions to a member of the Cabinet from the Panel in relation to matters in respect of which the Panel has powers or duties.

7. FEEDBACK FROM CABINET ON RECOMMENDATION FROM OSP

The panel at its meeting on 13th June 2024 requested that a report be provided to Cabinet on the flooding at Attleborough and Bucks Hill Cemeteries. A report on Cemeteries was submitted to Cabinet on 11th September 2024 (copy attached **Page 15**) and below is the minute:

CB35 Recommendations From Overview and Scrutiny Panels

- a) **Environment and Leisure OSP – 13th June 2024**
Cemetery Update – Bucks Hill/Attleborough

*At its meeting on 13th June 2024, it was **RESOLVED** that a report be sent to Cabinet on this issue, so that what is of great concern to local residents, it is transparent and clear what is being done on this matter.*

Subsequently a report was brought to this Cabinet meeting to provide an update in relation to the Borough Cemeteries that have experienced flooding.

*It was **RESOLVED** that the update on the Borough Cemeteries of Bucks Hill and Attleborough be noted.*

Speakers

Mr P. Smith

Mr K. Kondakor

Councillor Michele Kondakor

Councillor Jonathan Collett

Options

That the recommendations be noted

Reasons

As requested by the Environment and Leisure OSP on 13th June 2024.

8. **INTEGRATED PERFORMANCE REPORT – QUARTER ONE 2024/25** – a report of the Risk Management and Performance Officer, attached **(Page 20)**.
9. **MONITORING THE GROUND MAINTENANCE CONTRACT** – a report of the Parks and Green Space Manager, attached **(Page 55)**.
10. **FORWARD PLAN** – attached for information **(Page 66)**.
11. **WORK PROGRAMME 2024/25** – for approval, attached **(Page 76)**.
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).

THIS PAGE IS FOR INFORMATION ONLY

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

NUNEATON AND BEDWORTH BOROUGH COUNCIL

**ENVIRONMENT AND LEISURE OVERVIEW
AND SCRUTINY PANEL**

13th June 2024

A meeting of the Environment and Leisure Overview and Scrutiny Panel was held on Thursday, 13th June 2024 in the Council Chamber, Town Hall Nuneaton, the meeting was recorded for publication on the Council's website.

Present

Councillor T. Venson (Chair)

Councillors: Councillors M. Walsh (Vice-Chair), E. Amaechi, D. Brown (substitute for S. Markham), J. Collett, S. Dhillon (substitute for W. Markham) J. Gutteridge, B. Hughes (substitute for A. Bull) and C. Smith.

Apologies: Councillor A. Bull, S. Markham and W. Markham

PART I – PUBLIC BUSINESS

EL1 **Minutes**

RESOLVED that the minutes of the Housing, Environment and Health OSP meeting held on 18th April 2024 be approved and signed by the Chair.

EL2 **Declarations of Interest**

RESOLVED that the declarations of interest are as set out in the Schedule attached to these minutes with the inclusion of substitute Councillors D. Brown, S. Dhillon and B. Hughes. In addition, Councillor J. Gutteridge and M. Walsh declared the following;

Councillor J. Gutteridge declared that he was no longer a representative of the following

- Warwickshire Health and Wellbeing Board
- Age UK (Warwickshire Branch)
- Committee of Management of Hartshill and Nuneaton Recreation Ground
- West Midlands Combined Authority Wellbeing Board

Councillor M. Walsh declared an Other Interest by way of being a Trustee of the Nuneaton District Scouts Association

EL3 **Questions to Cabinet**

The portfolio holder for Leisure, Communities and Health (Councillor T. Jenkins) was in attendance to answer questions from the Panel.

Councillor M. Walsh asked the Portfolio Holder for Leisure, Communities and Health:

When we the Conservative Group took control of this Council three years ago, we inherited a second rate grounds maintenance contract the previous Labour administration signed off in 2019. Over the last three years up until May, grounds maintenance has continued to improve greatly with Councillor Gutteridge as Portfolio Holder. Since Labour regained power of this Council in May, all Councillor Gutteridge's hard work has gone to pot. The Borough looks a disgrace,

we are receiving constant complaints from residents. Can you please advise this committee and the taxpaying residents when this will be rectified

The Portfolio Holder for Leisure, Communities and Health replied:

Thank you, Councillor Walsh. Obviously just coming into a new role and getting my head around everything but it will be taken in hand, I do not have a time limit I am afraid but we are addressing it.

Councillor J. Gutteridge asked the Portfolio for Leisure, Communities and Health:

My question is a follow up question to Councillor Walsh's question to the Portfolio Holder. Have you met face to face with the Green Space and Park Manager and the Ground Care Contractors to discuss the contract. I would like just a simple answer yes or no.

The Portfolio Holder for Leisure, Communities and Health replied:

I have met with Kevin and Dave Truslove but I haven't met with Glendale yet.

Councillor J. Gutteridge followed up with:

I would like to go further, the ground care contract is a very big contract 3.1M sq.M of grass be cut per cut, 16 cuts per year. I am very disappointed that you have not met with the contractors and you say 'oh it will do when I get round to it'. The borough looks a mess. I would also like to know, we are coming upto a difficult point in the contract, where we will be trying to plant bedding plants and cut grass. At the moment in June we are supposed to get two cuts of grass, to date in my ward we have had one cut, five weeks after the last cut which is incorrect. So what are you proposing to do?

The Portfolio Holder for Leisure, Communities and Health replied:

Well I think it has been an extremely difficult season with the start of the year, it has been unprecedentedly wet and constant rain. They are playing catch up all the time. Hopefully we can catch up and get back on track, there has been no cutting March because it was completely wet, obviously this makes the grass grow quicker, we all know this from our own garden, so it has been a difficult season. I don't think anyone can argue with that and that sets back the programme.

Councillor J. Gutteridge followed up with:

We did cut the grass in March; we altered the contract so it cut early in March. I understand it has been a very wet spring but there are still various places across the Borough that we can cut grass if we can't cut it in certain areas, we can cut it in others. The soil structure in the Borough is different, it's not all sandy, its hard clay soil and so it drains better, also Glendale they can work any five from seven, they can work more hours in the summer and less in the winter so I think with some urgency that the Portfolio Holder has a chat with the Ground Care Contractors.

The Portfolio Holder for Leisure, Communities and Health replied:

Thank you I take that on board, I mean clay soils don't drain well that's the whole point of clay soils, but I take your comments on board.

Councillor J. Collett asked the Portfolio Holder for Leisure, Communities and Health:

I would like to ask the Portfolio Holder responsible for cemeteries, what action is being taken to deal with flooding at both Attleborough and Bucks Hill cemeteries.

It is causing enormous distress to relatives of the deceased, they are not able to get next to graves, it is obviously very distressing in itself, it is widespread areas. I understand that action was attempted at Bucks Hill but that appears to have gone awry so can I ask what urgent action is being taken in what is a very distressing issue.

The Portfolio Holder for Leisure, Communities and Health replied: That is ongoing, Attleborough, we think we have identified the source of the problem so there was drain there that has had a camera which has alleviated problems somewhat, we think there is further blockage down the line and again this is due to the unprecedented amount of rain we have had at the start of the season. However, we think some of the water is coming off national rail property and needs addressing but we think we have identified a way and it has drained away but it does need further investigation down this drain on site.

Councillor J. Collett moved that a report be sent to Cabinet on this issue, so that what is of great concern to local residents, it is transparent and clear what is being done on this matter.

Councillor D. Brown seconded the motion.

A vote was taken.

RESOLVED that a report be sent to Cabinet on this issue, so that what is of great concern to local residents, it is transparent and clear what is being done on this matter.

EL4 **Intergrated Performance Report – Fourth Quarter 2023/24**

A report of the Risk Management and Performance Officer. The Panel were presented with a report which seeks to provide appropriate performance measures, budget information and risk data for service areas within the scope of the Panel. The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements), whilst still providing the Panel with sufficient information to monitor results to address issues arising.

Public Speaker: Mr P. Smith

RESOLVED that the contents of the report be noted.

EL5 **Museum Performance 2022 - 2023**

The Museum and Arts Manager presented the above report to panel for comments on performance.

The following point were raised or discussed:

- Footfall – there are counters on the front door and tea room and usually they half the total amount but figures are probably higher due to counter being at a certain height. An Economic impact assessment was completed last year and visitor feedback gave an indication that there are a significant number of mature male visitors to the museum, as well as families, considered a safe meeting place for isolated/lonely people. In school holidays they have significant number of family visits and visitors from abroad. It was requested

that a further breakdown of number of adults and children and when they visit be produced in the next report.

- Explored the idea of getting an email distribution for visitors to provide updates as to what is on at the museum and have calendar events at popular times of the year. At the moment there is not a suitable email format.
- The programme of events is reducing from 23 – 11 exhibitions due to not having a designated exhibition officer and currently have low staffing levels.

RESOLVED that the presentation be noted.

EL6 **Waste and Recycling Update**

A report and presentation of the Assistant Director – Environment and Enforcement gave the panel members an update on the status of the waste and recycling collections.

The Panel asked a few questions and discussed a variety of issues including:

- Contaminations – how to educate residents moving forward as what is recyclable locally. NBBC recycling contamination is comparable to other authorities and working closely with Coventry City Council (who collect the waste) to ensure levels of contamination is at a minimum.
- Litter Picks – held every six weeks in the Town Centre, 430 litter bins across the Borough. Bins in parks are monitored and emptied by Parks department.
- Caddy bags due to cost of living is very expensive, looking at simple and easier ways to help residents with food waste in preparation for the mandatory food waste collections in 2026. Waste from caddy's will go to a biodigester and used to produce electricity
- A visit to the Sherbourne Recycling Centre be arranged for Panel members.

RESOLVED that

- a) a site visit to the Sherbourne Recycling Centre be arranged for Panel members; and
- b) the report be noted

EL7 **Forward Plan**

The Forward Plan showing the key decisions that will be made in the four months commencing 1st July 2024, was provided to the Panel for information.

RESOLVED: that the Forward Plan be noted.

EL8 **Work Programme**

The Panel were presented with the Work Programme for the municipal year 2023-2024.

RESOLVED that the Work Programme be noted

EL9 **Any Other Items**

None

Chair

Environment and Leisure OSP –
Schedule of Declarations of Interests – 2024/2025

	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
	E. Amaechi	<ul style="list-style-type: none"> - Employed NHS Wales Shared Services Partnership (NWSSP) - Ricky Global Consultants Ltd - Purple Dove Events Ltd 	<ul style="list-style-type: none"> - Foundation Governor - Our Lady and St. Joseph Academy, Nuneaton. - Member of: <ul style="list-style-type: none"> - British Computer Society. - Igbo Community Coventry. - Mbaise Community, Coventry. 	
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.	
	A. Bull	Employed by FedEx	The Labour Party (sponsorship) -CWU Trade Union Member	
	J. Collett	Employed by: <ul style="list-style-type: none"> - Marcus Jones MP - Consigliere Strategy Ltd 	<ul style="list-style-type: none"> - Nuneaton Conservative Association (sponsorship) - Member of: <ul style="list-style-type: none"> - Nuneaton Rugby Club - Nuneaton Town Football Club - Nuneaton Cricket Club 	
	S. Dhillon	Employed by UHCW NHS Trust	Member (Rep) at Unison – UHCW Trust	
	J. Gutteridge		Representative on the following Outside Bodies: <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 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Member of NABCEL	
	B. Hughes	Full Time Carer		
	S. Markham	County Councillor – WCC (Portfolio Holder for Children’s Services)	Governor at Ash Green School Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Sports Forum • Warwickshire Direct Partnership • Warwickshire Waste Partnership • Sherbourne Asset Co Shareholder Committee • Hammersley, Smith and Orton Charities • Trustee of Abbey Theatre 	
	W. Markham		Governor at Ash Green School for SEND Member of Unite Union	
	C. Smith	Software Engineer – Prophet PLC	- U16 Coach – Nuneaton RFC - Safeguarding – Manor Park RFC	
	T. Venson	Employed by Freightliner Heavy Haul	A5IEF Trade Union The Labour Party	
	M. Walsh	(Retired)Employed by MacInnes Tooling Ltd. – UK Sales Manager		

Environment and Leisure OSP – Schedule of Declarations of Interests – 2024/2025

	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
	E. Amaechi	<ul style="list-style-type: none"> - Employed NHS Wales Shared Services Partnership (NWSSP) - Ricky Global Consultants Ltd - Purple Dove Events Ltd - Director – Techealth Ltd 	The Labour Party (sponsorship) - Foundation Governor - Our Lady and St. Joseph Academy, Nuneaton. - Member of: - British Computer Society. - Igbo Community Coventry. - Mbaise Community, Coventry. Representative on the following Outside Bodies: - Committee of Management of Hartshill and Nuneaton Recreation Ground - EQuIP: Equality and Inclusion Partnership - West Midlands Combined Audit, Risk and Assurance Committee - Pride in Camp Hill (PinCH)	
	A. Bull	Employed by FedEx	The Labour Party (sponsorship) - CWU Trade Union Member Representative of the following Outside Bodies: - Age UK (Warwickshire Branch)	
	J. Collett	Employed by: - Director, Research and Insights for Fullbrook Strategies Ltd.	- Nuneaton Conservative Association (sponsorship) Member of: - Nuneaton Rugby Club - Nuneaton Town Football Club	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
		- Managing Director - Consigliere Strategy Ltd	- Nuneaton Cricket Club	
	J. Gutteridge			
	S. Markham	County Councillor – WCC (Portfolio Holder for Children’s Services)	Governor at Ash Green School Member of the following Outside Bodies: <ul style="list-style-type: none"> • Hammersley, Smith and Orton Charities • Trustee of Abbey Theatre • Bedworth Board 	
	W. Markham		Governor at Ash Green School for SEND Member of Unite Union	
	C. Smith	Software Engineer – Prophet PLC	- Member of Labour Party and Unite - Safeguarding – Manor Park RFC Representative on the following Outside Bodies: - Astley Charity	
	T. Venson	Employed by Freightliner Heavy Haul	ASIEF Trade Union The Labour Party Representative on the following Outside Bodies: - Building Control Partnership Steering Group - Warwickshire Joint Overview and Scrutiny Committee	
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager	Trustee of the Nuneaton Scouts Association. Representative on the following Outside Bodies: - Hammersley Smith and Orton Charity	

Report Summary Sheet

Date: 11th September 2024

Subject: Cemetery Update - Bucks Hill / Attleborough

Portfolio: Leisure, Communities and Health (Councillor T. Jenkins)

From: Parks and Green Space Manager

Summary:

To provide Cabinet with an update in relation to the Borough Cemeteries that have experienced flooding.

Recommendation:

1. That the update on Borough Cemeteries of Bucks Hill and Attleborough be noted.

Options:

- a) That the recommendations be noted

Reasons:

Following a request from the Environment and Leisure Overview and Scrutiny Panel on 13th June 2024, to provide cabinet with a report about the condition of the certain cemeteries, the ongoing water / flooding issues and actions being taken.

Consultation undertaken with Members/Officers/Stakeholders

Portfolio Holder – Leisure Communities and Health
Leader of the Council
Strategic Director – Public Services

Subject to call-in: Yes

Ward relevance: Attleborough and Camp Hill

Forward plan: Yes

Building A Better Borough

Aim 3 - Visit

Priority 4: Improve the physical environment

Relevant statutes or policy:

None identified

Equalities Implications:

In some locations the flooding has reduced access to graves.

Human resources implications:

No direct human resource implication

Financial implications:

Works that are the responsibility of NBBC are being funded via the allocated cemeteries budget. Officers are working with WCC, who are managing and financing works in relation to their land.

Health Inequalities Implications:

It is understood that the location that the flooding has occurred, may have an impact on the health and wellbeing of individuals with relatives within the cemeteries.

Section 17 Crime & Disorder Implications:

There are no Section 17 implications

Risk management implications:

The current situation has been added onto the Councils risk register for monitoring.

Environmental implications:

No environmental implications identified at this time, however Officers will continue to monitor any groundwater risk due to the site being that of Cemeteries and burials.

Legal implications:

There are no current legal implications identified

Contact details:

David Truslove – Parks and Green Space Manager

E-mail: David.Truslove@nuneatonandbedworth.gov.uk

AGENDA ITEM NO:7

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: 11th September 2024

From: Parks and Green Space Manager

Subject: Cemetery Update - Bucks Hill / Attleborough

Portfolio: Leisure, Communities and Health (Councillor T. Jenkins)

Building A Better Borough

Aim 3: Visit

Priority 4: Improve the physical environment

1. Purpose of Report

1.1 To provide Cabinet with an update in relation to the Cemeteries of Bucks Hill and Attleborough that have experienced flooding.

2. Recommendation

2.1 That the update on Borough Cemeteries of Bucks Hill and Attleborough be noted.

3. Background

3.1 Reports of this instant of flooding were first reported to the Council in December 2023. Whilst this affected several areas of land in NBBC ownership the most distressing areas were our cemeteries'.

3.2 The main cemeteries affected are; Attleborough Cemetery, Nuneaton and Bucks Hill Cemetery, Nuneaton. The last winter and going into spring 2024 has seen significant rainfall as detailed in the table below.

***Met Office Rainfall Weather Data (England) % of 1991- 2020 Average.**

Nov '23	120%
Dec '23	158%
Jan '24	102%
Feb '24	196%
Mar '24	162%
Apr '24	152%
May '24	147%
Jun '24	52%

3.3 This has caused significant waterlogging/flooding, affecting burials & family members visiting the graves of loved ones at all our cemeteries, except Coventry Road in Bedworth.

4. Current Status

4.1 Council officers have been working with colleagues at Warwickshire County Council (WCC) to identify the underlying issues and address them as soon as ground conditions permit.

4.2 **Bucks Hill Cemetery**

4.2.1 The Council's Grounds Maintenance Contractor has already cut the vegetation around the bottom of the cemetery now it is dry enough for machinery to stand on it. Separately they have also cut the vegetation along Skey Drive to permit drainage engineers to access the area for surveys & jetting works.

4.2.2 Council colleagues in Waste Management have swept through the cemetery to remove the arisings from the floodwater now it has gone.

4.2.3 One of the Council's groundwork's contractors commenced brook clearance (within Nuneaton Common & the Drybreads) at the end of August 2024).

These works included:

- Subject to a check for water voles and nesting birds/other wildlife clearing one side alongside the brook, for access purposes, and clear around the outlet near Buck's Hill so we can view it properly.
- Remove trees growing in the water course and all other blockage material. Non-natural material/rubbish will be removed and disposed of.
- Natural material/debris will be left on site, but out of sight (as much as possible) and far enough away from the water course to prevent re-entry.

N.B – They did not perform any dredging operations, just blockage removal.

- Additionally clearing all debris/blockages in the watercourse/ditch that runs parallel to Bucks Hill Cemetery.

4.2.4 One of the Council's other contractors are also returning to jet through the gullies, chambers etc. within the cemetery, as they are 'private' Council utilities not WCC.

4.2.5 WCC appointed contractors have now surveyed the drainage system along Skey Drive & are considering further works to improve drainage capacity, alongside those being undertaken by the Council.

4.3 Attleborough Cemetery

4.3.1 The flooding at this site was compounded by the volume of water entering the Cemetery from the adjacent railway line during significant weather events over the winter period. Whilst the drainage system is working, flooding occurred whereby ground water was observed to be rising within the cemetery due to the sheer volume of water entering the site.

4.3.2 This was raised as a case with Network Rail and remains open at this time. Following an intervention by the local MP a site meeting was held on 1st March 2024 with Network Rail representatives. They agreed to consult with the flood authority (WCC) before coming back to Council Officers. Currently, we have not received any further communication despite repeated requests for further updates.

4.3.3 Separately from these enquires, further investigations by Council officers identified a previously unrecorded chamber within the cemetery, which when accessed was understandably flooded given the standing water within the cemetery itself. This has been emptied and surveyed. However, the line currently terminates behind the old cemetery lodge and we are awaiting permission to access the rear of these properties (now in private ownership) to determine if it can be repaired.

4.3.4 Support from the new Nuneaton MP and Leader of NBBC has also been provided in writing again to Network Rail for a further site visit to be arranged ASAP.

5. Financial Implications

5.1 Works that are the responsibility of the Council are currently being funded via the allocated cemeteries budget.

5.2 Officers are working with WCC who are managing and financing works on WCC land.

ENDS

David Truslove
Parks and Green Space Manager

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: **Environment and Leisure Scrutiny Panel, 3rd October 2024**

From: **Risk Management and Performance Officer**

Subject: **INTEGRATED PERFORMANCE REPORT - FIRST QUARTER 2024/25**

1. Purpose of Report

- 1.1 This integrated report seeks to provide appropriate performance information and risk data for service areas within the scope of this Panel.
- 1.2 The report has been adapted to reduce the volume of data (as previously reported under the former scrutiny panel arrangements) whilst still providing the Panel with sufficient information to monitor results to address issues arising.

2. Financial Data

- 2.1 The Overview and Scrutiny Panel (OSP) should note from Q1 of the 2024/2025 financial year, the Integrated Performance Report will not have any financial data that would otherwise be included in reports sent to Cabinet. This will help mitigate any possible confusion amongst officers and elected members, with regards to duplicated financial information. It will also reduce officer time spent producing multiple reports with the same/similar financial data. Previously, financial reports have been reported to both Cabinet and OSP's, and in the case of OSP's, only the financial data relevant to that OSP was presented. This resulted in financial data being compiled and manually separated between OSP's by officers.
- 2.2 The remit of the OSP panel includes scrutinising and reviewing decisions made by the executive and can "call in" a report (if stated within the report itself). Members of each OSP panel are reminded they receive links to Cabinet agendas, reports and meeting minutes which should be being reviewed. Members of the OSP may also discuss and agree whether an item should be added to the OSP work programme for scrutiny purposes, allowing a specific report or update to be provided by the Executive, Cabinet Member and/or Officer(s). Details of the "call-in" process is included in the OSP Procedure Rules contained within the Constitution.
- 2.3 Each OSP should review the Forward Plan and where a decision has been made, members of the OSP should consider calling in an item if they have concerns which need discussing at a future OSP meeting. As per the September 2024 forward plan, the following financial reports are due to be considered by Cabinet before the end of the calendar year:
- General Fund Budget Monitoring Q1 (September Cabinet)
 - HRA Budget Monitoring Q1 (September Cabinet)
 - Capital Monitoring Q1 (September Cabinet)
 - General Fund Budget Monitoring Q2 (November Cabinet)
 - HRA Budget Monitoring Q2 (November Cabinet)
 - Capital Monitoring Q2 (November Cabinet)

3. Report Format

The report consists of three parts:

3.1 **Appendix A** shows the results available as at the end of the latest quarter:

- The first page provides a summary of performance and Strategic Risk Register data within the remit of the panel, a summary of Freedom of Information and complaints and a summary of Member Enquiry Forms.
- Subsequent pages provide more detailed information on performance in areas within the remit of the panel. Charts are shown for each measure and “smiley / sad / neutral faces”, as appropriate, to indicate the performance trend. Comments are provided to ensure that Elected Members are made aware of issues relating to performance.

3.2 The Strategic Risk Register summary then follows (**Appendix B**). This shows the latest quarter status summary of the full register followed by the summary and current details of those risks **within the remit** of the panel.

3.3 Next is the latest Strategic Performance Report Executive Summary (**Appendix C**).

The Strategic Performance report has been developed to provide an overview of the Council’s position using the following categories:

- Collection Measures (Council Tax, Business Rates and Rent)
- People and Service Delivery
- Processes
- Improvement

The report is reviewed monthly by Management Team.

It provides concise information on positive performance, areas of improvement and where performance is on or around target - comparing to best practice, and/or target and/or previous year, as appropriate.

4. Regulation of Investigatory Powers Act (RIPA) 2000 (covert surveillance)

4.1 An inspection report by the Office of Surveillance Commissioners highlighted the following recommendation:

“The importance of keeping the elected Councillors aware of any activity [or non-activity] under RIPA was appreciated and it was accepted that a minimal observation would be incorporated at regular intervals into officer’s reports”

Consequently, Elected Members should be aware that, as at the end of this quarter, there have been no surveillance operations.

4.2 Members should note that an Individual Cabinet Member Decision was made on 6th August 2024, approving an update to the Council's Regulation and Investigatory Powers Act Guidance and Procedure, due to changes in officers, as well as a new policy related to the monitoring and surveillance in the Workplace.

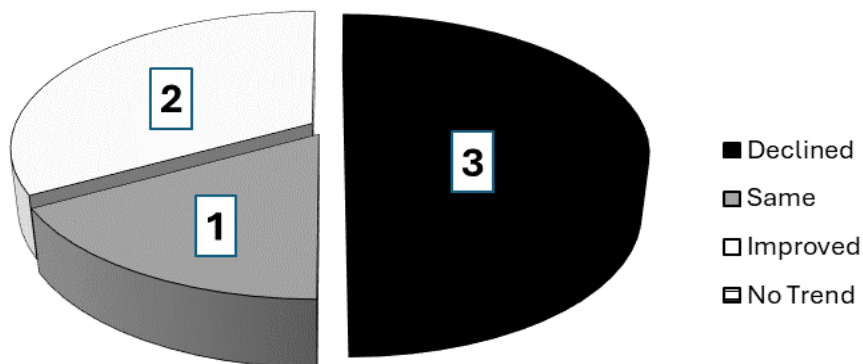
The latter, provides guidance for managers and employees in relation to various processes and tools in use that may capture data and information in the workplace. In an ever increasing digital world, the policy provides information about these processes and tools and how the information may be used to monitor the workplace, in the main to ensure efficient services and safety and welfare of employees.

5. **Recommendation**

The panel is asked to scrutinise the performance information contained in this report and make any recommendations to the relevant Cabinet portfolio holder.

STEVE GORE

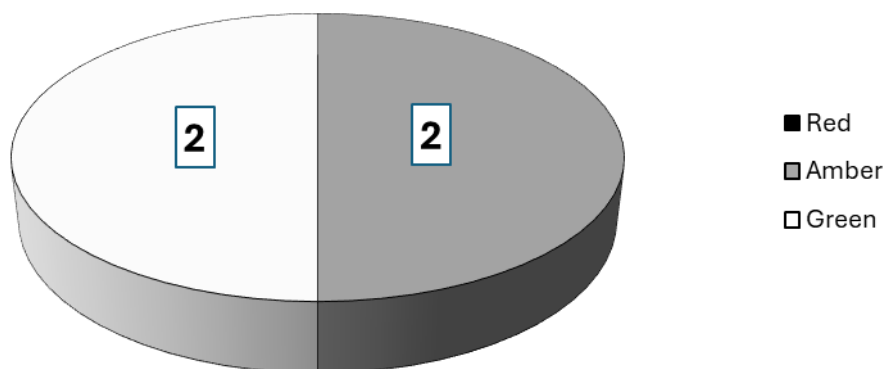
Performance Measures Summary



Freedom of Information (FOI) / Environmental Information Regulations (EIR) Requests and Complaints Summaries – End of First Quarter

	Number Received 2024/25 (2023/24)	Completed 2024/25 (2023/24)	Late 2024/25 (2023/24)	Outstanding 2024/25 (2023/24)
FOI / EIR Requests - 20-day target	193 (200)	159 (198)	34 (34)	0 (2)
Complaints -10-day target	521 (418)	473 (414)	48 (50)	0 (4)

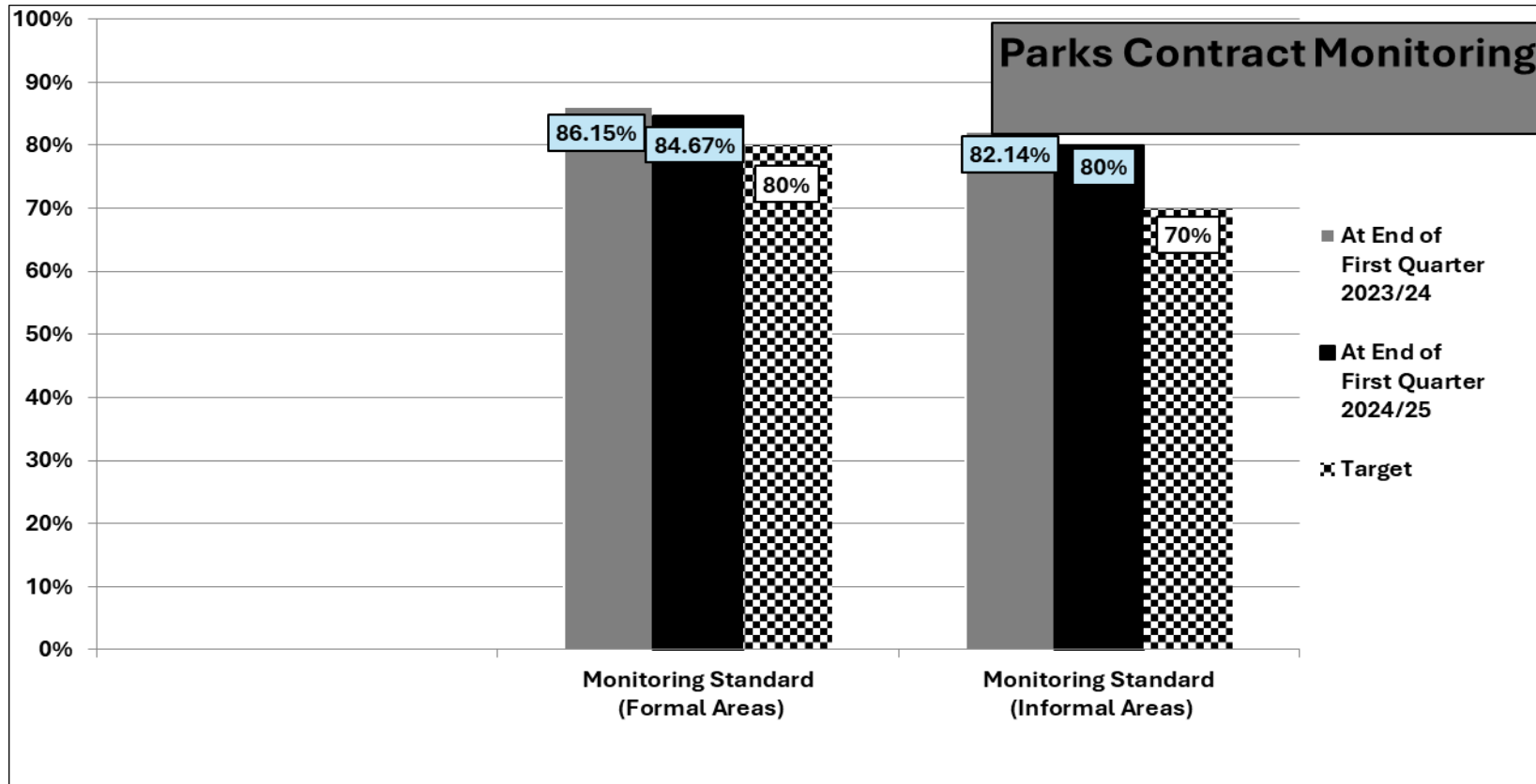
Strategic Risk Register Summary



Member Enquiry Forms Summary End of First Quarter

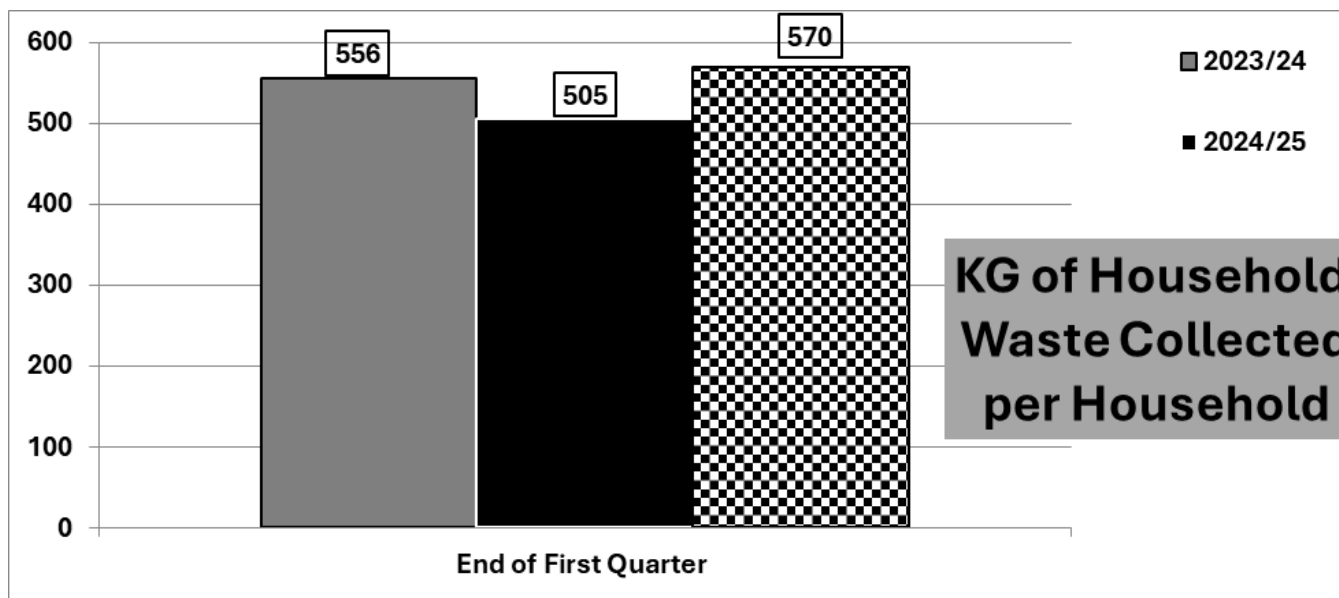
Number Received	
2023/24	2024/25
140	179
Subject trends identified in current quarter: Grounds maintenance continues to be the highest number of enquiries (68). There are no other common themes or issues within the enquiries for the current quarter.	

Measure of performance: **Parks**



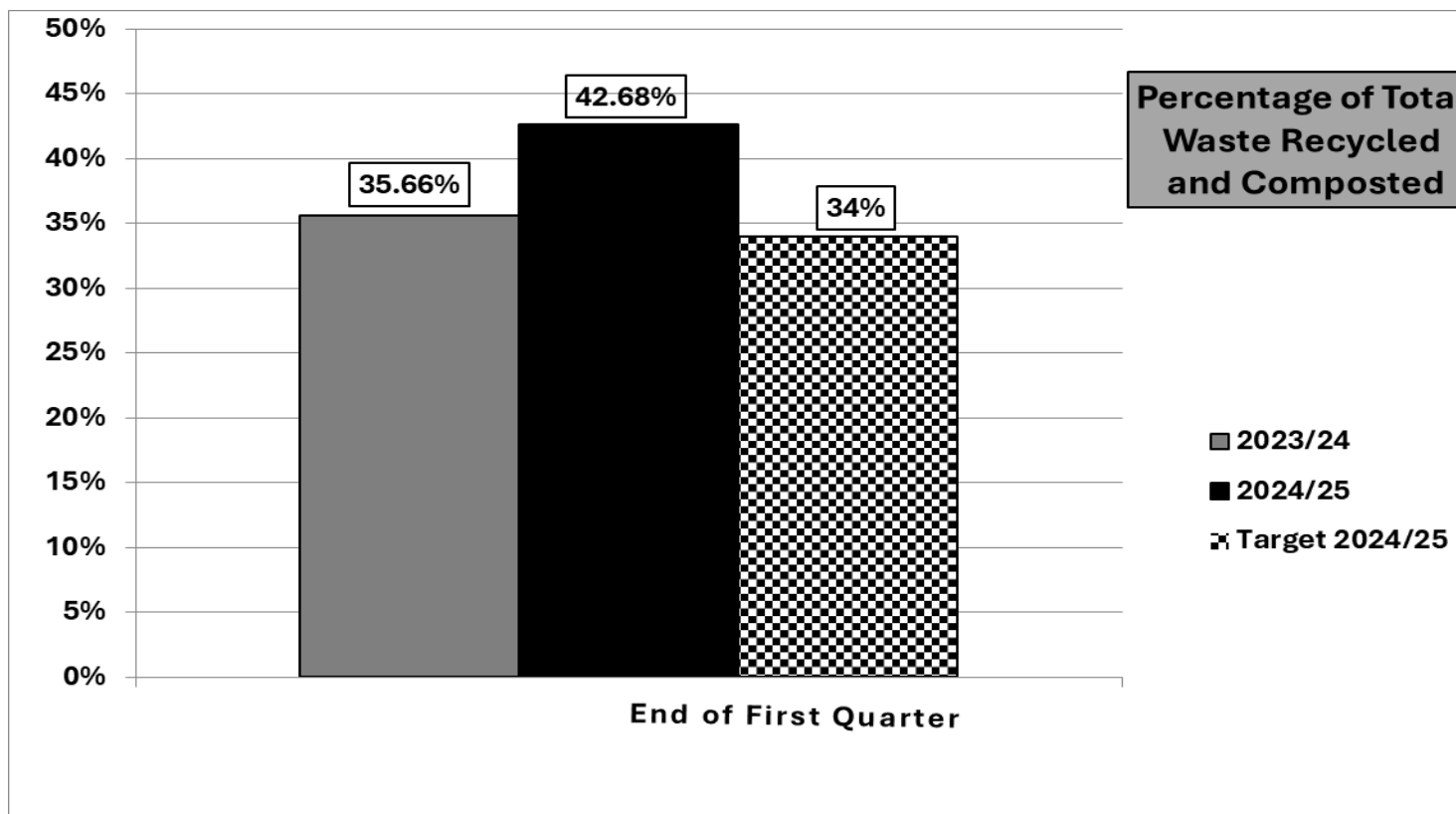
Measure details	End of First Quarter Performance 2023/24	End of First Quarter Performance 2024/25	Comments	Trend indicator
Formal areas	86.15%	84.67%	Target is 80%. Both years above target. The trend indicator reflects within tolerance (2.50%) of last year's performance.	☹️
Informal areas	82.14%	80%	Target is 70%. Both years above target.	☹️

Measure of performance: ***Kg of Household Waste Collected per Household***



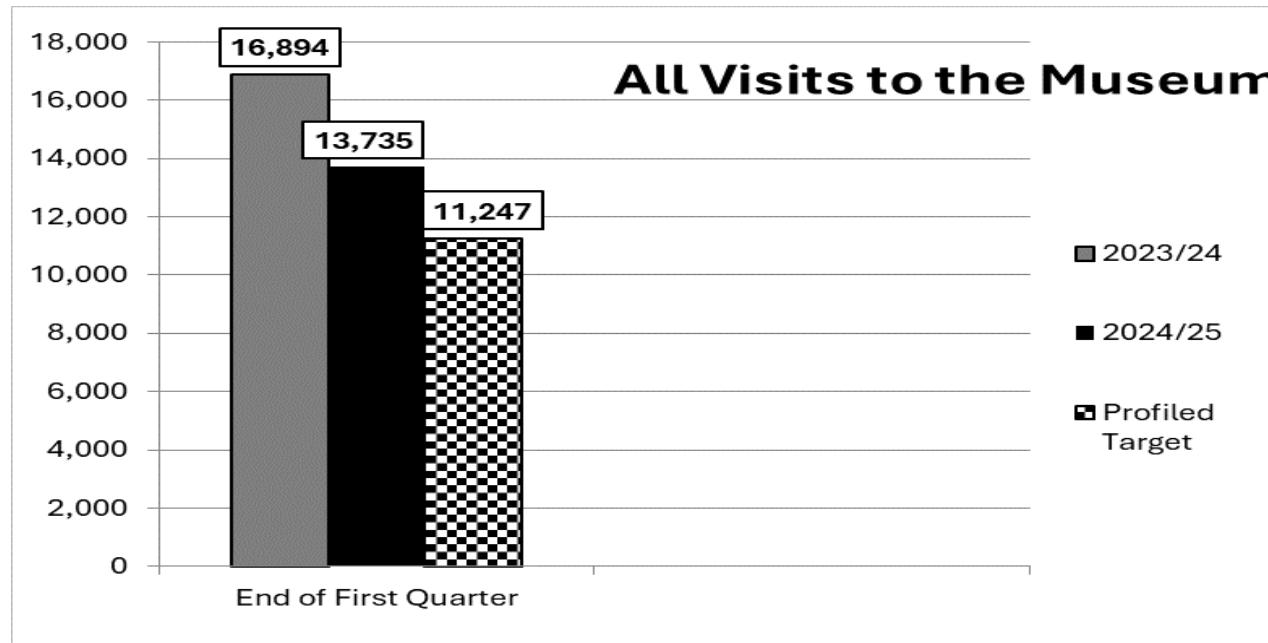
Measure details	End of First Quarter Performance	Comments	Trend
2023/24	556Kg	Low is good performance. The target range for 2024/25 is 530 - 570Kg. Normally reported one month in arrears of other performance data, but the end of the first quarter data is available in time for this report.	😊
2024/25	505Kg		

Measure of performance: **Percentage of Total Waste Recycled and Composted**



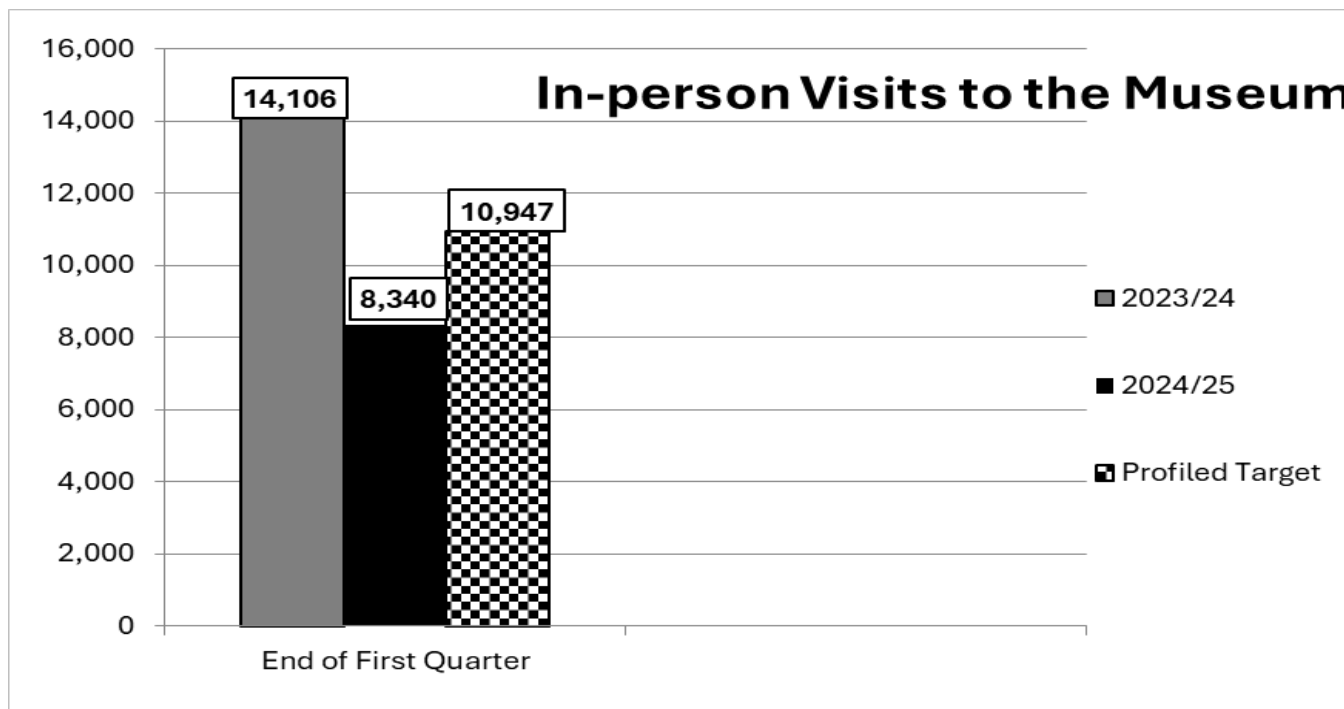
Measure details	End of First Quarter Performance	Comments	Trend
2023/24	35.66%	The target for the end of the first quarter is 34 – 41%. Normally reported one month in arrears of other performance data, but the end of the first quarter data is available in time for this report. * = It should be noted that the 2024/25 data excludes the applied contamination rate which is subject to a verification process.	😊
2024/25	42.68%*		

Measure of performance: **All visits to the Museum**



Measure details	End of First Quarter Performance 2024/25 (2023/24)	Comments	Trend
All visits to the Museum	13,735 (16,894)	<p>This data includes non-trivial phone enquiries, audiences for talks and sessions outside the museum, users of loans boxes, outreach groups, those who read our WordPress blogs about the collections, Instagram posts which are about the collection or informative (not just marketing) and users of museum pages on the website.</p> <p>The profiled target for the end of the first quarter 2024/25 is 11,247. The target for the end of year is 34,063.</p> <p>The disparity is caused by the reduction in opening hours at the museum. Last year, the museum was open Tuesday to Sunday, this year the museum is only open Wednesday to Saturday. Vacant Museum Assistant posts have led to further unscheduled closures; two afternoons and two full days. It has also meant that officers have needed to do front line cover to avoid other closures reducing social media activity.</p>	☹️

Measure of performance: *In-person visits to the Museum*



Measure details	End of First Quarter Performance 2024/25 (2023/24)	Comments	Trend
In-person visits to the Museum	8,340 (14,106)	<p>The profiled target for the end of the first quarter 2024/25 is 10,947. The target for the end of year is 32,615.</p> <p>The disparity is caused by the reduction in opening hours at the museum. Last year, the museum was open Tuesday to Sunday, this year the museum is only open Wednesday to Saturday. Vacant Museum Assistant posts have led to further unscheduled closures; two afternoons and two full days. It has also meant that officers have needed to do front line cover to avoid other closures. In addition, the exhibition programme has been reduced, due to lack of an Exhibition Officer alongside a reduction in marketing further impacting on footfall.</p>	☹️

Summary:

The performance indicator trend data shows that 2 of the 6 key indicators have improved, 3 have declined and 1 has stayed the same.

NBBC Strategic Risk Register Summary

First Quarter 2024/25

Full Register Summary

The total number of 'live' risks is 23.

At the end of June 2024, the breakdown according to net risk is:

- "Net red" 2 (9%)
- "Net amber" 7 (30%)
- "Net green" 14 (61%)

Therefore, 21 (91%) risks are deemed "satisfactorily managed".

Hence, the 'traffic light' reporting position is "Green".

Note: R22 (failure to deliver sub-regional recycling facility) net risk has been amended from green to amber this quarter.

The "net red" risks are:

- R1 - Potential failure to provide adequate accommodation to meet the needs of the borough with consequent impact on the lives of residents
- R4 - Failure to maintain the economic vibrancy of the borough / town centres

Environment and Leisure OSP Risks Summary

There are four strategic risks within the remit of the panel. Two are "net amber" and two are "net green". Details of these risks are shown below.



NBBC Strategic Risk Register

Current Version: 31st July 2024

Environment and Leisure OSP Risks

Risk Level Indicator Matrix and Descriptors

Key

	Green (acceptable)
	Amber (tolerable)
	Red (unacceptable)

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

Likelihood

- 4: **Very High** – occurrence is most likely or has already happened and will do so again if control measures are not introduced
- 3: **High** – occurrence is anticipated within the next 12 months
- 2: **Significant** – occurrence is probable in the next 3 years
- 1: **Low** – foreseeable, but not probable in the next 3 years

	Level of Impact	Service Delivery	Financial / Legal	Reputation / Community
4	Major	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship to people for a period of 3 to 4 weeks or more or 1 week for anyone that is vulnerable, or failure to meet a nationally mandated deadline • Loss of major stakeholder/partner. • Adverse outcome of a serious regulatory enquiry 	<ul style="list-style-type: none"> • Financial loss over £400,000 • Serious risk of legal challenge 	<ul style="list-style-type: none"> • Sustained adverse TV/radio coverage • Borough wide loss of public confidence • Major damage to local environment, health and economy • Multiple loss of life
3	Serious	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship for a period of 2 to 3 weeks or 3 to 7 calendar days for vulnerable people • Formal regulatory inquiry • Loss of a key partner or other partners 	<ul style="list-style-type: none"> • Financial loss between £200K and £399K • High risk of successful legal challenge 	<ul style="list-style-type: none"> • Significant adverse coverage in national press or equivalent low national TV coverage • Serious damage to local environment, health and economy • Extensive or multiple injuries &/or a fatality
2	Moderate	<ul style="list-style-type: none"> • A service delivery failure causes significant hardship for 1 to 2 weeks or 1 -2 calendar days for vulnerable people • Loss of a significant non-key partner • Legal concerns raised • Loss of employees has moderate effect on service provision 	<ul style="list-style-type: none"> • Financial loss between £50K and £199K • Informal regulatory enquiry 	<ul style="list-style-type: none"> • Significant adverse coverage in local press or regional TV • Large number of customer complaints • Moderate damage to local environment, health and economy • Moderate injuries to an individual
1	Low	<ul style="list-style-type: none"> • Disruption to services for up to 1 week • Minor legal implications • Loss of employees not significantly affecting service provision 	<ul style="list-style-type: none"> • Financial loss up to £49K 	<ul style="list-style-type: none"> • Minor adverse media coverage • Minor environmental, health and economy damage • Minor increase in number of customer complaints • One or more minor injuries to an individual

NET AMBER RISKS

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
R22	Operation of sub-regional recycling facility in partnership with other authorities and realisation of income	Low / Very High (GREEN)	1. "Arm's length" company (Sherbourne Resources Ltd.) in place with Strategic Director (PS) on the board.	1: Strategic Director (PS)	Significant / Major (AMBER)	1.Memoranda and articles (Company House).	Strategic Director (PS) / PH – E&PS / E&L OSP
			2. Business Plan in place and under review.	2: Strategic Director (PS) / Strategic Director (CR)		2.Business Case in place / Council reports.	
			3.Elected Member Shareholder panel established to oversee project plan.	3: Cabinet member for Public Services		3.Panel reports and minutes.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			4. Finance and Operational bi-monthly meetings with partners and project team.	4: Strategic Directors (PS) and (CR) / Assistant Director (Environment and Enforcement)		4. Regular meetings and reports to specific working groups with Sherbourne Resources Ltd.	
			5. Sherbourne Resources Ltd. Running the facility.	5: Strategic Director (PS)		5. Regular reports to Sherbourne Resources Ltd. Board.	
			6. Bi-monthly meeting of Sherbourne Resources Ltd. Board.	6; Strategic Director (PS)		6. Minutes of meetings and regularly updated project risk register.	
			7. Annual audit of accounts independently arranged by partners.	7: Strategic Directors (PS) and (CR)		7. Audit report.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			8. Monitoring of supply and market issues.	8: Strategic Directors (PS) and (CR)		8. Accounts records / Finance meeting minutes. Updates to OSP.	
			9. On-going site visits by officers to monitor operation.	9: Assistant Director (Environment and Enforcement)		9. OSP reports.	
			10. Finance / loan repayment in place and approved by Cabinet.	10: Strategic Directors (PS) and (CR)		10: Cabinet meeting minutes.	
			11. Assessment of recycling material from NBBC residents monitoring by Sherbourne Resources Ltd. (ongoing)	11. Assistant Director (Environment and Enforcement) and Head of Waste and Transport		11. Monthly reports from Sherbourne Resources Ltd).	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			<u>Planned:</u>				
			1.Sherbourne Resources Ltd. to commence loan repayments to NBBC (September 2024).	1: Strategic Directors (PS) and (CR)		1.Loan repayment budget monitoring.	
			2. Annual reviews of the recycling facility to OSP.	2: Assistant Director (Environment and Enforcement)		2. OSP /Cabinet report / minutes.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
R25	<p>Noncompliance with regulations relating to :</p> <ul style="list-style-type: none"> Freedom of Information Environmental Information General Data Protection <p>resulting in penalties applied by the Information Commissioner's Office</p>	Very high / major (RED)	<u>Freedom of Information / Environmental Information</u>		Significant / major (AMBER)		Management Team / PH – Cabinet / H&CR, H&COM, E&L & BRP OSPs
			1.Monthly FOI reports to designated service areas.	1: Customer Experience Officer		1.Reports.	
			2.Dash Customer Service Workflow application used to manage outstanding cases.	2: Strategic Director (CR)		2.Dash application.	
			3.Email alerts on receipt of new requests.	3: Strategic Director (CR)		3.Emails.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			4.Nominated officers in some service areas to monitor outstanding requests.	4: Chief Executive / Strategic Directors		4.Nominated Officers.	
			5.Workflow process regularly reviewed and updated if necessary	5: Information Management Group (IMG)		5.Request reports.	
			6. Regular targeted training on meeting FOI request deadlines.	6: Information Management Group (IMG)		6.Training records.	
			7. Nominated employees to monitor and manage FOI / EIR requests.	7: Strategic Director (CR)		7. Officer in place.	
			8. Qualified DPO co-ordinating information in line with the Freedom of Information Act 2000	8: Strategic Director (CR)		8. Officer in place.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			<u>Planned:</u>				
			1.Refresher training for Senior Managers (September 2024).	1: Assistant Director (Central Operations)		1.Senior Management Team minutes / training records.	
			<u>General Data Protection Regulations (GDPR)</u>				
			1. Corporate Information Governance Group (CIGG) / Information Management Group.	1: Assistant Director (Democracy and Governance)		1.Meeting minutes.	
			2. Use of an accredited contractor to dispose of electrical equipment (including IT equipment). The contractor guarantees data destruction & provides certification accordingly.	2: Strategic Director (CR)		2. Contractor agreement and meetings minutes	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			3. Compliance with Public Services Network Code of Connection (PSN Co-Co).	3: Strategic Director (CR)		3. Annual PSN Compliance Certification / "Cyber Essentials Scheme" certification.	
			4. Senior Information Risk Owner (SIRO) and Deputy appointed.	4: Strategic Director (CR)		4. SIRO's Job Description	
			5. Information Governance Framework/ ICT Code of Conduct for Employees/Member Protocol for the Use of IT Resources.	5: Assistant Director (Central Operations)		5. Individual Cabinet Member Decision	
			6. Appointment of Data Protection Officer (DPO) in line with Data Protection regulations.	6: Assistant Director (Central Operations)		6. DPO in place.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			7. Data audit and publication of privacy notices.	7: Assistant Director (Democracy and Governance) .		7. Audit records (records of processing activity)/notices on council website.	
			8. External Audit undertaken (Information Security Advice Limited).	8: Assistant Director (Democracy and Governance)		8. Report in place.	
			9. Data Protection training available on Delta.	9: DPO and Training Officer		9. Delta training records	
			10. Refresh of Corporate Governance Group (CGG) / Information Management Group (October 2023) – including monitoring of data breach reports.	10: Assistant Director (Democracy and Governance) / DPO		10.Meetings minutes	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			Planned:				
			1. Data Protection policy to be updated (September 2024).	1: DPO		1. Policy approved.	
			2. Data Protection information to be made available to employees via the new Intranet when available (September 2024).	2: DPO		2. Intranet.	
			3. Information Asset Register to be established (timescale to be agreed with Information Management Group).	3: DPO / Information asset owners		3. Register in place.	
			4. Data protection and Freedom of Information Act training for Senior Managers (on-going).	4: DPO		4. Senior Management meeting records.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			5. Data Protection training to be reviewed to ensure that it is up to date and appropriate (on-going).	5: DPO and Training Officer		5. Delta training records.	

NET GREEN RISKS

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
R27	Arson or accidental fire in NBBC corporate buildings	Significant / Major (AMBER)	1. Fire Management Group (FMG).	1: Strategic Director (PS)	Low / Major (GREEN)	1. FMG meeting minutes. HASCOG reports.	Management Team / PH – B&R, R&CS & LC&H, / BRP, E&L & H&CR OSP
			2. Regularly serviced fire detection & alarm systems / fire extinguishers and appropriate Fire Risk Assessments (FRA) regularly reviewed.	2: Strategic Director (P&E) / Assistant Director (Economy)		2. Service records, Fire extinguisher service records & records of FRA outcomes. External report (review of arrangements).	
			3. Quarterly Health & Safety inspections give attention to fire risks.	3: Respective Strategic / Assistant Directors.		3. Quarterly Health & Safety inspection records.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			4. Annual Capital Fire Safety Work Programme.	4: Strategic Director (P&E) / Assistant Director (Economy)		4. Cabinet reports and Capital Projects Meeting Minutes.	
			5. Existing insurance policy documents.	5: Assistant Director (Democracy and Governance)		5. Policy documents in place.	
			6. Internal audit of fire risk arrangements (completed February 2022).	6: Audit and Governance Manager (CMAF)		6. Internal Audit report.	
			7. Certified fire doors.	7: Strategic Director (P&E) / Assistant Director (Economy)		7. Doors / Certification in place.	
			8. Corporate review of Health and Safety arrangements (2023/24).	8: Strategic Director (P&S)		8. MT Report / minutes.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			9. Town Hall fire prevention arrangements (including upgrade of door entry system).	9: Strategic Director (P&E) / Assistant Director (Economy) / Head of Safety and Environment Health		9.Monitored action plan in place / Updates to Fire Services	
			10.External consultancy support to identify and manage fire safety issues.	10: Strategic / Assistant Directors		10. Consultant reports and monitored action plan.	
			11. External risk audit report by insurers (Gallagher Bassett) February 2023	11: Strategic Director (PS)		11.Action plan and MT minutes.	
			12. On-going review of corporate assets.	12: Management Team		12.Review findings / update register.	
			13. Implement periodic Internal Audit report recommendations.	13: Head of Safety and Environmental Health		13.Audit action plan.	

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			14. Act on appropriate recommendations arising from public enquiries / legislation changes (on-going).	14: Strategic Director (P&E) / Assistant Director (Economy) / Head of Safety and Environment Health		14.Reports / action plans.	
			<u>Planned:</u>				
			1. Review and refresh Business Continuity Plans (September 2024).	1:Strategic / Assistant Directors			
			2. Leasehold commercial properties – review and establish landlord checks for structure / electrical / gas / fire safety and security of empty purchased properties pending redevelopment (March 2025).	2: Assistant Director (Economy)			

Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
R30	Ombudsman Complaints (Local Government Ombudsman / Housing Ombudsman) – failure to meet customer expectation after completion of our complaints process	High / Low (GREEN)	1. Formal complaints policy and process.	1: Customer Experience Officer	High / Low (GREEN)	1. Policy and procedure in place.	Strategic Director (CR) / PH Cabinet / H&CR, H&COM, E&L & BRP OSPs
			2. Designated Customer Experience Officer.	2: Customer Experience Officer		2. Designated Customer Experience Office. in place	
			3. Review / Final check of service area escalated responses.	3: Customer Experience Officer		3. Review records retained.	
			4. Ombudsman monitoring by Management Team (Strategic Performance Report).	4: Management Team		4. Strategic Performance Report.	

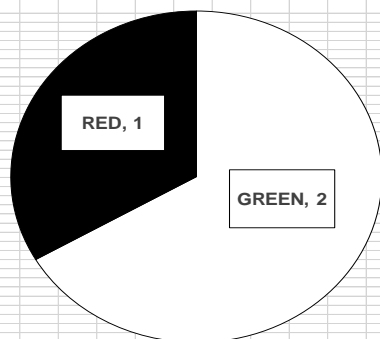
Risk Ref	Risk Description	Gross Risk	Mitigation Control Existing / Ongoing	Mitigation Owner	Net Risk / Status	Sources of Assurance	Risk Owner / Portfolio (PH) / OSP
			5. Annual Ombudsman report to Scrutiny panel.	5: Customer Experience Officer		5. FPS meeting minutes.	
			<u>Planned:</u>				
			1. Refresh of complaints policy following regulatory change (August 2024)	1: Assistant Director (Central Operations)		1. Updated policy in place.	

Strategic Performance Report – Executive Summary July 2024

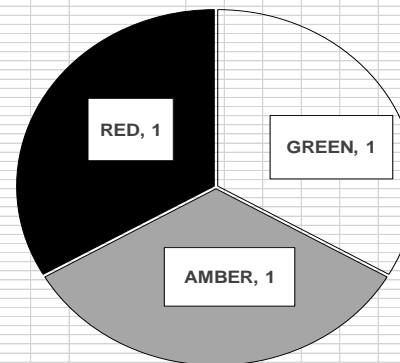
(Data as at the end of June 2024)

Charts Summary

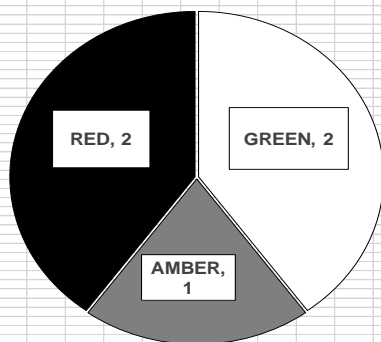
1. FINANCE



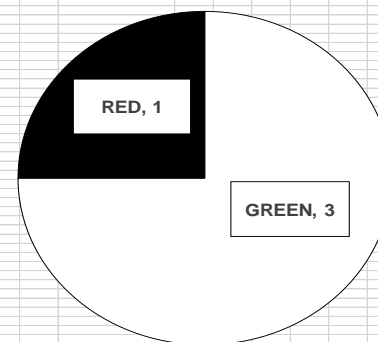
2. PEOPLE AND SERVICE DELIVERY (P&SD)



3. PROCESSES



4. IMPROVEMENT



RED AND AMBER MEASURES BY CATEGORY *

CATEGORY	RED	AMBER
FINANCE	1	0
P & S D	1	1
PROCESSES	2	1
IMPROVEMENT	1	0

* = see Executive Summary narrative (areas for improvement).

Strategic Performance Report – Executive Summary July 2024

(Data as at the end of June 2024)

Reporting of Financial Data

It is intended to improve the effectiveness / consistency of financial data reporting for 2024/25. Currently, there are four measures in this report - two for the General Fund and two for the Housing Revenue Account. These have been excluded from the charts summary as it is proposed that these are removed from the report in favour of the quarterly finance summary provided by the Assistant Director (Finance).

Management Team approval is sought to adopt the proposed change to performance reporting arrangements.

Positive aspects

- Rent collection is 82.67% against the 80% target at the end of June (76.79% last month) – no comparable data for 2023/24
- **Percentage of waste recycled and composted** is 42.68% against the profiled target of 33% at the end of June (35.66% in June 2023) – normally reported one month in arrears of other data, but the June data is available in time for this report. It should be noted that the contamination rate has been excluded from the data as referenced in last month's report.
- **Strategic Risk Register monitoring** is 91% against the 80% target at the end of June 2024 (91% last quarter)

Areas for Improvement (Chart reference shown in brackets)

- **Business rates collection** is 28.44% against the profiled target of 32% at the end of June 2024 (this compares to 32.38% at the end of June 2023)
- **Processing of new benefits claims** is 33.58 days against the 22 days good performance benchmark (compared to 22.59 days in June 2023). Backlog being addressed. Short-term overtime approved to address staff reduction in the team
- **Planning permissions for affordable homes** is 24% against the 25% target at the end of the first quarter
- **Working days lost to short term sickness absence** is 1.09 days per full time equivalent (FTE) against the profiled target of 0.87 days/FTE at the end of June (0.93 days/FTE at the end of June 2023)

NOTE: Working days lost to long term sickness absence is now exactly on the profiled target of 1.31 days/FTE at the end of June

Strategic Performance Report – Executive Summary July 2024

(Data as at the end of June 2024)

Areas for Improvement

- **Short term return to work interview compliance** rolling average is 75% within 3 days (62.50% last month). The average time to complete all interviews is 1.67 days (2.10 days last month)

Breakdown of Short Term Return to Work Interview Compliance

DIRECTORATE	COMPLIANCE WITHIN 3 DAYS (ROLLING MONTHS)	DAYS TO COMPLETE ALL INTERVIEWS (ROLLING MONTHS)
Chief Executive	100%	0
Corporate Resources	36.67%	0.53
Place and Economy	77.78%	1.83
Housing and Communities	60.45%	1.45
Public Services	48.15%	2.11

- **Agency staff spend** £259,695 as at the end of June compared to £252,088 at the end of June 2023:

General Fund	£	159,779
HRA	£	99,916
Total	£	259,695

This is netted against an estimated (£484K) salary underspend, creating a NET underspend of (£224k) across the general fund and HRA budgets.*This year a 5% pay award provision has been included in the budget. As such, any actual salary/agency spend figures have been increased by 5% to give a more realistic view of the underspend.

	Underspend	Net Underspend
General Fund	- 294,807	- 135,028
HRA	- 188,830	- 88,914
Total	- 483,637	- 223,942

Strategic Performance Report – Executive Summary July 2024

(Data as at the end of June 2024)

Areas for Improvement (Chart reference shown in brackets)

The top three cost areas are:

DEVELOPMENT CONTROL APPLICATIONS	£65,547 *
REPAIRS & MAINTENANCE - VOIDS	£27,883
DOMESTIC REFUSE	£22,586
TOTAL	£116,016 (70% of total agency spend)

* = agency staff working for Development Control finished at the end of May, so this figure should stop increasing from June's report.

- **Building a Better Borough (BaBB) monitoring** is 68% against the 80% target at the end June 2024 (69% last quarter)

ADDITIONAL NOTE

There are 15 performance indicators (when excluding the four finance measures) within the Strategic Performance Report, reported by exception with performance being on or around target / good performance benchmark unless otherwise stated in this summary.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Environment and Leisure Overview and Scrutiny Panel
– 3rd October 2024

From: Parks & Greenspace Manager

Subject: Monitoring of the Grounds Maintenance Contract

Portfolio: Leisure, Communities & Health – Cllr Tim Jenkins

1. OBJECTIVES OF SCRUTINY

1.1 To provide the Panel with information on the performance of the Ground's Maintenance Contract.

2. WHAT IS THE PANEL BEING ASKED TO CONSIDER

2.1 The Members of the Panel are asked to consider the information in this report relating to the management / monitoring of the ground's maintenance contract & the update presentation, provided by our Grounds Maintenance Contractor - Glendale Grounds Management Ltd.

3. WHO CAN THE PANEL INFLUENCE?

3.1 The Panel can examine the information presented and question performance by the contractor and/or the Parks & Greenspace Team.

3.2 Questions relating to individual cases should in the first instance be made in line with our corporate process for the submission of all Parks & Greenspace and Cemeteries related enquires, on the DASH/Firmstep system. Members will receive an automated email containing their reference number and once investigated, you will be contacted by the relevant officer to advise of what shall be done.

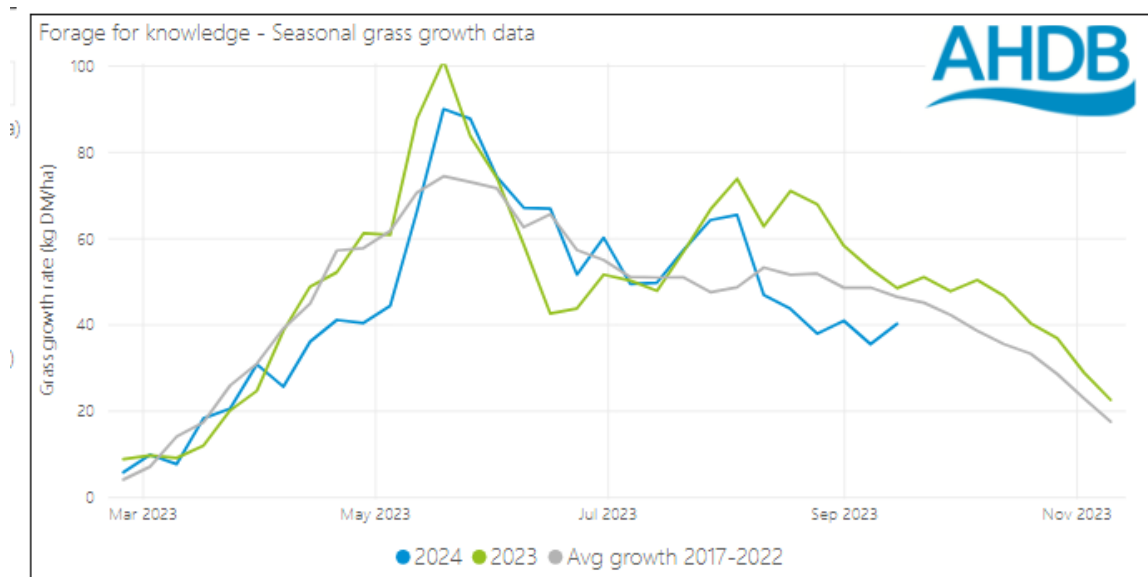
4. OVERVIEW

4.1 This year's particularly warm/wet weather pattern throughout the winter of 2023 into the summer of 2024 (*Refer to table below) has significantly impacted grass and vegetation growth. However, the contract has broadly remained on track in terms of delivering against the schedule of works created each month, with some isolated interruptions to service delivery.

***Met Office Rainfall Weather Data (England)**

Nov '23	120%	of 1991 - 2020 Average.
Dec '23	158%	of 1991 - 2020 Average.
Jan '24	102%	of 1991 - 2020 Average.
Feb '24	196%	of 1991 - 2020 Average.
Mar '24	162%	of 1991 - 2020 Average.
Apr '24	152%	of 1991 - 2020 Average.
May '24	147%	of 1991 - 2020 Average.
Jun '24	52%	of 1991 - 2020 Average.
Jul '24	119%	of 1991 - 2020 Average.
Aug '24	62%	of 1991 - 2020 Average.

The graph below, whilst relating to agricultural forage growth, illustrates the continuing effects of our changing climate on growth rates, with a slightly later spike in growth during May, followed by a longer period of sustained growth until July and a further spike during August.



Data taken from <https://ahdb.org.uk/knowledge-library/forage-for-knowledge> - last updated 18th Sept 2024

- 4.3 Officers have continued to work closely with the Grounds Maintenance Contractor to address issues relating to standards of service delivery, to ensure that areas are maintained to specification. This has focused particularly on areas relating to 'back-up' mowing operations such as strimming fences, wall-lines & obstacles, shrub bed, informal tree/shrub areas & hedge maintenance, (It is intended to continue with the programme of 'regenerative pruning' later this year.)
- 4.4 The ongoing change of emphasis from individual sites/cases to a more strategic approach, looking at operational frequencies and key areas of concern has been improved by the addition of further monitoring personnel as previously reported. This ensures our Parks & Greenspace assets are

managed holistically and the contractor's management systems & processes are monitored, to measure service delivery.

5. SUMMARY OF PARKS & GREENSPACE ENQUIRIES – October 2023 TO August 2024

- 5.1 The CRM/Firm-Step interface is now firmly embedded and further developed to include a member reporting facility, where existing reporting systems are not appropriate. This has allowed our customer services team to refer relevant grounds maintenance inquiries straight to our contractor, who are then able to action/respond to the customer directly, (Refer to tables below.) This is linked to the 'Glendale Local' micro-site, ([Glendale Local - Nuneaton & Bedworth - Glendale Live](#)) which allows members of the public to view up-coming maintenance tasks in their area.
- 5.2 It should be noted that although some enquiries are eventually identified as being the responsibility of other service areas or entities, they must all first be triaged by the Parks & Greenspace Team to identify the relevant party. This can be particularly time consuming when the potential land/asset owner is unclear & searches must be made or we are required to undertake enabling or rectification works on behalf of other service areas.
- 5.3 This data can also now be analysed to identify emerging trends and facilitate the development of action plans as required. Working with the Portfolio Holder and the NBBC (Nuneaton and Bedworth Borough Council) Communications team, the Parks and Greenspace team are being proactive in updating the public concerning future scheduled works, via both the website & short video/social media footage.

5.4 Issue by Month

Asset	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Grand Total
access issues / requests	0	0	0	0	3	6	6	2	1	10	2	2	32
bins / litter / fly tipping	19	27	10	13	14	20	28	30	31	41	33	23	289
damage to park features	10	14	10	7	22	20	24	19	8	24	20	44	222
flooding / watercourse issues	0	0	0	0	4	11	10	6	4	7	3	2	47
grass	31	25	13	1	6	8	17	57	144	183	66	45	596
hedge / shrub / vegetation	100	58	38	8	33	28	30	35	86	159	178	131	884
non parks enquiry	0	0	0	0	1	4	1	4	1	1	0	3	15
other	64	75	64	30	14	22	45	27	29	38	41	31	480
play areas / equipment	9	9	1	3	2	6	11	2	7	13	8	6	77
trees	66	52	22	40	57	37	43	40	65	76	86	89	673
weeds	27	17	5	2	4	6	4	5	41	67	57	58	293
Grand Total	326	277	163	104	160	168	219	227	417	619	494	434	3608

5.5 Area by Month (Also refer to 5.2)

Service Area	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Grand Total
Assets and Street Services	0	0	0	0	0	1	1	0	0	1	0	2	5
Glendale	89	94	62	12	23	25	29	56	174	238	173	135	1110
Housing	21	8	5	4	5	4	7	12	29	47	28	35	205
Parks	165	138	75	67	111	125	157	131	171	268	223	208	1839
Waste Management	1	6	4	2	1	0	8	8	0	4	0	2	36
WCC	50	31	17	19	20	13	17	20	43	61	70	52	413
Grand Total	326	277	163	104	160	168	219	227	417	619	494	434	3608

5.6 Issue by Area (Also refer to 5.2)

Service Area	access issues / requests	bins / litter / fly tipping	damage to park features	flooding / watercourse issues	grass	hedge / shrub / vegetation	non parks enquiry	other	play areas / equipment	trees	weeds	Grand Total
Assets and Street Services	0	0	2	0	0	0	0	3	0	0	0	5
Glendale	0	145	11	2	384	396	0	55	0	4	113	1110
Housing	1	3	6	0	14	83	4	21	0	47	26	205
Parks	29	118	191	44	187	320	11	348	77	461	53	1839
Waste Management	0	23	2	0	0	0	0	11	0	0	0	36
WCC	2	0	10	1	11	85	0	42	0	161	101	413
Grand Total	32	289	222	47	596	884	15	480	77	673	293	3608

5.7 Ward by Month (N.B. Data is arranged by the new Ward Boundaries, which came into effect in May2024)

Ward	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Grand Total
Arbury	22	18	8	2	13	13	16	17	16	31	17	23	196
Member	1	2	0	0	0	1	0	0	0	6	6	3	19
Resident	21	16	8	2	13	12	16	17	16	25	11	20	177
Attleborough	22	15	15	5	10	7	7	12	31	31	27	26	208
Member	0	0	0	0	0	1	0	0	1	4	1	6	13
Resident	22	15	15	5	10	6	7	12	30	27	26	20	195
Bede	35	16	7	5	10	10	18	19	37	64	55	48	324
Member	2	2	0	1	0	1	1	1	5	9	14	2	38
Resident	33	14	7	4	10	9	17	18	32	55	41	46	286
Bulkington	8	11	7	7	0	3	3	5	9	23	13	10	99
Member	0	2	0	2	0	2	0	0	0	4	1	0	11
Resident	8	9	7	5	0	1	3	5	9	19	12	10	88
Camp Hill	23	14	11	14	10	11	8	13	12	32	40	26	214
Member	4	0	1	2	1	3	0	0	0	2	0	5	18
Resident	19	14	10	12	9	8	8	13	12	30	40	21	196
Chilvers Coton	15	13	7	4	7	5	8	9	25	38	20	30	181
Member	0	0	0	0	0	0	0	0	0	4	0	14	18

Ward	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Grand Total
Resident	15	13	7	4	7	5	8	9	25	34	20	16	163
Eastboro	8	10	4	4	4	2	4	1	8	23	9	8	85
Member	0	0	0	0	2	0	0	00	5	5	3	2	17
Resident	8	10	4	4	2	2	4	1	3	18	6	6	68
Exhall	7	16	7	3	19	11	21	11	23	39	39	29	225
Member	1	8	2	0	6	5	12	1	8	17	13	10	83
Resident	6	8	5	3	13	6	9	10	15	22	26	19	142
Galley Common	13	14	8	8	5	23	29	28	23	38	24	31	244
Member	2	2	0	0	2	1	2	1	3	7	4	4	28
Resident	11	12	8	8	3	22	27	27	20	31	20	27	216
Heath	11	9	4	4	6	5	5	6	20	15	21	13	119
Member	0	0	0	0	0	0	0	0	5	4	1	2	12
Resident	11	9	4	4	6	5	5	6	15	11	20	11	107
Milby	5	12	6	2	1	2	4	4	15	13	4	2	70
Member	3	0	0	0	0	0	1	0	2	0	0	1	7
Resident	2	12	6	2	1	2	3	4	13	13	4	1	63
Poplar	17	9	5	7	11	6	11	10	18	26	23	15	158
Member	0	0	0	0	0	1	0	1	0	1	0	2	5

Ward	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Grand Total
Resident	17	9	5	7	11	5	11	9	18	25	23	13	153
Slough	17	19	9	4	4	8	20	14	39	43	46	35	258
Member	0	1	1	1	1	0	3	0	4	3	17	5	36
Resident	17	18	8	3	3	8	17	14	35	40	29	30	222
St Mary's	17	19	14	5	13	6	10	10	32	42	31	36	235
Member	5	6	3	1	0	0	0	0	0	2	0	3	20
Resident	12	13	11	4	13	6	10	10	32	40	31	33	215
St Nicolas	20	26	18	10	11	12	11	16	29	35	18	14	220
Member	0	1	1	0	0	1	1	3	3	1	2	2	15
Resident	20	25	17	10	11	11	10	13	26	34	16	12	205
Stockingford East	13	14	9	2	10	8	7	17	19	31	21	20	171
Member	1	0	0	0	2	0	0	0	0	0	0	7	10
Resident	12	14	9	2	8	8	7	17	19	31	21	13	161
Stockingford West	46	18	10	7	9	20	23	15	27	38	44	43	300
Member	22	6	2	0	1	4	11	6	7	5	11	22	97
Resident	24	12	8	7	8	16	12	9	20	33	33	21	203
Weddington	21	9	6	8	9	12	10	11	24	22	28	13	173

Ward	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Grand Total
Member	0	4	1	0	1	4	1	2	2	0	13	2	30
Resident	21	5	5	8	8	8	9	9	22	22	15	11	143
Whitestone	6	15	8	3	8	4	4	9	10	35	14	12	128
Member	0	0	0	0	0	0	0	0	3	0	0	0	3
Resident	6	15	8	3	8	4	4	9	7	35	14	12	125
Grand Total	326	277	163	104	160	168	219	227	417	619	494	434	3608

5.8 Average No. of days to complete Grounds Maintenance, Customer Feedback & Member Enquiry cases (N.B. Data shown below includes a small number of cases which extended beyond the SLA due to extenuating circumstances & which have impacted the overall dataset. Therefore, this data should be treated with a degree of caution).

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	23	23	23	23	24	24	24	24	24	24	24	24
Glendale	75	52	43	23	31	20	18	8	24	19	19	10
Housing	168	71	214	101	126	42	6	15	14	35	17	7
Parks	13	11	8	15	10	7	5	7	7	6	7	8

- **1 Tree works are subject to a separate contract to that for grounds maintenance operations.*
- **2 Cemeteries enquiries were reallocated directly to the Cemeteries Office from August 2020*
- *All data correct @ 31/08/2024*

Nuneaton and Bedworth Borough Council

FORWARD PLAN SHOWING THE KEY DECISIONS THAT WILL BE MADE IN THE 4 MONTHS BEGINNING 1ST OCTOBER 2024 AND EXEMPT INFORMATION DECISIONS THAT ARE TO BE MADE DURING OCTOBER, 2024.

The table below shows the likely date the listed key decisions will be made and by whom and also lists the subject of decisions to be made under Exempt Information rules. Please contact the officer mentioned in the seventh column if you wish to know:-

- ◆ the groups or organisations whom the decision maker will consult before making the decision;
- ◆ how such consultation will be undertaken;
- ◆ what documents the decision maker will consider in making that decision; or
- ◆ how, and by when, you can make any representations about the proposed decision.

Items highlighted in **yellow** are new or amended items for this publication.

Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
25/09/23	General Fund Budget Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
25/09/23	HRA Budget Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources

25/09/23	Capital Monitoring Q1	Cabinet	No		September 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
31/07/24	Cemetery Update	Cabinet	No		September 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure, Communities & Health	Env & Leisure
31/07/24	Amendments to the Local Development Scheme	Cabinet/Council	No		September 2024	Maria Bailey ☎02476 376144	Maria Bailey ☎02476 376144	Planning and Enforcement	Business, Regen & Planning
05/09/24	Green Bin Update	Cabinet	No		October 2024	Alastair Blunkett ☎02476 376064	Kevin Hollis ☎02476376143	Environment & Public Services	Env & Leisure
28/06/24	Local Council Tax Reduction Scheme Policy Change	Cabinet	No		October 2024	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
30/11/23	Safeguarding Policy	Cabinet	No		October 2024	Matthew Wallbank ☎02476 376258	Victoria Summerfield ☎02476376002	Resources & Customer Service	Health & Corp Resources

31/07/24	Bedworth Physical Activity Hub	Cabinet	No		October 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure, Communities & Health	Env & Leisure
28/06/24	Council Tax Premium Charges	Cabinet	No		October 2024	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
28/06/24	Grounds Maintenance Procurement	Cabinet	No		October 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure, Communities and Health	Env & Leisure
30/09/20	Local Government Devolution	Cabinet	No		October 2024	Tom Shardlow ☎02476 376004	Tom Shardlow ☎02476376004	Business & Regeneration	Business, Regen & Planning
31/10/23	Housing Strategy 2024-29	Cabinet	No		November 2024	Jane Grant ☎02476 376483	Dawn Dawson ☎02476376408	Housing	Housing, & Communities
22/08/22	Johnson Road, Bedworth – Housing Development / Community Use proposal	Cabinet	No		November 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Environment & Public Services	Env & Leisure

30/11/23	General Fund Budget Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
30/11/23	HRA Budget Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
30/11/23	Capital Monitoring Q2	Cabinet	No		November 2024	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
28/08/24	Creative Explorers Project Update	Cabinet	No		November 2024	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure, Communities & Health	Env & Leisure
05/09/29	Postage Aggregated Procurement	Cabinet	No		November 2024	Jamie Lees ☎02476 376067	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
11/10/23	Supported Housing (Regulatory) Act 2023- NBBC Strategy	Cabinet	No		December 2024	Jane Grant ☎02476 376483	Dawn Dawson ☎02476376408	Housing	Housing & Communities

28/06/24	Local Council Tax Reduction Scheme Policy Change Consultation Outcome	Cabinet	No		December 2024	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
31/03/23	Parks & Green Spaces Strategy	Cabinet	No		December 2024	David Truslove ☎02476 376569	Kevin Hollis ☎02476 376143	Leisure, Communities and Health	Env & Leisure
31/07/24	Draft budget 2025/26	Cabinet	No		December 2024	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
28/06/24	Local Council Tax Reduction Scheme Policy Updates 2025/26	Cabinet	No		January 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
28/06/24	NNDR Rate Relief Policy Updates 2025/26	Cabinet	No		January 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
28/06/24	Council Tax Premium Charges Consultation Outcome	Cabinet	No		January 2025	Liam Brown ☎02476 376275	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources

31/05/23	Capital Strategy and Asset Management Plan	Cabinet	No		January 2025	Jonathan White/ ☎02476 376549 Liam Brown ☎02476 376275	Maria Bailey ☎02476 376144 Victoria Summerfield ☎02476376002	Business & Regeneration / Resources and Customer Services	Business, Regen & Planning/ Health & Corp Resources
29/02/24	General Fund Budget 2024/25	Cabinet/Council	No		February 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
29/02/24	HRA Budget 2024/25	Cabinet/Council	No		February 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
29/02/24	Treasury Strategy 2024/25	Council	No		February 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
29/02/24	Capital Budget 2024/25	Cabinet/Council	No		February 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources

29/03/24	General Fund Budget Monitoring Q3	Cabinet	No		March 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476 376002	Resources & Customer Services	Health & Corp Resources
29/03/24	HRA Budget Monitoring Q3	Cabinet	No		March 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
29/03/24	Capital Monitoring Q3	Cabinet	No		March 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
05/09/24	Creative Explorer project review	Cabinet	No		April 2025	Katie Memetovic-Bye ☎02476 376147	Kevin Hollis ☎02476376143	Leisure, Communities & Health	Env & Leisure
31/07/24	General Fund Revenue Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
31/07/24	HRA Revenue Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources

31/07/24	Capital Outturn 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
31/07/24	Collection Fund 2024/25	Cabinet	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources
31/07/24	Treasury Annual Report 2024/25	Council	No		July 2025	Victoria Summerfield ☎02476 376002	Victoria Summerfield ☎02476376002	Resources & Customer Services	Health & Corp Resources

Cabinet – Exempt Items									
Date entered:	Item - Description	Committee	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP

06/05/22	Regeneration Projects Update	Cabinet	Yes	The report will contain information relating to the financial or business affairs of any particular person (including the Authority holding the information)	September 2024	Jonathan White ☎02476 376549	Maria Bailey ☎02476 376144	Business & Regeneration	Business, Regen & Planning
----------	-------------------------------------	---------	-----	--	----------------	--	--------------------------------------	-------------------------	----------------------------

Individual Cabinet Member Decisions								
Date entered:	Item - Description	Portfolio Holder	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	OSP

Individual Cabinet Member Decisions – Exempt Items								
	None							

Officer Decisions

Date entered:	Item - Description	Directorate	In Private Session	Reason for Item being Considered in Private Session	Date	Report Author	Person Responsible	Cabinet Portfolio	OSP
	None								
Officer Decisions – Exempt Items									

The Cabinet Members are:

- Housing (Leader) - Councillor C. Watkins
- Environment and Public Services (Deputy Leader) - Councillor J. Sheppard
- Resources & Customer Services - Councillor S. Hey
- Leisure, Communities and Health - Councillor T. Jenkins
- Business and Regeneration - Councillor N. King
- Planning and Enforcement - Councillor R. Roze

Observer:

- Leader of the Main Opposition Group - Councillor K. Wilson

Dated: 5th September, 2024

Signed: C. Watkins (Leader of the Council)

Environment and Leisure OSP – Work Programme 2024/25

Meeting dates: 13th June 2024, 3rd October 2024, 30th January 2025

Date Added	Lead Officer	Title	Description	Scrutiny/ Overview	Proposed Committee Date	Include in 2025/26 Work Programme	On Agenda 2024/25 or Briefing Note
	Steve Gore	Integrated Performance Report	Quarterly Benchmarking Report		3 rd October 2024 30 th January 2025		
	David Truslove	Monitoring the Ground Maintenance Contract	Performance report on the Glendale contract for grounds maintenance.	Performance Monitoring	3 rd October 2024		
	David Truslove	Arboriculture Update	To receive an update on the arboriculture/tree strategy	Briefing Report/Update	TBC		
	David Truslove	Allotment Action Plan	As part of the Allotment Strategy the Action Plan will be monitored by the OSP	All member briefing	New Allotment Strategy to be put in place therefore a member briefing will be provided after this with updated Action Plan		
	Kevin Hollis Katie Memetovic-Bye	SLM Annual Report	Annual report of SLM to update and provide performance information for Members on how its work is meeting the corporate aims of the Council and its contract. Including Passport to Leisure update		30 th January 2025		
	Kevin Hollis / Alastair Blunkett	Sub-Regional Materials Recycling Facility			30 th January 2025		

	Rachel Fleeson/ Andrew Snowden	Air Quality Management	Monitoring of the 2 current AQMAs and what is being done to mitigate these,		30 th January 2025		
	TBC	Environmental Sustainability Strategy	Environmental Sustainability Strategy Action Plan Progress.	All member briefing	TBC		