

MINUTES OF CABINET

24 JUNE 2025

PRESENT:

Councillors Moran (Chair), C Edwards, Livesey, Mistry, O'Rourke and Robinson.

Councillors Howling, McKenzie, Poole and Roodhouse were also in attendance.

1. MINUTES

The minutes of the meeting held on 8 April 2025 were approved and signed by the Chair.

2. APOLOGIES FOR ABSENCE

An apology for absence from the meeting was received from Councillor Ward.

3. DECLARATIONS OF INTERESTS

There were no declarations of interest.

4. PUBLIC QUESTION TIME

There were no questions.

Growth, Investment, Digital and Communications portfolio

5. SOUTH WEST RUGBY DESIGN CODE SPD - ADOPTION

Cabinet considered the report of the Chief Officer – Growth and Investment (Part 1 – agenda item 5) concerning the proposed adoption of the South West Rugby Design Code supplementary planning document (SPD).

RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT –

- (1) the South West Rugby Design Code SPD (attached as Appendix 1) be adopted;
and
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary following adoption and prior to it being published.

6. MEMORANDUM OF UNDERSTANDING ON PLANNING IN COVENTRY AND WARWICKSHIRE

Cabinet considered the report of the Chief Officer – Growth and Investment (Part 1 – agenda item 6) concerning a proposed Memorandum of Understanding between Coventry City Council and the Warwickshire borough/district councils on planning for strategic matters.

RESOLVED THAT –

- (1) the entering into of the draft Memorandum of Understanding between Coventry City Council and the Warwickshire district councils on planning for strategic matters be approved; and
- (2) delegated authority be given to the Chief Officer for Growth and Investment to agree with the co-signing authorities' amendments and corrections to the memorandum of understanding as necessary prior to its finalisation.

7. HIGH STREET RENTAL AUCTIONS

Cabinet considered the report of the Acting Chief Executive (Part 1 – agenda item 7) concerning a proposed public consultation to designate the town centre for the purposes of the High Street Rental Auctions.

RESOLVED THAT –

- (1) a consultation to designate the Town Centre as set out in the Local Plan (Appendix 1) to enact the High Street Rental Auction powers be approved; and
- (2) delegated authority be given to the Portfolio Holder for Growth and Investment to approve the designation of the boundary if the majority of responses to the consultation support the proposed boundary.

8. COMMUNICATIONS AND ENGAGEMENT STRATEGY

Cabinet considered the report of the Chief Officer – Digital and Communications (Part 1 – agenda item 8) concerning a proposed Communications and Engagement Strategy for the Council.

RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the Communications and Engagement Strategy, as at Appendix 1 to the report, be approved; and
- (2) delegated authority be granted to the Chief Officer – Digital and Communications to implement the strategy as appropriate and make minor changes to the strategy.

Note: this decision is not subject to call-in.

Finance, Performance, Legal and Governance portfolio

9. APPOINTMENTS TO WORKING GROUPS 2025/26

Cabinet considered the report of the Acting Chief Executive (Part 1 – agenda item 9) concerning the appointment of Cabinet working groups for the 2025/26 municipal year.

RESOLVED THAT –

- (1) the Equality and Diversity Steering Group be renamed the Equality and Diversity Working Group and be formally appointed to;
- (2) the membership of each Working Group for the 2025/26 municipal year, as detailed in paragraph 2 of the report, be approved subject to Councillor Thompson replacing Councillor Henderson on the Climate Emergency Working Group;
- (3) members of all working groups note that they represent the views of their Group at meetings and provide regular feedback to them on workstreams;
- (4) each working group review its terms of reference at its first meeting of the municipal year;
- (5) delegated authority be given to the Monitoring Officer, in consultation with the relevant Chair, to disestablish any working group that has completed its business and is no longer required; and
- (6) the Asset Management Working Group and the Economic Strategy Working Group be disestablished.

10. FINANCE AND PERFORMANCE MONITORING 2024/25 – YEAR-END

Cabinet considered the report of the Chief Officer – Finance and Performance (Part 1 – agenda item 10) concerning the Council's anticipated financial and performance position for 2024/25.

RESOLVED THAT –

- (1) the Council's anticipated financial position for 2024/25 in Sections 1 to 4 and Appendices 1 and 2 be noted;
- (2) General Fund capital project reprofiling detailed in paragraph 2.24 and Appendix 1 be noted and the budget added to the 2025/26 programme;
- (3) HRA capital project reprofiling detailed in paragraph 3.14 and Appendix 2 be noted and the budget added to the 2025/26 programme;
- (4) HRA revenue carry forward requests of £0.135m as detailed in section 3.9 be approved and the budget added to the 2025/26 programme;

(5) a General Fund revenue reserve transfer of (£0.063m) from additional grant funding income, as detailed within Appendix 1, to be transferred to the Budget Stability Reserve, be approved; and

(6) performance summary and performance data included in Section 5 be noted.

Communities, Homes, Regulation and Safety portfolio

11. ASYLUM SEEKER SUPPORT FROM WARWICKSHIRE COUNTY COUNCIL

Cabinet considered the report of the Chief Officer – Communities and Homes (Part 1 – agenda item 11) concerning proposals for utilising two allocations of funding that have been awarded to the Council, in respect of the provision of support for asylum seekers living in the borough.

RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT -

- (1) a supplementary General Fund revenue budget of £319,650 be established to enable the transfer of funding to Warwickshire County Council (WCC);
- (2) the transfer of this funding to WCC be conditional on their:
 - i) providing transparent and regular reporting, to the Chief Officer for Communities and Homes, setting out how the funds have been utilised and demonstrating the value of outcomes achieved, and
 - ii) returning any unutilised funds to the Council.
- (3) the remaining funding be held as a reserve to support any financial pressures arising from increased homelessness within the cohort during 2025/26;
- (4) delegated authority be given to the Chief Officer for Communities and Homes to utilise the remaining funding, in consultation with the Portfolio Holder for Communities and Homes, Regulation and Safety; and
- (5) any unutilised funding as at 31 March 2026 be returned to balances.

12. CAPITAL PROGRAMME – ROOF REPLACEMENT

Cabinet considered the report of the Chief Officer – Communities and Homes (Part 1 – agenda item 12) concerning approval for funding to launch a capital programme for the replacement of roofs to Housing Revenue Account properties.

RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT –

- (1) a supplementary budget of £500,000 from Housing Revenue Account Capital reserves be established for phased roof replacement during 2025/26; and
- (2) provision be made at budget setting for 2026/27 onwards for a rolling capital programme of roof replacements.

13. DEMONSTRATING COMPLIANCE WITH THE REQUIREMENTS OF THE HOUSING OMBUDSMAN SERVICE 2024/25

Cabinet considered the report of the Chief Officer – Communities and Homes (Part 1 – agenda item 13) concerning the compliance of Rugby Borough Council housing service with the requirements of the Housing Ombudsman Service in 2024/25.

RESOLVED THAT –

- (1) the action plan, as set out in paragraph 5.7 of Appendix 1, be endorsed;
- (2) the self-assessment against the provision of the complaint handling code set out in Appendix 2 be approved; and
- (3) the significantly improved performance during 2024/25 in respect of complaints handling be noted.

Operations and Traded Services portfolio

14. COMMUNICATIONS PLAN AND COLLECTIONS RESCHEDULING FOR FOOD WASTE 2026

Cabinet considered the report of the Chief Officer – Operations and Traded Services (Part 1 – agenda item 14) concerning a proposed communications plan, together with funding for resources, to support the introduction of a new weekly food waste collection service.

RESOLVED THAT –

- (1) the Communication Plan for the implementation of food waste collections be approved;
- (2) IT BE RECOMMENDED TO COUNCIL THAT -
 - (a) the establishment of posts for a Community Engagement Officer and temporary recruitment of Contact Centre staff, as detailed within section 5 be approved;
 - (b) a General Fund supplementary revenue budget of £0.086m for 2025/26 for the Communications Plan, as detailed within section 5, to be financed from DEFRA grant, be approved;
 - (c) a General Fund supplementary revenue budget of £0.016m for 2026/27 for the Communications Plan, as detailed within section 5, be considered as part of the budget setting process for 2026/27;
 - (d) a General Fund supplementary revenue budget of £0.032m for 2025/26 for salaries for a Community Engagement Officer post and temporary recruitment of Contact Centre staff, as detailed within section 5, to be financed from DEFRA grant, be approved; and
 - (e) a General Fund supplementary revenue budget of £0.051m for 2026/27 for salaries for a Community Engagement Officer post and temporary recruitment of Contact Centre staff, as detailed within section 5, be considered as part of the budget setting process for 2026/27.

Item considered en bloc

15. COUNCILLORS' ALLOWANCES 2024/25

Cabinet considered the report of the Chief Officer – Finance and Performance (Part 1 – agenda item 15) concerning details of allowances paid to each councillor during 2024/25.

RESOLVED THAT – the allowances claimed by Councillors for 2024/25 as detailed at Appendix 1 to the report, be noted.

16. MOTION TO EXCLUDE THE PUBLIC UNDER SECTION 100(A)(4) OF THE LOCAL GOVERNMENT ACT 1972

RESOLVED THAT - under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involved the likely disclosure of information defined in paragraphs 2 and 3 of Schedule 12A of the Act.

Item considered en bloc

17. WRITE OFFS

Cabinet considered the private report of the Chief Officer – Finance and Performance (Part 2 – agenda item 1) concerning write offs.

RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT the schedule of write offs, as at Appendix 1 to the report, be approved.

Note: this decision is not subject to call-in.

CHAIR

CHAIR