

# MINUTES OF CABINET

7 OCTOBER 2025

## PRESENT:

Councillors Moran (Chair), Mistry and O'Rourke.

Councillors Lewis, McKenzie, Poole, Sandison and Ward were also in attendance.

## 37. MINUTES

The minutes of the meeting held on 15 September 2025 were approved and signed by the Chair.

## 38. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors C Edwards, Livesey and Robinson.

## 39. DECLARATIONS OF INTERESTS

There were no declarations of interests.

## 40. PUBLIC QUESTION TIME

There were no questions.

### *Growth, Investment, Digital and Communications portfolio*

## 41. CYCLING PROHIBITION BYELAW

Cabinet considered the report of the Chief Officer – Growth and Investment (Part 1 – agenda item 5) concerning the proposed revocation in the 1947 byelaw prohibiting use of persons riding bicycles, tricycles or other similar vehicles of certain footpaths.

**RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT** the revocation byelaw (appendix 2) be approved and approval of the application be submitted to the Secretary of State to confirm the byelaw be given.

## 42. TOWN CENTRE REGENERATION RESOURCE

Cabinet considered the report of the Chief Officer – Growth and Investment (Part 1 – agenda item 6) concerning approval for the creation of a Project Officer post within the Major Projects and Regeneration Team to support the delivery of major regeneration initiatives and ensure effective project management and stakeholder engagement.

**RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT -**

- (1) the creation of a two-year fixed term Project Officer role in the Major Projects and Regeneration Team at 0.6 full-time equivalent be approved;
- (2) a supplementary General Fund revenue budget of £0.06m for 2025/26 be approved for the Project Officer for Town Centre Regeneration to be financed from the Town Centre Strategy Reserve; and
- (3) ongoing revenue costs of £0.042m for the Project Officer be built into the General Fund Medium Term Financial Plan from 2026/27 to be financed from the Town Centre Strategy Reserve.

**43. IMPROVING CUSTOMER SERVICE AND REDUCING COSTS WITH ARTIFICIAL INTELLIGENCE**

Cabinet considered the report of the Chief Officer – Digital and Communications (Part 1 – agenda item 7) concerning the improvement of customer service and a reduction in costs through the implementation of the proposed AI and Automation Pilot Projects through a project fund.

**RESOLVED THAT – IT BE RECOMMENDED TO COUNCIL THAT –**

- (1) the proposed Rugby Borough Council Artificial Intelligence and Automation adoption framework be approved; and,
- (2) a supplementary budget of £80,000 for the proposed Artificial Intelligence Pilot Project funding in both the 2025/26 and 2026/27 financial years as outlined in Section 6 of this report be approved;
- (3) an AI Project Outcome report be made to a subsequent Cabinet meeting outlining progress and delivery of successful change or barriers to success with projected cashable savings. A business case will be presented for further AI programme implementation with a funding schedule;
- (4) delegated authority be granted to the Chief Officer for Digital and Communications for the following:
  - a. to implement the AI and Automation adoption framework & associated governance detailed in Section 2; and,
  - b. to authorise any necessary expenditure of the AI Pilot Project fund via the scheme detailed in Section 4; and
- (5) a savings target of £200,000 be built into the MTFP for the 2026/27, 2027/28, and 2028/29 financial years to reflect savings realised by the investment in AI and Automation at Rugby Borough Council.

***Finance, Performance, Legal and Governance Portfolio***

**44. COUNCIL TAX REDUCTION – NEW SCHEME FOR APRIL 2026 – PERMISSION TO CONSULT**

Cabinet considered the report of the Chief Officer – Finance and Performance (Part 1 – agenda item 8) concerning the proposed consultation with both the public and the Major Precepting Authorities in respect of proposed changes to the Council's Council Tax Reduction Scheme with effect from 1<sup>st</sup> April 2026.

**RESOLVED THAT** – consultation with the public and Major Precepting Authorities on the introduction of a new income banded/grid scheme for working age applicants with effect from 1 April 2026 be approved.

**45. CONFERMENT OF HONOUR OF FREEDOM OF THE BOROUGH**

Cabinet considered the additional agenda item of the Chief Officer – Legal and Governance concerning the proposed conferment of the honour of Freedom of the Borough on the England women's rugby team and staff who won the World Cup recently.

**RESOLVED THAT** – IT BE RECOMMENDED TO COUNCIL THAT, subject to accepting the nomination, the conferment of the honour of Freedom of the Borough be bestowed upon the England Women's Rugby team and staff.

**46. 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 item on the grounds it involved the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.

***Item considered en bloc***

**47. 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, at Appendix 1 to the report, be approved.

**CHAIR**