



16 September 2025

RUGBY BOROUGH COUNCIL

A meeting of Rugby Borough Council will be held in the Council Chamber at the Town Hall, Rugby at 7.00pm on Wednesday 24 September 2025.

Members of the public may also view the meeting via the livestream available on the Council's website.

Dan Green
Acting Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes.

To approve the minutes of the meeting held on 9 July 2025.
3. Declaration of Interests.

To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.

5. Appointment of Chief Executive.
6. Appointment of Monitoring Officer.
7. Questions pursuant to Standing Order 10.
8. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 15 September 2025

- (1) St Andrew's Church Public Realm Projects - Growth, Investment, Digital and Communications Portfolio.
- (2) Supporting Local Government Reorganisation with the establishment of a data, insights and automation function with Rugby Borough Council - Growth, Investment, Digital and Communications Portfolio.
- (3) Capital Programme 2025/26 – Queen's Diamond Jubilee Centre Section 106 funding – Partnerships and Wellbeing Portfolio.
- (4) Centenary Park Allotment – Partnerships and Wellbeing Portfolio.
- (5) Finance Quarter One 2025/26 General Fund Revenue and Capital Monitoring – Finance, Performance, Legal and Governance Portfolio.
- (6) Housing Strategy 2025-2035 – Communities, Homes, Regulation and Safety Portfolio.

(b) Audit and Ethics Committee – 2 July 2025

- (1) Treasury Management Outturn Report.
9. To receive and consider the reports of officers.
- (a) Proposed change to membership of Scrutiny Committee – Chief Officer – Legal and Governance.
10. Notices of Motion pursuant to Standing Order 11.
- (a) "Council notes that in 2022 planning permission was unanimously refused by this Council for the use of portacabins to house migrants at Dunchurch Park Hotel. This was initially allowed by the Planning Inspector in in January 2023 for 18 months and then extended for a further 18 months in January 2025, despite promises to end the use of migrant hotels.

This Council further notes the challenges made by other authorities to end the use of these unsuitable sites and the impact on a heritage asset, as well as the impact on local residents in Dunchurch, Thurlaston and Bilton. Additionally, Council notes with concern reports that the Government is now seeking to repurpose residential homes as Homes in Multiple Occupation for the use of migrants, contrary to this Council's recently adopted Article 4 Direction limiting the concentration of HMOs in residential areas.

Council resolves:

(1) to request the Chief Executive, in consultation with the Council's legal team, to urgently assess the merits of seeking to use legal methods prevent the use of local hotels for migrant accommodation where it is deemed to be in the best interests of the community and ensure that no further extension to the use of Dunchurch Park Hotel is permitted. We also request the Chief Executive to ask officers to consider every option and seek legal advice on using injunctions, stop notices and other planning enforcement to avoid the further use of local hotels for housing migrants;

(2) to write to the Home Office expressing this Council's concerns about the use of hotels in our area for migrant accommodation and to request full consultation with this Council on any future decisions, including the use of HMOs in residential areas;

(3) to write to the Secretary of State for Housing, Communities and Local Government, calling on the Government to adopt the Conservative proposals to clarify in law and policy beyond doubt that such asylum hotels should always require change of use; and

(4) to call on the Government to develop a sustainable, properly planned, and community consulted approach to housing migrants and introducing suitable deterrents to those illegally entering the UK.”

Proposer: Cllr Jill Simpson-Vince

Seconder: Cllr Tim Willis

11. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“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 they involve the likely disclosure of information as defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. To receive the private reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 15 September 2025

(1) Civica Revenues and Benefits Contract – Finance, Performance, Legal and Governance Portfolio.

(2) Garages Management Plan - Communities, Homes, Regulation and Safety Portfolio.

2. To receive and consider the private reports of officers.

(a) Appointment of Deputy Mayor 2025/26 – report of the Chief Officer – Legal and Governance.

QUESTIONS AT COUNCIL

A Councillor may ask a question at the meeting by giving notice in writing of the question to the Chief Executive no later than midday on Thursday 18 September 2025. The rules relating to Questions are set out in Part 3a of the Council's Constitution.

AGENDA MANAGEMENT SHEET

Report Title: Appointment of Chief Executive (Head of Paid Service)

Name of Committee: Council

Date of Meeting: 24 September 2025

Report Director: Human Resources Manager

Portfolio: Organisational Change

Ward Relevance: All

Prior Consultation: None

Contact Officer: Judith Hicks, Human Resources Manager

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 A Healthier Rugby – To support people to live healthier, longer, and more independent lives.
 A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.
 A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.
 A Fairer Rugby – To reduce inequalities and improve housing across the Borough.
[Corporate Strategy 2025-2035](#)
 This report does not specifically relate to any Council priorities but fulfils an organisational and legal requirement of the Council.

Summary: The Council has a statutory obligation to appoint a Head of Paid Service to fulfil the duties imposed by the requirements of section 4 Local Government and Housing Act 1989.

Financial Implications:	The costs of the appointment will be met from existing staff budgets.
Risk Management/Health and Safety Implications:	None as this is a staffing matter.
Environmental Implications:	None as this is a staffing matter.
Legal Implications:	Legal implications are contained within the body of the report.
Equality and Diversity:	The Council's recruitment and employment processes and policies mitigate risk for all appointments, ensuring equality implications are taken into account.
Options:	To follow the recommended appointment or not.
Recommendation:	To appoint the Head of Paid Service.
Reasons for Recommendation:	To appoint a Chief Executive (Head of Paid Service) and fulfil the Councils statutory obligations.

Council - 24 September 2025

Appointment of Chief Executive (Head of Paid Service)

Public Report of the Human Resources Manager

Recommendation

Dan Green be appointed as permanent Chief Executive and Head of Paid Service of Rugby Borough Council with immediate effect.

1. BACKGROUND

- 1.1. The purpose of this item is to seek approval for the permanent appointment of a Chief Executive (Head of Paid Service).
- 1.2. The Council is required to designate one of its officers as Head of Paid Service as set out in the Council's Constitution and under section 4 of the Local Government and Housing Act 1989. This appointment must be made by full Council.
- 1.3. In accordance with the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001 and the Council's standing orders regarding appointments, an interview panel was convened to carry out the selection process. The panel comprised of:

Cllr Michael Moran – Leader of the Council
Cllr Isabelle McKenzie – Deputy Leader of the Liberal Democrat Group
Cllr Derek Poole – Leader of the Conservative Group
Judith Hicks – Human Resources Manager
- 1.4. While the role of Head of Paid Service and Chief Executive are normally seen as synonymous, since 13 February 2025, Dan Green has been working as the Acting Chief Executive of Rugby Borough Council, while a full appointment process has been undertaken for a permanent role.
- 1.5. All members of the existing Leadership Team were invited to apply for the Chief Executive role. Only one expression of interest was received, from Dan Green.
- 1.6. Following formal interviews on Friday 5 September 2025, the panel recommended, subject to approval by Council, that Dan Green should be offered the post of permanent Chief Executive and Head of Paid Service. Details of Dan's background and experience are attached at Appendix 1.

- 1.7. In accordance with regulations introduced under the Local Government Act 2000, all members of the Cabinet were informed of the recruitment panel's proposals. The Leader has confirmed that the Cabinet has no objection to the proposed appointment.

2. SALARY AND CONDITIONS

- 2.1. The salary scale for the post of Chief Executive and Head of Paid Service will be made in accordance with the Councils Pay Policy Statement section 4.1 Pay arrangements. The salary scale for Chief Executive is £113,779 - £120,348.
- 2.2. All other terms and conditions for the post of Chief Executive and Head of Paid Service remain unchanged.

3. LEGAL IMPLICATIONS

- 3.1. Under 4(1)(a) of the Local Government and Housing Act 1989, it is the duty of every relevant local authority to designate one of their officers as the Head of Paid Service.

4. REASONS FOR THE RECOMMENDATION

- 4.1. The proposal enables Rugby Borough Council to fulfil its duty to appoint an officer to discharge the full responsibilities of the Head of Paid Service as set out in the Council's Constitution and under Section 4 of the Local Government and Housing Act 1989.

Name of Meeting: Council

Date of Meeting: 24 September 2025

Subject Matter: Appointment of Chief Executive (Head of Paid Service)

Originating Department: Please select

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1

Dan is currently Acting Chief Executive, appointed on 13th February 2025. He has previously held the role of Deputy Chief Executive at Rugby Borough Council, having been appointed in July 2020. He has earlier held the role of Head of Environment and Public Realm since 2018.

Dan has worked in the public sector since 2007, spending 10 years at Warwickshire County Council, leading organisational change across multiple services including highways, flood resilience, social care and libraries. This involved developing new and innovative service delivery models, focusing on user involvement and devolving services to community level.

Prior to a career in the public sector, Dan's studies and qualifications focused on environmental change and conservation, reflected in his work on Sherbourne Recycling and the Council's Climate Change Strategy and Action Plan.

Early on in his career, Dan worked for a charitable organisation in the East Midlands leading on operations and commercial initiatives that delivered positive results.

AGENDA MANAGEMENT SHEET

Report Title: Appointment of Monitoring Officer

Name of Committee: Council

Date of Meeting: 24 September 2025

Report Director: Acting Chief Executive

Portfolio: Finance and Performance, Legal and Governance

Ward Relevance: All

Prior Consultation: N/A

Contact Officer: Dan Green, Acting Chief Executive

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 A Healthier Rugby – To support people to live healthier, longer, and more independent lives.
 A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.
 A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.
 A Fairer Rugby – To reduce inequalities and improve housing across the Borough.
[Corporate Strategy 2025-2035](#)
 This report does not specifically relate to any Council priorities but is required to ensure proper functioning and management of the authority.

Summary: The Council is obliged to appoint a Monitoring Officer under section 5 Local Government and Housing Act 1989. The Council within its constitution has set that the Chief Officer – Legal and Governance undertakes the role of the Monitoring Officer and gives a variety of delegated functions to this role.

John Murphy joined the Council on 1 September 2025 in the permanent role of Chief Officer for Legal and Governance.

Financial Implications:

The costs of the appointment will be met from existing budgets.

Risk Management/Health and Safety Implications:

The appointment of a permanent Monitoring Officer allows the continuity of legal functions across the Council.

Environmental Implications:

None from this report.

Legal Implications:

The implications are detailed in the report.

Equality and Diversity:

There are no impacts on protected characteristics from the decision within this report.

Options:

The Council has a duty to appoint a Monitoring Officer. If this recommendation is not accepted an alternative appointment will be needed.

Recommendation:

John Murphy be appointed as the Council's Monitoring Officer and to hold the constitutionally delegated functions of the Chief Officer – Legal and Governance.

Reasons for Recommendation:

To ensure the proper functioning of the Council.

Council - 24 September 2025

Appointment of Monitoring Officer

Public Report of the Acting Chief Executive

Recommendation

John Murphy be appointed as the Council's Monitoring Officer and to hold the constitutionally delegated functions of the Chief Officer – Legal and Governance.

Background:

The Council is obliged to appoint a Monitoring Officer under section 5 Local Government and Housing Act 1989. The Council within its constitution has set that the Chief Officer – Legal and Governance undertakes the role of the Monitoring Officer and gives a variety of delegated functions to this role.

John Murphy joined the Council in the permanent role of Chief Officer for Legal and Governance on 1 September.

The constitutional role of the Monitoring Officer and associated details are set out in Article 12 Part 1B of the constitution.

Name of Meeting: Council
Date of Meeting: 24 September 2025
Subject Matter: Appointment of Monitoring Officer
Originating Department: Chief Executive Office

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

REPORT OF CABINET

15 September 2025

PRESENT:

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

Councillors Dumbleton, McKenzie, Poole, Roodhouse and Ward were also in attendance.

1. ST ANDREW'S CHURCH PUBLIC REALM PROJECTS

Cabinet considered a report concerning proposed public realm projects at St. Andrew's Church. The report is available here:

[Cabinet 15 September 2025 - St. Andrew's Church public realm projects](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) a supplementary General Fund Revenue budget of £0.210m for 2025/26 be approved to fund external improvement works to St Andrew's Church, to be financed from the Town Centre Strategy Reserve; and
- (2) a supplementary General Fund Capital budget of £0.081m be approved and added to the capital programme for 2025/26 to fund external improvement works to St Andrew's Church, to be financed from the Town Centre Strategy Reserve.

Recommended that – the recommendation of Cabinet be approved.

2. SUPPORTING LOCAL GOVERNMENT REORGANISATION WITH THE ESTABLISHMENT OF A DATA, INSIGHTS & AUTOMATION FUNCTION WITHIN RUGBY BOROUGH COUNCIL

Cabinet considered a report concerning the proposed establishment of a data, insights and automation function at the Council to support the Council with local government reorganisation.

The report is available here:

[Cabinet 15 September 2025 Data Insights and Automation for LGR](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) the creation of a Data, Insights and Automation function to support Local Government Reorganisation at Rugby Borough Council be approved; and
- (2) the creation of an AI Ethics board, assuring the responsible, fair and legal use of AI across the Council, as recommended by the LGA, be approved.

Recommended that – the recommendation of Cabinet be approved.

3. CAPITAL PROGRAMME 2025/26 - QUEEN'S DIAMOND JUBILEE CENTRE SECTION 106 FUNDING

Cabinet considered a report concerning a capital budget request for the renovation of the gym area and high use wet areas at the Queen's Diamond Jubilee Centre to be funded through identified Section 106 funds. The report is available here:

[Cabinet 15 September 2025 Capital Programme 2025-26 QDJC Section 106 funding](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that a supplementary General Fund Revenue budget of £0.360m for 2025/26 be approved for the enhancement of the Queen's Diamond Jubilee Leisure Centre, to be fully funded through existing Section 106 funding.

Recommended that – the recommendation of Cabinet be approved.

4. CENTENARY PARK ALLOTMENTS

Cabinet considered a report concerning additional Section 106 funding to enable phase 2 and 3 of the Centenary Park Allotment capital project to progress. The report is available here:

[Cabinet 15 September 2025 Centenary Park allotments](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council a supplementary General Fund Revenue budget of £0.105m for 2025/26 be approved for Centenary Park Allotments for the next phase of procurement and construction to be fully funded through Section 106 income.

Recommended that – the recommendation of Cabinet be approved.

5. FINANCE QUARTER ONE 2025/26 GENERAL FUND REVENUE AND CAPITAL MONITORING

Cabinet considered a report concerning the Council's General Fund financial position for quarter one of 2025/26 for both revenue and capital and other adjustments for approval as required by Financial Standing Orders. The report is available here:

[Cabinet 15 September 2025 Finance Q1 2025-26 GF Revenue and Capital Monitoring](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that General Fund virements totalling £0.212m be approved.

Recommended that – the recommendation of Cabinet be approved.

6. HOUSING STRATEGY 2025-2035

Cabinet considered a report concerning a proposed Housing Strategy for 2025 to 2035. The report is available here:

[Cabinet 15 September 2025 Housing Strategy 2025-2035](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the proposed Housing Strategy 2025-2035, as at Appendix 1 to the report, be adopted; and
- (2) delegated authority be given to the Chief Officer (Communities and Homes) to review and revise the strategy in response to changes in legislation and policy, in consultation with the Portfolio Holder for Communities and Homes.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M MORAN
CHAIR**

REPORT OF AUDIT AND ETHICS COMMITTEE

21 July 2025

PRESENT:

Membership of the Committee:

Mr P Dudfield (Chair), Councillors Howling and Roodhouse.

Also in attendance:

Laura Hinsley, Head of Public Sector Audit, Azets – Agenda Item 4

1. TREASURY MANAGEMENT OUTTURN REPORT

The Committee considered a report concerning the Treasury Management Outturn for 2024/25.

The report is available here:

<https://www.rugby.gov.uk/documents/20124/60397905/Agenda+Item+5+-+Treasury+Management+2024-25+-+Annual+Report.pdf/964f0f42-32c0-31d3-302f-adc64f1dbfc9?version=1.0&t=1753192432524>

Recommendation of Audit and Ethics Committee

The Committee recommended to Council that the prudential and treasury management indicators be approved.

Recommended that – the recommendation of Audit and Ethics Committee be approved.

**MR P DUDFIELD
CHAIR**

AGENDA MANAGEMENT SHEET

Report Title: Proposed change to membership of Scrutiny Committee

Name of Committee: Council

Date of Meeting: 24 September 2025

Report Director: Chief Officer - Legal and Governance

Portfolio: Finance and Performance, Legal and Governance

Ward Relevance: N/A

Prior Consultation: Group Leaders

Contact Officer: Charlotte Marston, Democratic Services Officer
charlotte.marston@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 A Healthier Rugby – To support people to live healthier, longer, and more independent lives.
 A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.
 A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.
 A Fairer Rugby – To reduce inequalities and improve housing across the Borough.
[Corporate Strategy 2025-2035](#)
 This report does not specifically relate to any Council priorities but Rugby Borough Council is a responsible, effective and efficient organisation

Summary: Changes to the membership are necessary in order that meetings of the Scrutiny Committee remain as nine non-executive members. The Liberal Democrat Group has requested to replace one of its members.

Financial Implications:	There are no direct financial implications arising from this report.
Risk Management/Health and Safety Implications:	There are no direct risk management or health and safety implications arising from this report
Environmental Implications:	There are no direct environmental implications arising from this report.
Legal Implications:	S.21 of the Local Government Act (2000) requires all local authorities operating executive arrangements to have one or more Overview and Scrutiny Committees. Good governance requires that Scrutiny Committee meetings are quorate.
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	To revise the membership of the Scrutiny Committee and ensure meetings are quorate or leave the membership unchanged and risk that meetings may not be quorate.
Recommendation:	The revised membership of Scrutiny Committee, as outlined in paragraph 2.2 of the report, be approved for the remainder of the 2025/26 municipal year.
Reasons for Recommendation:	To ensure the Committee has nine non-executive members, as per the constitution.

Council - 24 September 2025

Proposed change to Membership of Scrutiny Committee

Public Report of the Chief Officer - Legal and Governance

Recommendation

The revised membership of Scrutiny Committee, as outlined in paragraph 2.2 of the report, be approved for the remainder of the 2025/26 municipal year.

1. EXECUTIVE SUMMARY

1.1. In accordance with the Council's Constitution, appointments to serve on scrutiny and regulatory committees must be approved by Full Council. The Constitution, Part 1B, paragraph 6.2 states the following.

(a) membership of Scrutiny Committee shall reflect the political composition of the Council.

(b) Scrutiny Committee shall comprise nine non-executive councillors.

1.2 The Liberal Democrat Group has requested to replace one of its members.

2. MEMBERSHIP OF SCRUTINY COMMITTEE

2.1 Scrutiny Committee comprises of nine non-executive councillors and reflects a political proportionate balance. A non-executive councillor is defined as a councillor who is not a member of Cabinet. Any non-executive councillor is eligible to be a member of Scrutiny Committee, however:

(a) no member may be a member of Audit and Ethics Committee; and

(b) no member may be involved in scrutinising a decision in which they have been directly involved.

2.2 It is proposed that the membership of the Scrutiny Committee be approved as follows for the remainder of the 2025/26 municipal year.

Councillor Heather Timms (Chair);
Councillor Toby Lawrence (Vice Chair); and
Councillors Freeman, Hassell, New, Sayani, Srivastava and Thomas

Councillor Thomas will replace Councillor S Edwards.

Name of Meeting: Council

Date of Meeting: 24 September 2025

Subject Matter: Proposed change to Membership of Scrutiny Committee

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A