



14 October 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 22 October 2025.

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

Dan Green
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 24 September 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. Questions pursuant to Standing Order 10.
6. 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 – 7 October 2025

- (1) Cycling Prohibition Byelaw – Growth, Investment, Digital and Communications Portfolio.
- (2) Town Centre Regeneration Resource - Growth, Investment, Digital and Communications Portfolio.
- (3) Improving Customer Service and reducing costs with Artificial Intelligence - Growth, Investment, Digital and Communications Portfolio.
- (4) Conferment of Honour of Freedom of the Borough – Finance, Performance, Legal and Governance Portfolio.

(b) Scrutiny Committee – 16 September 2025

- (1) Overview and Scrutiny Annual Report 2024/25.
7. Notices of Motion pursuant to Standing Order 11 – in accordance with the Council's Constitution, there are no motions on notice to be considered.
8. 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 2 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 – 7 October 2025

- (1) Write Offs - Finance, Performance, Legal and Governance Portfolio.
2. To receive and consider the private reports of officers.
 - (a) Organisational Change: Directorate Restructure – private report of the Chief Executive (report to follow).

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 16 October 2025. The rules relating to Questions are set out in Part 3a of the Council's Constitution.

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REPORT OF CABINET

7 October 2025

PRESENT:

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

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

1. CYCLING PROHIBITION BYELAW

Cabinet considered a report concerning the proposed revocation in the 1947 byelaw prohibiting use of persons riding bicycles, tricycles or other similar vehicles of certain footpaths. The report is available here:

[Cabinet 7 October 2025 Cycling Prohibition Byelaw](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council the revocation byelaw (appendix 2) be approved and approval of the application to be submitted to the Secretary of State to confirm the byelaw be given.

Recommended that – the recommendation of Cabinet be approved.

2. TOWN CENTRE REGENERATION RESOURCE

Cabinet considered a report 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. The report is available here:

[Cabinet 7 October 2025 Town Centre Regeneration Resource](#)

Recommendation of Cabinet

Cabinet decided to recommend 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.

Recommended that – the recommendation of Cabinet be approved.

3. IMPROVING CUSTOMER SERVICE AND REDUCING COSTS WITH ARTIFICIAL INTELLIGENCE

Cabinet considered a report 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. The report is available here:

[Cabinet 7 October 2025 Improving Customer Service and Reducing Costs with Artificial Intelligence](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the proposed Rugby Borough Council Artificial Intelligence and Automation adoption framework be approved;
- (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.

Recommended that – the recommendation of Cabinet be approved.

4. CONFIRMATION OF HONOUR OF FREEDOM OF THE BOROUGH

Cabinet considered a report concerning proposed confirmation of the honour of Freedom of the Borough on the England women's rugby team and staff who

won the World Cup recently. The report is available here:

[Cabinet 7 October 2025 Conferment of the Honour of Freedom of the Borough](#)

Recommendation of Cabinet

Cabinet decided to recommend 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.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M MORAN
CHAIR**

REPORT OF SCRUTINY COMMITTEE

16 September 2025

PRESENT:

Councillors Timms (Chair), Hassell, Lawrence, New, Sayani and Srivastava

1. OVERVIEW AND SCRUTINY ANNUAL REPORT 2024/25

In accordance with Section 2A, paragraph 6.4 of the Council's Constitution that Scrutiny Committee reports annually to Council, Scrutiny Committee considered the draft Overview and Scrutiny Annual Report presenting a summary of the work carried out during 2024-2025. A copy of the final version of the Annual Report is attached at Appendix 1.

Recommendation of Scrutiny Committee

Scrutiny Committee approved the Overview and Scrutiny Annual Report 2024/25 for submission to Council, incorporating the Chair's foreword, with a recommendation that the report be published.

Recommended that – the recommendation of Scrutiny Committee be approved and the final version the annual report for 2024/25, as at Appendix 1 to this report, be published.

**COUNCILLOR TIMMS
CHAIR**



Overview and Scrutiny Annual Report

2024/25

Chair's Foreword

2024/25 marked a pivotal year in the rebuilding of scrutiny at Rugby Borough Council. I want to extend my sincere thanks to the committee, all councillors and the officers in the council for their wholehearted support in this process.

The committee successfully aligned its work with the council calendar and focused on performance and financial information. It has been a real pleasure to witness the improvement in both the level of questioning and the quality of debate throughout the year.

The report documents this renewed approach to scrutiny at Rugby Borough Council which has emphasised pre decision scrutiny to shape work programmes and develop key lines of enquiry. The committee prioritised key topics over task groups, with the exception of a review of the Customer Journey. Notable outcomes included:

- Constructive feedback on policy drafts
- Action taken on money laundering
- Updates on the customer journey improvements

The committee plans to maintain a flexible work programme responsive to emerging issues, including the Local Plan. The committee will continue to involve councillors, officers, partners and residents in its work. We aim to scrutinise decision and plan making amid ongoing changes on the horizon in local government here in Rugby Borough.

Thanks again to the committee, all councillors and officers of the council. I look forward to working together and continuing to strengthen and improve scrutiny in Rugby Borough next year.



Cllr Heather Timms
Chair 2024/25

Members of the Committee 2024/25

Heather Timms (Chair), Toby Lawrence (Vice-Chair), Sam Edwards, Tony Freeman, Eve Hassell, Noreen New, Lisa Parker, Nooria Sayani and Ramesh Srivastava

Operation of Overview and Scrutiny

The results of the local elections in May 2024 brought a number of changes to the leadership of the Council and to overview and scrutiny. There was a change in membership, and a new chair and vice-chair were appointed in June 2024.

The newly formed Scrutiny Committee met six times during the 2024/25 municipal year.

Scrutiny Development

The chair and vice-chair led a fresh approach with greater emphasis on pre-decision scrutiny.

Meetings were arranged with Group Leaders and Deputy Group Leaders to discuss future work programmes and determine where scrutiny could add value.

Pre-meetings were held with Chief Officers to develop key lines of questioning and to explore upcoming topics to ensure relevant items were considered at the right time with key attendees invited to contribute towards discussions. The Forward Plan was also used as a tool to identify key issues for consideration by the Committee.

The Committee took an active role in policy development to provide feedback on the Council's key policy framework documents.

There was a dedicated focus on key topics in preference to setting up task and finish groups.

Topics

MEETING DATE	TOPICS
19 September 2024	- Review of Access to Healthcare Provision - Update on the recommendations and Action Plan from the review carried out by the Centre for Governance and Scrutiny - Finance and Performance Monitoring – Q1
19 November 2024	- Community Safety Annual Report - Draft Homelessness Strategy - Remote Meetings/Proxy Vote Consultation
8 January 2025	- Fees and Charges 2025/26 - Draft People Strategy
27 January 2025	Growth and Investment Update
6 March 2025	- Customer Journey Interim Update - People Strategy Update
7 May 2025	- People Strategy - Customer Journey – Communication Engagement Strategy - Community Safety Partnership Priorities 2025-2029

Highlights and Outcomes

At the meeting held on 27 January 2025 an action was agreed to write to Warwickshire Police to ask about money laundering activity in the town centre. The response was reported to the Committee at the meeting on 6 March 2025 and it was decided that the topic should be included in the Community Safety Annual Report in the 2025/26 municipal year.

Informing Policy

The Committee considered draft copies of the Communication and Engagement Strategy, the Homelessness Strategy and the People Strategy and provided feedback to be incorporated into the final versions.

Communication and Engagement Strategy

The draft Communications and Engagement strategy was presented to the Scrutiny Committee on the 7 May 2025. An improved manner of engaging and interacting with residents was presented and discussed. Feedback from scrutiny was incorporated into the final draft and subsequently presented to Cabinet and Council.

Customer Journey

An interim update regarding the Customer Journey was presented to the Scrutiny Committee on 6 March 2025. The update discussed current and future projects which will improve the customer journey and experience at Rugby Borough Council. A further update on the customer journey will be presented to Scrutiny Committee at the start of 2026.

Homelessness Strategy

The draft homelessness strategy was presented to the Scrutiny Committee meeting on 19 November 2024. The resulting comments and feedback from the committee were incorporated into the finalised strategy and action plan. The feedback included issues of cost of living, impact of Covid-19 and hidden homelessness. The Action Plan's implementation is overseen by the Homelessness Steering Group.

People Strategy

The People Strategy was presented to the Scrutiny Committee meetings on 6 March and 7 May 2025. Comments and feedback were received and the Human Resources Manager attended and responded to questions. Further work will be carried out by Members of from the Committee with the Human Resources Manager to finalise the Strategy.

Task Groups

At the meeting held on 19 November 2024 it was agreed that all task and finish groups would be disestablished. Following the change of administration of the Council, it was within the power of Cabinet to take forward any of the related workstreams.

One review topic was agreed based on the overarching theme of the Customer Journey to oversee the related workstreams.

Standing Items

There are a number of standing items that return to scrutiny every year. They include:

ANNUAL PERFORMANCE – the Leader and Acting Chief Executive attend to present a report on the key achievements from the last financial year and delivery of the Corporate Strategy and to answer questions from the Committee.

CRIME AND DISORDER - in accordance with Section 19 of the Police and Justice Act 2006, scrutiny has responsibility to carry out an overview of crime and disorder at no less than one meeting each municipal year to scrutinise decisions made, and actions taken, by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions.

MOTIONS FROM COUNCIL – considered at the next available meeting of the committee.

Work Programme

The work programme needs to be flexible in order to address any issues that arise throughout the municipal year. A number of changes were made to the work programme with new topics being added during the year to enable key items to be considered in a timely manner.

Overview and scrutiny will continue with a flexible approach to setting the work programme for 2025/26 to ensure it is able to react to issues or topics as they arise.

Looking Forward to 2025/26

Scrutiny Committee will continue to seek suggestions for topics and areas that would benefit from the involvement of scrutiny. Ideas are welcomed from all councillors, officers, partner agencies and residents of the borough.

The Committee will continue to review key local issues and ensure that its work reflects the priorities of residents and businesses. The next couple of years and the changing landscape of local government are crucial for residents, and the Committee will look to ensure their needs and voices are represented. With the challenging financial environment for local government set to continue, the scrutiny of performance and financial information will continue to be a core aspect of the Committee's work.