



22 May 2026

CABINET – 2 JUNE 2026

A meeting of Cabinet will be held at 6.00pm on Tuesday 2 June 2026 in the Council Chamber at the Town Hall, Rugby.

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

Dan Green
Chief Executive

AGENDA PART 1 – PUBLIC BUSINESS

1. Minutes – to approve the minutes of the meeting held on 3 March 2026.
2. Apologies.

To receive apologies for absence from the meeting.
3. Declarations of Interest.

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.

Note: Councillors are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Councillor must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Councillor does not need to declare this interest unless the Councillor chooses to speak on a matter relating to their membership. If the Councillor does not wish to speak on the matter, the Councillor may still vote on the matter without making a declaration.

4. Question Time

Notice of questions from the public should be delivered in writing or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Wednesday 27 May 2026)

Growth and Investment Portfolio

5. Community Infrastructure Levy Payment in Kind Policy.

Partnerships, Health and Wellbeing Portfolio

6. Investing in leisure – Section 106 allocations.

People, Resources and Governance Portfolio

7. Appointments to Working Groups 2026/27.

8. Write Offs Policy 2026 – 2028.

Communities, Housing and Safety Portfolio

9. Support for people diagnosed with motor neurone disease on accessing disabled facilities grants.

Environment and Climate Portfolio

10. High Street rental auctions grant funding.

Customer and Digital Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

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 that they involve the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Partnerships, Health and Wellbeing Portfolio

Nothing to report to this meeting.

People, Resources and Governance Portfolio

1. Decision taken under exceptional circumstances.

Communities, Housing and Safety Portfolio

2. Albert Street (Victoria House) – Enabling works, procurement strategy and BLRF alignment.
3. Town Centre Public Space Surveillance – System and Connectivity Upgrade.

Environment and Climate Portfolio

Nothing to report to this meeting.

Customer and Digital Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Robinson (Chair), C Edwards, S Edwards, McKenzie, Mistry, O'Rourke, Pimm and Roodhouse.

CALL-IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic and Support Services Manager (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title: Community Infrastructure Levy Payment in Kind Policy

Name of Committee: Cabinet

Date of Meeting: 2 June 2026

Report Director: Strategic Director - Place

Portfolio: Growth and Investment

Ward Relevance: All Wards

Prior Consultation: Leadership Team, Portfolio Holder

Contact Officer: Neil Holly, Development Strategy Manager/Katie Treanor, Local Plan and CIL Monitoring Officer

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Key Decision: 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

Summary: The report seeks that Cabinet adopt the Community Infrastructure Levy Payment in Kind Policy (**Appendix 1**).

Local Government Reorganisation Implications: None.

Financial Implications:

There is no direct cost of introducing a payment in kind policy. If/when the policy is used to accept a land or infrastructure payment, an agreement would need to be negotiated for this, in the same way as s106 agreements are (although an agreement to accept a payment in kind cannot form part of a s106 agreement). The cost of preparation of such agreements would be met from existing budgets.

Risk Management/Health and Safety Implications:

If, following adoption of the policy, the Council were to wish to accept a land payment or infrastructure payment, an agreement for this would need to be negotiated with the developer. It is unlikely that such agreement would expose the Council to significant risk. However, this would need to be considered prior to the entry of the Council into any such contract.

Environmental Implications:

This proposal would have no direct impacts in relation to climate change or the environment. It may enable more development within the Rugby Borough but the potential impacts of individual projects are too varied and undetermined to comment on. Additionally, any projects that would benefit from the proposed changes would follow climate and environmental regulation, and undergo a detailed assessment at the relevant time. For these reasons, as Climate and Environmental Impact assessment has not been included for this proposal.

Legal Implications:

There are two types of payment in kind under regulations 73-74 of The Community Infrastructure Levy Regulations 2010: land payments and infrastructure payments. Before a local authority can accept an infrastructure payment it must first adopt a policy stating that it is willing to accept infrastructure payments (Regulation 73B(1)). This report seeks the adoption of such a policy. An infrastructure payment must comprise infrastructure that is not necessary to make the development acceptable in planning terms. This means that it cannot include infrastructure that would be required as part of the development or under a s106 agreement. This restriction does not apply to land payments.

The introduction of a payment in kind policy would not oblige the council to accept a payment in kind proposed by a developer but would give it the ability to do so. Any agreement to accept a

payment in kind would need to be individually negotiated by the council.

Equality and Diversity:

None identified. An equality impact assessment form has been completed and is attached as Appendix 2.

Options:

The options are to either adopt the Community Infrastructure Levy Payment in Kind Policy or not to.

Recommendation:

(1) The Community Infrastructure Levy Payment in Kind Policy at Appendix 1 be adopted; and

(2) delegated authority be given to the Strategic Director for Place to make minor typographical or other corrections to the policy.

Reasons for Recommendation:

A payment in kind policy would allow but not compel the Council to accept land or infrastructure payments in satisfaction of the whole or part of the CIL due in respect of a chargeable development. This would provide the Council with greater flexibility as to how infrastructure improvements are delivered and could help to ensure that necessary infrastructure is delivered in a timely manner.

Cabinet - 2 June 2026

Community Infrastructure Levy Payment in Kind Policy

Public Report of the Strategic Director - Place

Recommendation

(1) The Community Infrastructure Levy Payment in Kind Policy at Appendix 1 be adopted; and

(2) delegated authority be given to the Strategic Director for Place to make minor typographical or other corrections to the policy.

1 Background

- 1.1 The Community Infrastructure Levy (CIL) is a planning charge that local authorities can impose on qualifying developments to fund infrastructure needed to support the development of their area.
- 1.2 CIL came into force in Rugby Borough on 1 April 2024.
- 1.3 Any development that creates new or additional floorspace of 100 square metres or more, or which creates new dwellings, is potentially liable for the levy.
- 1.4 Charging authorities must publish a Charging Schedule, which sets out the amount of CIL chargeable for developments based on factors such as the development type and the location of the development. Levy rates are expressed as pounds per square metre.
- 1.5 CIL rates are adjusted annually using the BCIS CIL Index, with the new rates applying from 1 January each year. The Council publishes a CIL Indexation Guidance Notice each year to provide guidance on how indexation will affect the CIL for developments granted planning permission in that year
- 1.6 Landowners are ultimately liable for the levy, but anyone involved in a development may take on the liability to pay.
- 1.7 Some developments may be eligible for relief or exemption from CIL. The types of relief/exemption that can be applied for are:
 - Charitable exemption
 - Social housing relief
 - Self-build (new whole house) exemption
 - Self-build (residential annexe or extension exemption)

1.8 Strict requirements apply regarding the timing of the exemption/relief process. If these requirements are not met, the exemption/relief will not be granted or, if it has already been, it may be revoked and the full CIL charge may become payable, or a surcharge may be applied.

2 Payments in kind

2.1 There may be circumstances where the Council and the person liable for the levy will wish land and/or infrastructure to be provided, instead of money, to satisfy a charge arising from the levy. This is known as 'payment in kind'.

2.2 Where the Council has already planned to invest levy receipts in a project, there may be time, cost and efficiency benefits in accepting completed infrastructure from the party liable for payment of the levy.

2.3 Payment in kind can also enable developers, users and the Council to have more certainty about the timescale over which certain infrastructure items will be delivered.

2.4 Subject to relevant conditions, and at its discretion, the Council may enter into an agreement for a land payment to discharge part or all of a levy liability (Community Infrastructure Levy Regulations 2010, Regulation 73). The Council may also enter into an agreement to receive infrastructure as payment (Regulation 73A.)

2.5 If the Council wishes to adopt a policy of accepting infrastructure payments, it must first publish a policy document which sets out conditions in detail (Regulation 73B). This document confirms that the Council will accept infrastructure payments and set out the types of infrastructure it will consider accepting as payment.

2.6 The proposed Payment in Kind Policy is attached as Appendix 1. If adopted, this would be published on the Council's website.

2.7 Before a land payment agreement could be entered into, the Council would need to be satisfied that the criteria in Regulation 73 are met. Similarly, before entering into an infrastructure payment agreement, the Council must be satisfied that the criteria in Regulation 73A are met.

2.8 Where the levy is to be paid as land or infrastructure, a land or infrastructure agreement must be entered into before development commences.

2.9 Land that is to make up a payment in kind may contain existing buildings and structures.

2.10 Land or infrastructure must be valued by an independent valuer who, in the case of land, will ascertain its 'open market value', and in the case of infrastructure, the cost (including related design cost) to the provider. This will determine how much CIL liability the in-kind payment will offset.

2.11 Payments in kind must be provided to the same timescales as cash payments, or otherwise on an agreed basis.

- 2.12 Land and infrastructure may be paid to the Council in instalments in the same way as cash can be given in instalments. The same rules on payment periods apply.
- 2.13 Payments in kind may only be made with the agreement of the liable party, the Council, and any other relevant authority that will need to assume a responsibility for the land or infrastructure.

CIL funds update

- 2.14 To date £95,481.54 has been collected in CIL and is held by RBC (this sum excludes sums paid by RBC to parish councils). Liability notices in respect of a further £789,609.33 have been issued. These sums would only become due for payment if the developments in respect of which the liability notices were issued are commenced on site.
- 2.15 At the next meeting of Planning Services Working Group in summer 2026 proposals for spending CIL receipts collected to date will be considered. Recommendations of the working group would then be referred to a future meeting of Cabinet at which CIL spending decisions would be taken.

3 Conclusion

- 3.1 The report has explained what the proposed Community Infrastructure Levy Payment in Kind policy is, how it would be administered and the benefits to both the Council and developers of having the policy.
- 3.2 This supports the recommendation as set out at the start of the report above.

Name of Meeting: Cabinet

Date of Meeting: 2 June 2026

Subject Matter: Community Infrastructure Levy Payment in Kind Policy

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Rugby Borough Council CIL Charging Schedule https://www.rugby.gov.uk/documents/20124/0/CIL+Charging+Schedule.pdf/7a25e871-91c2-2cfe-c257-582df948c4c9?t=1709022516419
	Community Infrastructure Levy – Indexation Guidance Notice 2026 https://www.rugby.gov.uk/documents/20124/62246867/Community+Infrastructure+Levy+-+Indexation+Guidance+Notice+2026.pdf/ffd2dd5b-e9fc-01e0-7ce7-721fa460679c?t=1764668393892

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

Community Infrastructure Levy Payment in Kind Land and Infrastructure Payment Policy

In accordance with Regulations 73, 73A, 73B and 74 of the Community Infrastructure Levy Regulations 2010 (as amended), Rugby Borough Council as the charging authority for the area will consider allowing payment of the Community Infrastructure Levy by land or infrastructure payments.

The infrastructure to be provided must be one of the key types outlined in the Infrastructure List included in the Council's Annual Infrastructure Funding Statement, and land should be used to provide or facilitate (in any way) the provision of identified infrastructure to support the development of the charging authority's area.

This policy is effective from *(insert date of adoption here)*

EQUALITY IMPACT ASSESSMENT (EqIA)

Community Infrastructure Levy Payment in Kind Land and Infrastructure Payment Policy

For Cabinet on 13 Apr 2026

Policy being assessed	Community Infrastructure Levy Payment in Kind Land and Infrastructure Payment Policy
Service Area	Growth & Investment
Name of Officer completing the assessment	Katie Treanor
Other Officers involved	Neil Holly
Date of this assessment	16 Mar 2026
Date of review	13 Apr 2027

Name and Signature of Responsible Officer	Nicola Smith
--	--------------

Stage 1 – Policy to be analysed	
(1) Describe the main aims, objectives and purpose of the Policy?	The policy would allow the Council to accept land or infrastructure payments from customers in satisfaction of the whole or part of the Community Infrastructure Levy due in respect of chargeable developments.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	'A Healthier Rugby' - the policy will help to 'ensure the provision of services meets the growing population' by providing the infrastructure needed to do so. 'A Thriving Rugby' - the policy will help to 'deliver a Local Plan which embeds our vision for sustainable growth' as many of the developments identified in the Local Plan will be liable for CIL and this will give developers more ways to pay towards delivering infrastructure. 'A Greener Rugby' - the policy will potentially help to deliver the kind of infrastructure that 'supports active and sustainable travel'
(3) What are the expected outcomes you are hoping to achieve?	The policy would give the council flexibility to accept infrastructure and or land payments in partial or full discharge of CIL liabilities. This may have benefits for ensuring that necessary infrastructure is delivered in a timely manner.
(4) Does or will the policy affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Customers, Employees, Wider Community or Groups Customers - will have the option to ask to use land or infrastructure to satisfy Community Infrastructure Levy charges for which they are liable, rather than just monetary payment. Employees - the main employee affected will be the Local Plan and CIL Monitoring and Research Officer, who will have to administer the payment process. Wider Community or Groups - the land or infrastructure provided as payment in kind will be for the benefit of and use by communities
(5) Will the policy involve substantial changes in resources?	No

<p>(6) Please describe how the policy will meet the aims of the Equality Duty:</p> <ol style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<p>The policy is not directly relevant to any of these aims. However, in supporting the delivery of infrastructure which can include, for example, green space it can indirectly foster the aims by providing community facilities to all.</p>
<p><u>Stage 2 – Evidence about user population and consultation</u></p>	
<p>(1) What does the data tell you about the groups this policy impacts?</p>	<p>There are no specific groups identified that this policy impacts. Attached below are RBC's 'CIL Charging Schedule', which outlines the types of development that are liable for CIL, and the latest 'Annual Infrastructure Funding Statement'; section 2 of this provides a list of the types of infrastructure that might be provided.</p>
<p>Additional evidence can be found:</p>	<p>CIL Charging Schedule.pdf Annual Infrastructure Funding Statement 2024-25.pdf</p>

<p>(2) Have you consulted or involved those groups that are likely to be affected by the policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy?</p> <p>If you have not consulted or engaged with communities that are likely to be affected by the policy, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary</p>	<p>No</p> <p>Any future decisions over whether to accept land or infrastructure payments would be executive or full council decisions. There are no specific legislative requirements to consult before taking such decisions. It would be for the executive on a case by case basis to determine whether this is necessary</p>		
<p>Stage 3 – Analysis of impact</p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive or negative impacts identified for any particular group, which could amount to discrimination?</p> <p>If left blank, this means that no impacts have been identified for this group.</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Negative, Both</p>	<p>Explain why</p>
	Age		
	Disability		
	Sex		
	Gender reassignment		
	Marriage/civil partnership		
	Pregnancy/maternity		
	Race		

	Religion/belief		
	Sexual Orientation		
(2) <u>Cross cutting themes</u>	Description of impact	Nature of impact Positive, Negative, Both	Explain why
	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition		
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution	Positive	The types of infrastructure that could be used as payment for CIL or which land used to pay CIL could be used for include transport, education facilities, open space, sporting and recreation facilities, environmental and biodiversity projects, health facilities and other community facilities.
(4) Are there any barriers to accessing the service? If yes, how can they be overcome?	No		

<p>(5) What data will be collected to analyse impact? How will the data collected be used?</p>	<p>No impact on any groups with protected characteristics has been identified.</p>
<p>(6) Complete this section if any adverse impacts were identified in 3.1.</p> <p>Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.</p>	

AGENDA MANAGEMENT SHEET

Report Title:	Investing in Leisure – Section 106 Allocations
Name of Committee:	Cabinet
Date of Meeting:	2 June 2026
Report Director:	Strategic Director - Place
Portfolio:	Partnerships, Health and Wellbeing
Ward Relevance:	N/A
Prior Consultation:	Rugby Gymnastics Club and Rugby & Northampton Athletics Club
Contact Officer:	Tom Kittendorf - Assistant Director Leisure and Wellbeing
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Key Decision:	No
Corporate Priorities:	<p>This report relates to the following priority(ies):</p> <p><input checked="" type="checkbox"/> A Healthier Rugby – To support people to live healthier, longer, and more independent lives.</p> <p><input type="checkbox"/> A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.</p> <p><input type="checkbox"/> A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.</p> <p><input type="checkbox"/> A Fairer Rugby – To reduce inequalities and improve housing across the Borough.</p> <p>Corporate Strategy 2025-2035</p> <p><input type="checkbox"/> This report does not specifically relate to any Council priorities but</p>
Summary:	<p>This report sets out proposals for the Council's investment of section 106 contributions to two local community sports clubs for targeted projects for capital improvements in the indoor sporting provision within the borough.</p>
Local Government Reorganisation Implications:	No direct impact

Financial Implications:	The report seeks approval for the appropriate utilisation of Section 106 funding as set out within the individual conditions of use, notably agreements B107, B108, B118.
Risk Management/Health and Safety Implications:	None arising directly from this report.
Environmental Implications:	An environment and climate impact assessment has been completed and is attached at Appendix 1.
Legal Implications:	The report seeks approval for the appropriate utilisation of section 106 funding as set out within the individual conditions of use.
Equality and Diversity:	Equality and Diversity considerations have been taken into account and the proposed recommendations have a positive impact in terms of sporting provision for all communities. An equality impact assessment is attached at Appendix 2.
Options:	<p>1) Approve the outlined projects and allocate S106 expenditure to the capital programme as appropriate.</p> <p>2) Reject the capital budget requests.</p>
Recommendation:	<ol style="list-style-type: none"> 1. A supplementary general fund capital budget of £74,500 be added to the Capital Programme 2026/27 financed through existing Section 106 be approved; and 2. the apportionment of the S106 fund be approved as follows <ol style="list-style-type: none"> i) £50,000 for Rugby Gymnastics Club and; ii) £24,500 for Rugby & Northampton Athletics Club.
Reasons for Recommendation:	<p>The identified projects directly contribute to the Council's ambitions of a Healthier Rugby and meet the objectives of the Corporate Strategy.</p> <p>The capital budget requests will support the long term sustainability and modernisation of sporting facilities within the borough for future generations of Rugby residents supporting life-long participation in sport and physical activity.</p>

Cabinet - 2 June 2026

Investing in Leisure – Section 106 Allocations

Public Report of the Strategic Director - Place

Recommendation

1. A supplementary general fund capital budget of £74,500 be added to the Capital Programme 2026/27 financed through existing Section 106 be approved; and
2. the apportionment of the S106 fund be approved as follows
 - i) £50,000 for Rugby Gymnastics Club and;
 - ii) £24,500 for Rugby & Northampton Athletics Club.

1. Executive Summary

- 1.1 This report seeks approval to allocate Section 106 contributions to targeted capital improvements that strengthen indoor sport and leisure provision and support the Council's ambitions for a Healthier Rugby, as set out in the Corporate Strategy 2025–2035 and the Council's Vision for Sport.
- 1.2 A total of £74,500 is proposed for two established community assets, identified through engagement with each club to ensure the projects are deliverable, proportionate and compliant with the relevant S106 conditions.
- 1.3 Rugby & Northampton Athletics Club (RANAC), which operates the clubhouse alongside the Council-owned athletics facilities at Queen's Diamond Leisure Centre, is recommended to receive £24,500 to modernise dated clubhouse infrastructure, including upgraded toilets with improved accessibility, kitchen improvements, potential extension of the gym area, enhanced doors and locks to increase site security, and measures to improve sustainability and energy efficiency through lighting and heating solutions.
- 1.4 Rugby Gymnastics Club (RGC), which supports over 1,300 young members and relocated in 2023 to its purpose-built facility at Kilsby Lane following a £2.3m investment that included £300,000 of prior S106 support, is recommended to receive £50,000 to help complete Phase 2 of its development: a first-floor mezzanine providing a viewing gallery, training/meeting space, a studio and café.
- 1.5 The mezzanine is a fully costed £250,000 project, with the club having raised £110,000 to date and seeking support to bridge remaining funding.

1.6 The proposed allocations will protect and enhance community sporting facilities, broaden participation for all ages and abilities, and contribute to reducing health inequalities by improving access to quality local provision. Subject to approval, funding will be released in line with governance and monitoring arrangements to confirm costs, delivery timescales and outcomes.

2. Introduction

2.1 Rugby Borough Council is committed to ensuring the residents of the borough can live healthier, longer and more independent lives. The Council's Corporate Strategy 2025-2035 sets out a clear through its Healthier objectives, including to:

- Support residents to live well by promoting healthy behaviours and lifestyles
- Provide access to leisure, cultural and outreach services to reduce isolation
- Ensure the provision of services meets the growing population.

2.2 Furthermore, the Council has a Vision for Sport, launched alongside a new community funding entitled the Love Rugby Wellbeing Fund that aims to prioritise sport and physical activity and directly invest in the borough's infrastructure to enable residents to access modern, quality sporting provision.

2.3 Sport has the power to transform lives, strengthen communities and inspire future generations. Therefore, the Council commitment is to ensure that sport is accessible to all residents, regardless of age, ability or background and that it continues to play a key role in improving quality of life, reducing health inequalities and strengthening community cohesion.

2.4 Rugby has a rich history of participation in sport and physical activity. Sport and leisure provide the opportunities for delivering impactful provision benefiting residents' health and wellbeing.

2.5 It is well evidenced that sport and leisure can support people's physical health through preventing disease, managing weight and improving strength, to supporting mental well-being by reducing stress, enhancing mood and improving sleep.

2.6 From grassroots community sport, to elite international participation, Rugby has a strong network of community sports clubs delivering high quality opportunities for its residents.

2.7 By supporting the continued investment in sporting infrastructure, the Council will ensure sport continues to play a vital role in making Rugby a vibrant, connected and active place to live.

2.8 This report sets out a total of £74,500 of capital improvements across two key sport and leisure assets to be funded through the allocation of appropriate Section 106 funding identified for improving indoor sports facilities.

2.9 The projects have been identified through engagement and discussion with the responsible members of the respective clubs, Rugby & Northampton Athletics Club and Rugby Gymnastics Club.

3. Section 106

3.1 Section 106 agreements are legal agreements that are secured through the grant of planning permission. They ensure new developments contribute to local infrastructure and affordable housing to mitigate the impacts of a proposed development.

3.2 The Council sets out within the Local Plan for how contributions are calculated for the different typologies including indoor sport, outdoor sport and open spaces.

3.3 The S106 agreements to which the funding relates stipulates that the money can only be spent on the provision, improvement, maintenance of indoor sport and leisure facilities. The agreements confirmed for the delivery of the proposed projects are confirmed as:

- Unconditional e.g are not required to be spend at a specific sports or leisure centre
- Not repayable

3.4 The proposed projects include the contribution of financial support for two community sports clubs that provide specific sporting facilities for all residents of the borough and wider area to access and participate in their respective sports.

3.5 The athletics clubhouse is part of the leisure contract service provision and forms part of the leisure centre provision at the Bruce Williams Way site.

4. Rugby and Northampton Athletics Club – Facility Development/ Refurbishment

4.1 Rugby and Northampton Athletics Club (RANAC) uses the Council owned athletics track, linked to the leisure provision of the Queen’s Diamond Leisure Centre.

4.2 The facility includes the 8-lane athletics track, long jump, high jump, hammer throw cage provision, alongside the provision of a small clubhouse operated by the RANAC.

4.3 RANAC is one the most successful athletics clubs in the Midlands, boasting an impressive 1,000 members with opportunities for all ages ranging from 8 to 80 years of age.

4.4 The club provides expert coaching and support for athletes representing at a national level, through to community projects such as the ladies running group. This activity is possible through a strong network of local people with a support network that includes over 50 coaches and 30 officials.

4.5 Across the 2025 season, the club had the following achievements:

- Warwickshire Vase winners for the highest performing team in the County from Under 11's to Veterans
- 30 athletes representing their county at the English Schools Championships
- Team win in the National Championships with the UK Youth Development League for Under 13 and Under 15 age groups.

4.6 The club development plan identifies a need to develop its on-site facilities to ensure it is providing a fit for purpose, modern facility for the benefit of its members and the residents of the borough.

4.7 The club has identified the following opportunities for development;

- Modernising the clubhouse toilets including accessibility for wheelchairs, pushchairs and changing facilities
- Modernising the kitchen
- Extending the gym area
- Increase the security of the facility with new doors and locks
- Increase sustainability and energy efficiency through light and heat solutions.

4.8 It has been identified that appropriate Section 106 contributions of **£24,500** could be allocated to support the clubs facility development projects.

5. Rugby Gymnastics Club

5.1 Rugby Gymnastics Club (RGC) is a community sports club delivering gymnastics coaching for over 1,300 members aged 0 to 18 years of age.

5.2 The RGC is supported by a team of 20 coaches and 6 volunteers delivering gymnastics club 6 days a week.

5.3 Rugby Gymnastics Club moved to a new purpose built facility at Kilsby Lane in June 2023. The new £2.3million facility was a 20-year culmination of fundraising, funding applications, sponsorship, land sale and section 106 funding. This included £300,000 from Rugby Borough Council Section 106 funding specifically for the delivery of indoor sports provision.

5.4 The Phase 1 build saw the delivery of the access road, car parking, physical structure and internal ground floor fitout including toilet provision, office space and a state of art gymnastics hall.

5.5 Phase 2 of the project has seen the club applying for external funding, fundraising activities, charity events and donations for a first floor mezzanine to include viewing gallery, meeting/training/coaching courses room, dance

studio and café space, completing the final build project, having moved from the previous facility on Lower Hillmorton Road.

5.6 The mezzanine project is a fully costed project at £250,000 and the club have to date raised £110,000 towards the delivery of the project. The club is seeking financial support for additional Section 106 funding and bridging loans to enable the final project to be delivered.

5.7 The provision of a café will have both practical and community value. It will provide parents and spectators a comfortable place to wait during classes. It will have a focus on nutritious food thus promoting healthy eating for gymnastics and others using the facility.

5.8 It will provide a social hub that will emphasise the sense of community in the club and within the wider community. It will generate additional revenue to support equipment and continuous improvements in the club. It will enable other groups within the community to have a safe, welcoming space to meet (knit and natter etc).

5.9 It will also enhance the competition offering that the club has as it will be able to cater for competition events thus making us an even more desirable location.

5.10 It has been identified that appropriate Section 106 contributions of £50,000 could be allocated to support the clubs mezzanine completion.

Image 1

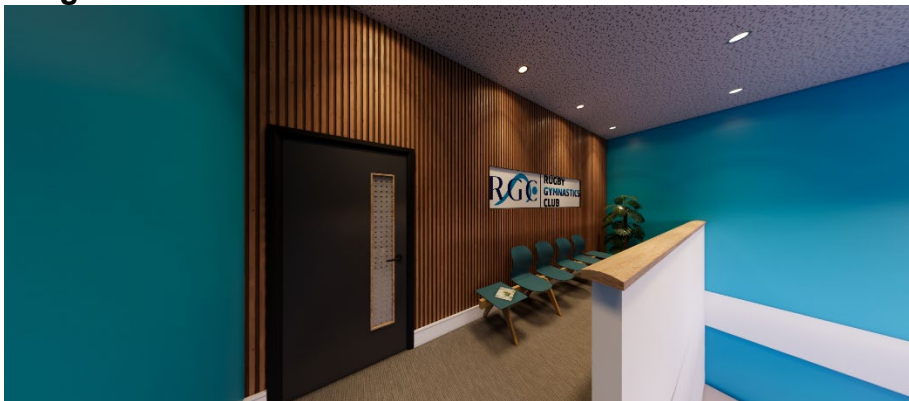


Image 2



Image 3



6. Conclusion

- 6.1 This report sets out a targeted use of Section 106 contributions to deliver immediate practical improvements to indoor sporting provision in the borough.
- 6.2 Approval of the proposed projects will enable Rugby & Northampton Athletics Club to modernise key clubhouse facilities and strengthen accessibility, security, energy efficiency, whilst supporting Rugby Gymnastics Club to complete its capital build with the completion of the first floor mezzanine, realising the full community value of its facility.
- 6.3 Together these two investments will protect and enhance two established community sporting assets, widen opportunities for participation across all age groups and help address health inequalities.
- 6.4 The projects support the Council's delivery of its Corporate Strategy and Vision for Sport and represent good value for money by leveraging significant club fundraising, volunteering and other external funding secured into the borough.

Name of Meeting: Cabinet
Date of Meeting: 2 June 2026
Subject Matter: Investing in Leisure – Section 106 Allocations
Originating Department: Place

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

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published [online](#).
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Rebecca Ewers
Corporate Equality & Diversity Officer
rebecca.ewers@rugby.gov.uk
01788 533509

Equality Impact Assessment

Service Area	Leisure and Wellbeing
Policy/Service being assessed	Investment in Leisure – Section 106 Projects
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	N/A
EqlA Review Team – List of members	Tom Kittendorf
Date of this assessment	30 April 2026
Signature of responsible officer (to be signed after the EqlA has been completed)	T.Kittendorf

A copy of the completed and signed Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Officer.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Policy to be analysed</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The report sets out two projects related to the improvement of sports facilities in the borough using section 106 contributions.</p> <p>Each project will be delivered by the respective community sports clubs operating within the facilities.</p> <p>The Council have worked with key community stakeholders to assess level of need and ensure the primary users views are reflected within the proposal.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The project will provide residents improved facilities with two community sports clubs, developing and enhancing their offer to the participants of the clubs. The projects will directly support the Councils objective of residents being proud of their borough and support healthy lifestyles through provision of community spaces.</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>The expected outcome is ensuring continued facility and service development to ensure the facilities are offering modern and high quality facilities for participants to live healthy, active lifestyles.</p> <p>It is anticipated that key stakeholders will be able to deliver events and activities within their own facilities.</p>
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The investment of section 106 contributions will directly support the wider community groups who currently access the sporting facilities identified within the report.</p>
(5) Will the policy or decision involve substantial changes in resources?	No

<p><u>Stage 2 – Evidence about user population and consultation</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the data tell you about the groups this policy or decision impacts?</p> <p>Possible data sources:</p> <ul style="list-style-type: none"> • national statistics/census data • local statistics • evaluations • analysis of complaints • user feedback • outcomes from consultation/community voice • Council published information, service data • District and Ward Profile – Warwickshire Observatory • Office of National Statistics • Fingertips health profiles • Indices of Multiple Deprivation • RBC Annual Workforce Equality Report 	

Appendix 1

<p>(2a) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy/decision?</p>	<p>The Council have directly engaged committee members of the respective sports clubs to understand their facility development needs and future aspirations for enhancing their offer to the residents of the borough.</p> <p>The respective clubs and facilities are identified as important leisure and sport assets for the borough in the Council's Built and Indoor Sports Facilities and Outdoor Sport and Playing Pitch Strategies respectively.</p>		
<p>(2b) If you have not consulted or engaged with communities that are likely to be affected by the policy/decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>NA</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Neutral, Adverse (explain why)</p>	<p>Extent of impact Low, medium, high</p>
	<p>Age</p>	<p>Positive</p>	<p>Low</p>
	<p>Disability</p>	<p>Positive</p>	<p>Low</p>
	<p>Sex</p>	<p>Positive</p>	<p>Low</p>
	<p>Gender reassignment</p>	<p>Positive</p>	<p>Low</p>
	<p>Marriage/civil partnership</p>	<p>Positive</p>	<p>Low</p>
	<p>Pregnancy/maternity</p>	<p>Positive</p>	<p>Low</p>

Appendix 1

	Race	Positive	Low
	Religion/belief	Positive	Low
	Sexual Orientation	Positive	Low
<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p>	Description of impact	Nature of impact Positive, Neutral, Adverse (explain why)	Extent of impact Low, medium, high
	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition	Positive	Low
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution	Positive	Low

Appendix 1

<p>(3) Using the information gathered in stages 2 and 3, please describe how the policy/strategy/service will:</p> <ul style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<p>The sports facilities are available for use by all residents of the borough through membership schemes as per usual practice of community amateur sports clubs.</p> <p>The respective clubs provide expert provision in their specific sporting fields and provide opportunities for all to participate in sport and physical activity.</p>
<p>(4) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?</p>	<p>None</p>
<p>(5) What Equality Monitoring Data will be collected to analyse impact? How will the Equality Monitoring Data collected be used?</p> <p>If no Equality Monitoring Data is being collected, why not?</p> <p>For support with this section, please refer to the Equality Monitoring Guidance.</p>	<p>Development of club facilities can be monitored and demonstrated through regular engagement and feedback with the respective clubs.</p>

<p>(6) Complete this section if any adverse impacts were identified in 3.1.</p> <p>Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.</p>	<p>NA</p>
--	-----------

<p><u>Stage 4 – Action Planning, Review and Monitoring</u></p>	
<p>(1) Data analysis What does feedback from Equality Monitoring Data gathered tell you about impact on groups? Were there any unforeseen impacts (positive or negative)?</p> <p>The feedback/data should be used to inform your Action Plan in (2)</p>	

<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(2) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Lead Officer</th> <th style="text-align: left;">Date for completion</th> <th style="text-align: left;">Resource requirements</th> <th style="text-align: left;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(3) Review and Monitoring State how and when you will monitor policy and Action Plan. Will you make any changes to the Equality Data that you are collecting or how you are collecting/using the data?</p>																														

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action.

Rugby Borough Council declared a climate emergency in 2019 and the Council's Corporate Strategy (2025-2035) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions are further defined through the Council's Climate Change Strategy [link](#) and must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes greenhouse gas emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

To help you complete this assessment, please see the following guidance on SharePoint [here](#).

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to your Chief Officer for approval.

If you require help, advice and support to complete the form, please contact your Chief Officer.

SECTION 1: OVERVIEW

Portfolio and Service Area	Leisure and Wellbeing
Policy/Service/Change being assessed	Investment in Leisure – Section 106
Is this a new or existing Policy/Service/Change?	Identification of section 106 contributions to fund capital improvements to two existing indoor sport facilities for the borough.
If existing policy/service please state date of last assessment	N/A
Ward Specific Impacts	ALL
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	
Completed By	Tom Kittendorf
Authorised By	Tom Kittendorf
Date of Assessment	01 April 2026

SECTION 2: IMPACT ASSESSMENT Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improvements to athletics clubhouse include energy efficiency projects to retain heat.		Rugby & Northampton Athletics Club	
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local suppliers have been identified by the respective sports clubs to support the reduction in transportation and supporting the local economy.		Rugby & Northampton Athletics Club Rugby Gymnastics Club	
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Would demonstrate RBC's commitment to a Healthier Rugby and directly support the delivery of the Corporate Strategy objectives.		Leisure Services Manager	
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The projects do not directly support the improvement of biodiversity and habitats.			
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
---	-------------------------------------	--------------------------	--------------------------	--	--	--	--

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	01 April 2026
Key points to be considered through review	<p>Direct contribution to support the Council delivering a Healthier Rugby as set out in the Council's Corporate Strategy through ensuring the borough has modern, high quality sporting facilities for residents to access.</p> <p>Supports the Council's financial responsibilities of utilising section 106 contributions that have been agreed to improve the provision of leisure facilities in the borough.</p>
Person responsible for review	Tom Kittendorf
Authorised by	T.Kittendorf

AGENDA MANAGEMENT SHEET

Report Title: Appointments to Working Groups 2026/27

Name of Committee: Cabinet

Date of Meeting: 2 June 2026

Report Director: Chief Executive

Portfolio: People, Resources and Governance

Ward Relevance: N/A

Prior Consultation: N/A

Contact Officer: Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Key Decision: 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 the Council is a responsible, effective and efficient organisation.

Summary: Cabinet is requested to consider which Working Parties be re-constituted for 2026/27 and appoint the membership of each group.

Local Government Reorganisation Implications: There are no local government reorganisation implications.

Financial Implications:	There are no direct financial implications arising from this report.
Risk Management/Health and Safety Implications:	There are no direct risk management implications arising from this report.
Environmental Implications:	There are no direct environmental implications arising from this report.
Legal Implications:	There are no direct legal implications arising from this report.
Equality and Diversity:	There are no direct equality and diversity implications arising from this report.
Options:	N/A
Recommendation:	<ol style="list-style-type: none"> (1) Delegated authority be given to the Monitoring Officer to agree the membership of each working group for the 2026/27 municipal year with all Group Leaders; (2) members of all working groups note that they represent the views of their political group at meetings and provide regular feedback to them on workstreams; (3) each working group review its terms of reference at its first meeting of the municipal year; and (4) 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.
Reasons for Recommendation:	Cabinet needs to determine which Working Groups are required to carry out business in 2026/27.

Cabinet - 2 June 2026

Appointments to Working Groups 2026/27

Public Report of the Chief Executive

Recommendation

- (1) Delegated authority be given to the Monitoring Officer to agree the membership of each working group for the 2026/27 municipal year with all Group Leaders;
- (2) members of all working groups note that they represent the views of their political group at meetings and provide regular feedback to them on workstreams;
- (3) each working group review its terms of reference at its first meeting of the municipal year; and
- (4) 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.

1. EXECUTIVE SUMMARY

- 1.1 Cabinet is requested to consider which working groups need to be re-constituted for 2026/27 in order that they can proceed with their business and work programmes.

2. MEMBERSHIPS OF WORKING GROUPS FOR 2026/27

- 2.1 It is proposed that delegated authority be given to the Monitoring Officer to agree the membership of each working group for the current municipal year with all Group Leaders.

3. ROLE OF GROUP REPRESENTATIVES ON WORKING GROUPS

- 3.1 Members are appointed to represent their Group's views and ideas at working groups within their respective terms of reference. It is important, therefore, that Members provide feedback to their relevant political group about working groups on which they sit to ensure all Members are kept informed of progress on workstreams.

4. REVIEW OF TERMS OF REFERENCE FOR EACH WORKING GROUP

- 4.1 The first item of business for each working group for this municipal year will be to review its terms of reference. If it is considered that business has been completed, it is proposed that delegated authority be given to the Monitoring Officer, in consultation with the Chair, to disestablish the relevant working group.

Name of Meeting: Cabinet
Date of Meeting: 2 June 2026
Subject Matter: Appointments to Working Groups 2026/27
Originating Department: Chief Executive's Directorate

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

AGENDA MANAGEMENT SHEET

Report Title: Write Offs Policy 2026-2028

Name of Committee: Cabinet

Date of Meeting: 2 June 2026

Report Director: Chief Financial Officer

Portfolio: People, Resources and Governance

Ward Relevance: ALL

Prior Consultation: None

Contact Officer: Richard Moore, Revenues and Benefits Manager
richard.moore@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Key Decision: Yes

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 ensures financial sustainability and effective debt recovery.

Summary: This report asks Cabinet to recommend to Council the adoption of the write off policy at Appendix 1 and the approval of revised delegated authority limits for the write off of irrecoverable Council Tax, Non Domestic Rates, Housing Benefit overpayments and Sundry Income. The proposed changes require amendment to Part 2B of the

Constitution and therefore requires approval by Full Council.

**Local Government
Reorganisation Implications:**

None

Financial Implications:

The financial implications of the write off policy are concerned with robust financial governance and control.

The write off policy mandates that debt is only written off after all reasonable and economical statutory recovery avenues have been exhausted, ensuring a diligent approach to public money.

**Risk Management/Health and
Safety Implications:**

There are some risk management implications which are highlighted, along with mitigations to limit the risk, in the main body of the report.

Environmental Implications:

There are no environmental implications arising from this report and no Climate Change impact assessment is required.

Legal Implications:

The proposed write off policy changes the approval limits for the write off of irrecoverable debts and therefore requires amendment to the scheme of delegation of the Constitution to Full Council.

Article 4.2(a) reserves the adoption and amendment of the Constitution to Full Council.

Article 15.2 provides that changes to the Constitution by Full Council will only be considered after receipt of a report on the proposal by the Monitoring Officer.

The proposed delegation arrangements must also be read alongside Part "B paragraph 2.5(o), which currently permits chief officers to write off debts after consultation with the Chief Officer for Finance and Performance, and Part 2B paragraph 2.8 (e)-(f), which currently limits authority to £2,000.

The proposed amendments are intended to remove any inconsistency and ensure all write offs are approved in accordance with the adopted policy, financial standing orders and the revised approval limits.

Equality and Diversity:

An Equality Impact Assessment on this policy was undertaken on 17 October 2025 and will be reviewed on 17 October 2027.

Options:

1. Approve the Write off Policy (appendix 1) and the proposed changes to the constitution.
2. Do not approve the policy and new limits (risking administrative backlogs, inefficient financial reporting, and non-compliance with accounting best practice)

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT:

1. The Write-Off policy at Appendix 1 be adopted;
2. The revised approval limits for the write-off on irrecoverable debts, as set out in paragraph 4.1 of this report, be approved;
3. The consequential amendments to Part 2B of the Constitution be approved;
4. Th Monitoring Officer be authorised to make the necessary consequential amendments to the Constitution following Council approval; and
5. The total value of debts written off under delegated authority be reported to Cabinet at least twice yearly.

Reasons for Recommendation:

The formal adoption of this policy ensures a robust and auditable framework for debt management, while promoting greater administrative efficiency for routine cases.

Cabinet - 2 June 2026

Write off Policy 2026-28

Public Report of the Chief Financial Officer

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT:

1. The Write-Off policy at Appendix 1 be adopted;
2. The revised approval limits for the write-off on irrecoverable debts, as set out in paragraph 4.1 of this report, be approved;
3. The consequential amendments to Part 2B of the Constitution be approved;
4. The Monitoring Officer be authorised to make the necessary consequential amendments to the Constitution following Council approval; and
5. The total value of debts written off under delegated authority be reported to Cabinet at least twice yearly.

1. Executive Summary

1.1 This report asks Cabinet to recommend to Council the formal adoption of an updated Write off Policy and revised approval limits for irrecoverable Council Tax, Non Domestic Rates, Housing Benefit Overpayments and Sundry Debts.

1.2 This policy establishes a robust, auditable framework to ensure diligent management of public money, mandating that debt is only written off once all reasonable and economical statutory recovery avenues have been exhausted.

2. Background

2.1 A robust write-off policy, which adheres to legislative procedures (Local Government Finance Act 1988, Council Tax (Admin and Enforcement) regulations 1992, etc.), is a fundamental component of financial control.

2.2 The policy is to be regularly reviewed by Internal Audit to confirm its adherence to best practice. This policy review is essential to:

- Formally adopt the updated policy text.
- Formally approve the new minimum approval limits.

- Ensure the Revenues & Benefits Service is equipped to handle the increased debt complexity arising from new enforcement measures.

2.3 This report does not ask Cabinet to approve this constitutional change. It asks Cabinet to recommend to Council that the Write-Off policy and revised approval limits be approved. This is because the approval limits alter the Scheme of Delegation in Part 2B of the Constitution, which may only be amended by Full Council following consideration of a Monitoring Officer report.

2.4 The review is timely to align financial governance with the anticipated increase in complex debt resulting from the increase in the cost of living and new policies, such as the Long-Term Empty Property Premiums.

3 Financial Implications

3.1 The financial implications of the Write-Off Policy are concerned with robust financial governance and control.

3.2 The policy mandates that debt is only written off after all reasonable and economical statutory recovery avenues have been exhausted, ensuring a diligent approach to public money.

3.3 Properly managed write-offs, in accordance with the policy, mitigate the risk of overstating the Council's debtors balance and ensures the annual Statement of Accounts provides a true and fair view of the Council's financial position.

3.4 The new Long-Term Empty Property (LTEP) premiums are expected to increase the complexity and volume of potential appeals and subsequent irrecoverable debt. Clear and efficient delegation is essential for timely financial reconciliation.

3.5 To provide context on current debt trends, since March 2024, Cabinet has approved £1.7m in total write-offs. Notably, £1.1m of this sum was attributed to formal insolvency proceedings, where the Council's ability to recover funds is legally restricted. This historical data underscores the necessity for the streamlined delegation limits proposed in Section 4, particularly regarding mandatory legal write-offs.

3.6 The policy requires that the total amounts written off will be reported to the Cabinet twice annually, together with any write-offs requiring specific Cabinet approval.

4 Proposed Delegation Authority Limits

4.1 Subject to Council approval, the following minimum approval levels, will apply to the write-off of irrecoverable debts. These limits apply to the total aggregate debt owed by a single person, company or business, not each invoice,

account or liability separately. These limits ensure segregation of duties and maintain strategic oversight for larger amounts:

Debts up to	Minimum Approval required	Justification
£10,000	Chief Financial Officer (with written sub-delegation to the Revenues and Benefits Manager)	Covers high volume, routine small debts where recovery action is complete but failed (e.g., deceased estates, absconded debtors).
£10,001 +	Cabinet Approval required	Ensures elected members maintain strategic control and transparency over all exceptional and high-value financial decisions.

- 4.2 To ensure consistent application of the councils welfare provisions, any write off based on extreme financial hardship must be authorised at a minimum by the Revenues and Benefits Manager. However, to maintain the integrity of the £10,000 threshold, any write off exceeding that threshold on the grounds of hardship, will be escalated for Cabinet oversight in line with standard delegation.
- 4.3 The £10,000 threshold applies to the total aggregate debt of a single person or business, rather than per individual invoice or account.
- 4.4 Note: Where there is a legal requirement to write off a sum (e.g., in respect of a formal insolvency order), delegated authority is given to Chief Officers to act immediately, irrespective of the financial level of that write off.
- 4.5 The total value of debts written off under these delegations will be reported to Cabinet at least twice yearly. This report will include a summary of routine write offs and detailed disclosure of any specific cases requiring Cabinets direct approval.

5.Risk Management/Health and Safety Implications

Risk	Mitigation
Abuse of delegation	The delegation limits are set by seniority and include mandatory requirements for complete audit trails, objective evidence of exhausted recovery options, and monthly reporting to the Section 151 Officer. The policy also explicitly prohibits the use of credit notes as a substitute for a formal write-off, which is a breach of Financial Regulations.
Compromised recovery	The policy strictly defines " irrecoverable " debt as that for which all legal and statutory recovery actions have failed or are impossible. Writing off does not cancel the debt but removes it from the balance sheet for accounting purposes.
Impact of new policies	The increased LTEP debt volume is managed by ensuring the delegation is efficient, preventing backlogs

	that distort the financial ledger, and supporting accurate financial reporting.
Overuse of hardship	Write-offs based on extreme financial hardship require a minimum approval level from the Revenues and Benefits Manager to ensure consistent application of the welfare clause. To prevent the bypass of strategic controls, hardship cases exceeding the £10,000 threshold will be escalated for Cabinet approval.
Aggregate debt manipulation	To prevent write offs where multiple small debts for a single debtor are processed individually, the £10,000 threshold applies to the aggregate of all debts held by a single person or business entity.

6. Reasons for Recommendation

- 6.1 The formal adoption of this policy ensures a robust and auditable framework for debt management.
- 6.2 The proposed delegation limits, which require Cabinet approval for all write-offs over £10,000, maintain strategic control over significant financial decisions while promoting greater administrative efficiency for routine cases.
- 6.3 This is essential for accurate financial reporting and to manage the increased complexity anticipated from new enforcement policies.

Name of Meeting: Cabinet
Date of Meeting: 2 June 2026
Subject Matter: Write Offs Policy
Originating Department: Chief Executive's Directorate

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

Write off policy

1. The council will take all reasonable and economical debt recovery action to recover the full debt that is due before consideration is given to writing off a debt.
2. The debt will be subject to the collection and legal procedures as outlined in regulations;
Local Government Finance Act 1988,
Council Tax (Admin and Enforcement) regulations 1992
Non Domestic Rating (Collection and Enforcement) Regulations 1989 and
Housing Benefit General Regulations 1987.
3. The degree of enforcement action attempted should be dependent on the amount owed, the type of debt and the customer's personal circumstances where they are known.
4. There will be limited circumstances where it is appropriate to consider writing off the amount(s) owed (or part thereof) to the council.
5. The reasons may be legislative, may be a directive from the Court or local management (where circumstances dictate).
6. Where a debt is determined as non-recoverable it will be identified as such at the earliest possible opportunity and properly dealt with in accordance with this Write Off Policy.
7. Write offs must be transparent and will only be processed where the invoice has been raised correctly and where there is a justified reason why the debt should no longer be pursued.
8. In considering the approval to write off a debt the authorising officer will consider:
 - 8.1 This Policy
 - 8.2 The interest of the local community
 - 8.3 The council's fiduciary duty
 - 8.4 The rights of the customer and the effect of continued enforcement action
9. Any member of staff, elected member or contractor who has an interest in any debt must not participate in the decision-making process regarding the write off of the debt and must declare their interest.
10. For the purposes of this policy an interest includes those in the following list, however, the list is not intended to be exhaustive and where a member of staff is unsure whether they have an interest they should seek advice from their line manager or Internal Audit.

- 10.1 The debt is owed by a relative, including relatives by marriage
- 10.2 The debt is owed by a relative of a current or former partner
- 10.3 The debt is owed by an organisation of which you are a member
- 10.4 The debt is owed by an organisation of which a relative is a member
- 10.5 The debt is owed by a company or individual with whom you have a business relationship

11. This does not preclude members who, in the normal course of discharging their duty to represent their constituents on a wide range of matters, from discussing specific cases subject to the relevant constituent consent.

12. Approved reasons for write off of debts fall into two broad categories, firstly those debts that the council is unable to collect and secondly those debts that are deemed uneconomic to collect.

13. The following reasons are recognised as valid reasons for the write off of debts, subject to all appropriate action to enforce payment having been attempted.

14. Unable to collect:

- 14.1 The customer is deceased and has left no estate
- 14.2 The customer is subject to a formal insolvency order (in such cases any accruing debt to be written off will only be up to the date of the order)
- 14.3 The debt has been remitted by the Court
- 14.4 The customer can demonstrate extreme financial hardship where continued enforcement would lead to destitution or a substantial and immediate threat to health and well-being. A write-off under this clause requires objective evidence, such as confirmation from a recognised third-party debt/welfare advisor or proof of receipt of specific means-tested benefits.

A write-off justified solely on the grounds of **extreme financial hardship** must be approved at minimum by the **Revenues and Benefits Manager, irrespective of the amount**, and be supported by the objective evidence defined above. This ensures consistent application of the welfare clause

- 14.5 The customer has absconded / gone away and cannot be traced
- 14.6 The customer is living outside the jurisdiction of the English courts and is unlikely to return

- 14.7 The Court has refused to make an order in respect of the debt
- 14.8 The customer has served a prison sentence to discharge the debt
- 14.9 The debt is an overpayment of Housing or Council Tax Benefit which is deemed to be unrecoverable in accordance with the Housing Benefit General Regulations 1987 and the Department for Work and Pensions overpayment guidance manual
- 14.10 The age of the debt precludes recovery, or the debt is Statute Barred

15. Uneconomic to recover:

- 15.1 It is uneconomical to take action to enforce payment if the amount is a small balance (under £50)
- 15.2 Legal action is unlikely to be cost effective or it is in the council's interest to agree a negotiated settlement of part of the debt

16. In general, recommendation for debts to be written off should be made only where one of the above categories applies. However, it is recognised that it is difficult to anticipate all potential circumstances where write off may be justified, and that on occasion it may be appropriate to write off a debt for other reasons.

17. The approval to write off the debt in these exceptional circumstances must adhere to the standard delegation limits outlined in Section 7 (Authorisation to write off debts).

18. Authorisation to write off debts

19. When considering debt, it is important to differentiate between a write off and a credit note, or change in circumstances. A write off is an amount owed that will never be collected. A credit note is issued in various situations to correct a mistake on an invoice, for example where an invoice has been overstated.

20. A credit note **MUST NOT** be used as a substitute for a write-off. The incorrect use of credit notes to relieve debt is a breach of the Council's Financial Regulations, contravenes standard accounting practice, and carries a significant risk of resulting in both material misstatement in the statutory accounts and incorrect VAT declarations to HMRC.

21. The council's Financial Rules allow for debts to be written off in accordance with this debt write off policy. Financial debt write off may be approved in aggregate in accordance with the following table:

Amount	Minimum Approval required
Upto £10,000	Chief Financial Officer and delegation to designated Revenues and Benefits Manager
Over £10,000	Cabinet approval required

22. Where there is legal requirement to write off a sum, for example in respect of insolvency, delegated authority to write off is given to Chief Financial Officer, irrespective of the £level of that write off.
23. Twice annually the amounts written off will be reported to the Cabinet, together with any write offs requiring Cabinet approval.
24. This Write Off Policy and the minimum approval levels will be formally reviewed by the Chief Officer Finance and Performance (Section 151 Officer) and Internal Audit on an annual basis to ensure relevance, compliance, and appropriateness against the Council's financial risk.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published [online](#).
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Rebecca Ewers
Corporate Equality & Diversity Officer
rebecca.ewers@rugby.gov.uk
01788 533509

Equality Impact Assessment

Service Area	Revenues and Benefits
Policy/Service being assessed	Write offs
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	existing
EqlA Review Team – List of members	Richard Moore
Date of this assessment	23 September 2025
Signature of responsible officer (to be signed after the EqlA has been completed)	Richard Moore

A copy of the completed and signed Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Officer.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Policy to be analysed</u>	Write offs of unrecoverable debts owed to the council
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The main aims are to provide a structured and transparent framework for managing council tax, non domestic rates and sundry debts that cannot be collected. This policy balances the council's duty to collect revenue with the need to act compassionately and responsibly towards residents who are in severe financial difficulty.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The council tax write off policy aligns with the councils priorities, specifically to build a "fairer Rugby". The policy supports this priority by: Reducing inequalities by providing a safety net for vulnerable residents and reduce the financial burden on those in severe hardship. Supporting residents to live independent lives – by alleviating financial stress it will have a positive impact on residents health and well being, aligning with the councils priority of a fairer rugby and a healthier Rugby
(3) What are the expected outcomes you are hoping to achieve?	Mitigate financial hardship of residents Improve financial inclusion Ensuring Efficient Use of Resources Acting Responsibly and Fairly Reducing Legal and Enforcement Costs:
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Customers Wider community
(5) Will the policy or decision involve substantial changes in resources?	No

<p><u>Stage 2 – Evidence about user population and consultation</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the data tell you about the groups this policy or decision impacts?</p> <p>Possible data sources:</p> <ul style="list-style-type: none"> • national statistics/census data • local statistics • evaluations • analysis of complaints • user feedback • outcomes from consultation/community voice • Council published information, service data • District and Ward Profile – Warwickshire Observatory • Office of National Statistics • Fingertips health profiles • Indices of Multiple Deprivation • RBC Annual Workforce Equality Report 	

<p>(2a) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy/decision?</p>	No		
<p>(2b) If you have not consulted or engaged with communities that are likely to be affected by the policy/decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>No separate consultation has been carried out for this policy. The policy is primarily an internal financial governance and decision making framework for dealing with debts that are no longer recoverable or are uneconomical to recover. It does not introduce a new charge, reduce entitlement to a service or change the way customers access Council services.</p> <p>The policy includes safeguards for individual circumstances, including cases of extreme financial hardship where continued enforcement would risk destitution or a serious impact on health and wellbeing. It also requires transparent decision making, appropriate approval, and regular review. Formal consultation is therefore not considered proportionate, but any equality issues raised through complaints, case reviews, audit, resident feedback or monitoring will be considered as part of the policy review process.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Neutral, Adverse (explain why)</p>	<p>Extent of impact Low, medium, high</p>

Appendix 2

<p>for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	Age	<p>None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.</p>	<p>Low</p>
	Disability	<p>None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.</p>	<p>Low</p>
	Sex	<p>None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.</p>	<p>Low</p>

Appendix 2

	Gender reassignment	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low
	Marriage/civil partnership	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low
	Pregnancy/maternity	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low

Appendix 2

	Race	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low
	Religion/belief	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low
	Sexual Orientation	None identified. The policy is a financial control mechanism and applies neutrally to all debtors. The decision to write off is based on the legal viability of the debt (e.g., insolvency, absconding), not personal characteristics.	Low
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty,	Description of impact	Nature of impact Positive, Neutral, Adverse (explain why)	Extent of impact Low, medium, high

Appendix 2

geographically disadvantaged communities? If yes, please explain how?	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition	None identified. The policy is designed to prevent adverse impact in cases of genuine poverty by providing a defined mechanism for relief.	Significant Positive Impact: The policy explicitly recognises " extreme financial hardship " as a valid reason for write-off, preventing continued enforcement where it would lead to destitution or an immediate threat to health/well-being . This acts as a protective mechanism for individuals in vulnerable financial circumstances.
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution	None identified. The policy is designed to prevent adverse impact in cases of genuine poverty by providing a defined mechanism for relief.	

<p>(3) Using the information gathered in stages 2 and 3, please describe how the policy/strategy/service will:</p> <ul style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<p>The policy supports the councils duty to eliminate unlawful discrimination, harassment, victimisation and other unlawful conduct by applying a consistent and transparent framework to all write off decisions. Decisions are based on whether a debt is recoverable, whether recovery is economical, the legal status of the debt, and the customers known personal circumstances, rather than any protected characteristic. The policy also supports fair treatment by requiring officers to consider rights of customers and the effect of continued enforcement action. This includes cases where the customer can demonstrate extreme financial hardship and where continued enforcement would lead to a destitution or substantial and immediate threat to health and wellbeing. This provides a safeguard for vulnerable customers, including those who may also share protected characteristics such as age, disability pregnancy, or maternity, although the policy itself is applied equally to all customers.</p> <p>The policy advances equality of opportunity by allowing the council to stop enforcement action in appropriate cases where continuing would be unreasonable, disproportionate or harmful. It also helps ensure that vulnerable residents are not placed at further disadvantage where there is objective evidence of severe hardship.</p> <p>The policy fosters good relations by demonstrating that the council balances its duty to recover public money with the need to act fairly, proportionately and with compassion. Transparent approval arrangements declarations of interest and regular reporting help maintain public confidence that decisions are made consistently and in the wider public interest.</p>
---	--

Appendix 2

<p>(4) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?</p>	<p>There may be some potential barriers for residents who need to provide evidence of hardship or personal circumstances. These may include low literacy, digital exclusion, disability, poor mental health, language barriers, lack of confidence in engaging with the council, or difficulty obtaining evidence from a third party debt or welfare advisor.</p> <p>These barriers can be reduced by ensuring customers are offered clear information about what evidence is needed, using plain language in correspondence, making reasonable adjustments where required, signposting customers to debt and welfare advice, and accepting appropriate evidence from recognised third -party advisors. Officers should also consider known personal circumstances when deciding whether to continued recovery action is appropriate.</p> <p>No obvious barrier is created by the policy itself, as the write off criteria is based on the status and recoverability of the debt, not on personal characteristics. The main risk is that some residents may find it harder than others to engage with the process or evidence their circumstances. This can be managed through clear communication, flexible contact methods, reasonable adjustments and consistent officer guidance.</p>
<p>(5) What Equality Monitoring Data will be collected to analyse impact? How will the Equality Monitoring Data collected be used?</p> <p>If no Equality Monitoring Data is being collected, why not?</p> <p>For support with this section, please refer to the Equality Monitoring Guidance.</p>	<p>Routine equality monitoring data is not currently collected specifically for write off decisions. This is because write off decisions are based on the type and value of the debt, recovery action taken, legal status, evidence of hardship where relevant, and whether recovery is economical or appropriate. The decision is not based on protected characteristics.</p> <p>However, the service will continue to monitor write off activity through operational and financial controls. This includes the value of write offs, the type of debt, reason for write off, approval level, and any cases approved on the grounds of extreme financial hardship. This information will help identify any unusual patterns, ensure the policy is being applied consistently, and support the twice-yearly reporting to cabinet and annual review of the policy.</p> <p>Where a concern, complaint, review or case audit identifies a potential equality issue, the service will consider whether additional equality monitoring is needed. Any further data collection would need to be proportionate, relevant and handled in line with data protection requirements.</p>

(6) Complete this section if any adverse impacts were identified in 3.1.

Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.

Stage 4 – Action Planning, Review and Monitoring

(1) Data analysis
 What does feedback from Equality Monitoring Data gathered tell you about impact on groups? Were there any unforeseen impacts (positive or negative)?

The feedback/data should be used to inform your Action Plan in (2)

<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(2) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Lead Officer</th> <th style="text-align: left;">Date for completion</th> <th style="text-align: left;">Resource requirements</th> <th style="text-align: left;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(3) Review and Monitoring State how and when you will monitor policy and Action Plan. Will you make any changes to the Equality Data that you are collecting or how you are collecting/using the data?</p>																														

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

AGENDA MANAGEMENT SHEET

Report Title: Support for People Diagnosed with Motor Neurone Disease in Accessing Disabled Facilities Grants.

Name of Committee: Cabinet

Date of Meeting: 2 June 2026

Report Director: Strategic Director - Communities

Portfolio: Communities, Housing and Safety

Ward Relevance: All Wards

Prior Consultation: Portfolio Holder and representatives from the political groups, Cllr Belinda Garcia, Cllr Maggie O'Rourke, Report Consultation Officers Group, the Heart Partnership.

Contact Officer: Mary Jane Gunn (Communities and Projects Manager)
maryjane.gunn@rugby.gov.uk
01788 533386

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Key Decision: 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

Summary:

The Home Environment Assessment and Response Team (HEART) is a shared service of the district and borough councils in Warwickshire, working closely with Warwickshire County Council, who also form part of the governance board. The partnership was established in March 2017 to improve the delivery of mandatory grants to provide for adaptations for private householders (Disabled Facilities Grants) in Warwickshire.

The service also provides assessment recommendations for Council tenants in need of potential DFG's.

The overarching objective of HEART, which is hosted by Nuneaton & Bedworth Borough Council, is to deliver holistic home assessments and interventions to enable applicants to remain living independently, and with dignity, in their home.

This report updates Cabinet following the 27 January 2026 Notice of Motion to improve support for residents living with Motor Neurone Disease (MND). It outlines how partnership working through the Heart Partnership is helping to provide coordinated, person-centred support, with detail set out in the attached appendix 1.

Local Government Reorganisation Implications:

There are no direct implications arising from this report.

Financial Implications:

There are no direct financial implications arising from this report. Support activity is delivered through the existing Heart Partnership, Council resources and supported by the Ministry of Housing, Communities and Local Government.

Risk Management/Health and Safety Implications:

The report supports improved identification and management of risks for vulnerable residents with complex and rapidly changing needs. Effective coordination through the Heart Partnership helps reduce risks associated with delayed support, unsuitable housing and unmet care needs.

Environmental Implications:

There are no direct environmental implications arising from this report.

Legal Implications:

The Council has duties under the Care Act 2014, Housing Act 1996, and Equality Act 2010 to support vulnerable residents, including those with disabilities and long-term conditions. The actions

outlined in this report support compliance with these statutory responsibilities, particularly in relation to reasonable adjustments and promoting independent living.

The Human Rights Act 1998. Article 8 of the European Convention on Human Rights (right to respect for private and family life and the home) is directly engaged by housing adaptation decisions for people with serious and progressive disabilities. The work undertaken by the Heart Partnership supports compliance with the Human Rights Act 1998.

Equality and Diversity:

The Equality Impact Assessment has been submitted and is attached as Appendix 2.

Options:

Option 1, that Cabinet notes the content of this report and Appendix 1 and endorses the continued partnership approach to supporting residents with MND and other life limiting conditions.

Option 2, referral to Scrutiny Committee for further review,

Option 3, deferral pending additional Heart Partnership data on Occupational Therapist waiting times.

Option 1 is the preferred option as it discharges the Council's Motion commitment and provides assurance to Cabinet of the adequacy of current partnership arrangements.

Recommendation:

The contents of this report and Appendix 1 be noted and the continued partnership approach to supporting residents with MND and other life-limiting conditions be endorsed.

Reasons for Recommendation:

To ensure Cabinet is updated on progress following the Notice of Motion carried at Council on 27 January 2026 and to provide assurance that support for residents living with Motor Neurone Disease is being delivered through coordinated partnership working.

Cabinet - 2 June 2026

**Support for People Diagnosed with Motor Neurone Disease in
Accessing Disabled Facilities Grant**

Public Report of the Strategic Director - Communities

Recommendation

The contents of this report and Appendix 1 be noted and the continued partnership approach to supporting residents with MND and other life-limiting conditions be endorsed.

1. Executive Summary

This report updates Cabinet following the 27 January 2026 Notice of Motion which affirmed Rugby Borough Council's commitment to partnership-led, compassionate and inclusive support for residents living with Motor Neurone Disease (and other life-limiting conditions). It outlines how partnership working through the Heart Partnership is helping to provide coordinated, person-centred support, with detail set out in the attached appendix 1.

2. Purpose

- 2.1** To update Cabinet following the Notice of Motion carried by Council on 27 January 2026, and to present an overview of how support for residents living with Motor Neurone Disease (MND) is being delivered and developed through partnership working.

3. Background

- 3.1** Council recognised the significant impact of MND on individuals, families and carers, and the need for coordinated support that goes beyond healthcare.
- 3.2** The Motion committed the Council to strengthening partnership working, improving awareness, supporting carers and reviewing progress.

4. Consultation

- 4.1** The Portfolio Holder for Communities and Homes, Regulation and Safety, the Portfolio Holder for Partnerships and Wellbeing and Cllr Garcia were consulted and no objections were raised. The Heart Partnership were consulted and provided information relating to their key areas of focus and current challenges and risks, outlined later in this report and in the Appendix 1.

5. Current Approach

- 5.1 The HEART shared service Partnership has been in place since March 2017 and is subject to a legal contract which reflects the arrangements agreed by the six Councils in Warwickshire.
- 5.2 The shared service is hosted by Nuneaton & Bedworth Borough Council, with two teams delivering the service across the county – one in the north and one in the south. The host provides a single line managed staff structure.
- 5.3 The HEART Management Board oversees the partnership arrangements and has representation from all 6 authorities involved.
- 5.4 Practical support, including required aids and home adaptations, for residents with MND in Warwickshire is delivered through the Heart Partnership which brings together housing, health and social care.
- 5.5 This support includes:
- MND being recognised by Heart as a life-limiting condition and triaged as urgent
 - Coordinated case management for residents with urgent and complex needs
 - Support with housing adaptations, repairs and access to financial assistance
 - Signposting to specialist organisations and community-based support
- 5.6 Further details on current processes and support available is set out in Appendix 1.

6. Key Areas of Focus for the Heart Partnership

- An approach delivered through the Heart Partnership
- Improving awareness and signposting for residents, carers and staff
- Supporting unpaid carers through access to advice and wellbeing services
- Promoting accessible and adaptable housing and community environments

7. Current Challenges and Risks

- 7.1 The main challenges identified include:
- Delays in assessments for adaptations due to a national shortage of qualified occupational therapists
 - Maintaining effective coordination across multiple agencies
- 7.2 These issues are being addressed through ongoing work by the Heart Partnership.

8. Next Steps

- Heart will continue to work with partners to improve coordination and reduce delays.
- Heart will continue to identify and address gaps in provision.

- Rugby Borough Council will raise awareness of the support offered by Heart.

9. Conclusion

- 9.1 The carried Motion represents a clear commitment by Rugby Borough Council to partnership-led, compassionate and inclusive support for residents living with Motor Neurone Disease and other life limiting conditions.

Name of Meeting: Cabinet
Date of Meeting: 2 June 2026
Subject Matter: Support for Residents with Motor Neurone Disease

Originating Department: Communities

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
App 1	Implementation of Support Measures for Residents with Motor Neurone Disease
App 2	Equality Impact Assessment
App 3	Notice of Motion carried by Council on 27 January 2026 Notice of Motion on MND Council 27 January 2026
App 4	Heart Financial Assistance Policy Financial Assistance Policy
App 5	RBC Aids and Adaptations Policy Aids and Adaptations Policy
App 6	Corporate Strategy 2025 – 2035 Corporate Strategy 2025 - 2035

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 the Strategic Director – Communities

Support for people diagnosed with Motor Neurone Disease (MND) in accessing Disabled Facilities Grants.

Appendix 1.

Report to Cabinet: 2 June 2026

1. Background

At its meeting on 27 January 2026 Council carried the Motion:

This Council recognises that:

- Motor Neurone Disease (MND) is a progressive, life-limiting neurological condition that places significant physical, emotional and financial strain on individuals, their families and carers.
- Early diagnosis and coordinated support can significantly improve quality of life for people living with MND, even though there is currently no cure.
- People diagnosed with MND, and other life limiting conditions often require support that goes beyond healthcare alone, including help with housing and home adaptations, benefits, community access, mobility, social connection and carer support.
- The **Heart Partnership** plays an important role in bringing together the Councils in Warwickshire, voluntary, community and health organisations to support residents with complex needs through collaborative and person-centred approaches.

The Notice of Motion is attached as Appendix 3.

Council therefore resolved to:

Strengthen partnership working

Work through the Heart Partnership to ensure people diagnosed with MND, and other life limiting conditions in the borough access timely, coordinated and compassionate support across health, social care, housing and home adaptation, and the voluntary and community sector.

No gap has been identified against this strand of the Notice of Motion.

- Rugby Borough Council is an active member of the Heart Partnership, monitoring current provision and working collaboratively to ensure people diagnosed with MND and other life-limiting conditions can access timely, coordinated and compassionate support across services such as health, social care, housing and home adaptations and VCS.

Improve awareness and signposting

A gap has been identified against this strand of the Notice of Motion, and opportunities have been identified to:

- Support improved awareness among council officers, partners and the wider community of MND and the specific challenges faced by those living with the condition, to support this RBC Communications Team will leverage Global MND Awareness Day on 21 June 2026 to share information across our social media channels and staff news, helping to raise awareness of the condition and how to access support.
- Ensure clear and accessible signposting to local and national MND support organisations is available through relevant council and partnership channels to support this Warwickshire Community and Voluntary Action (WCAVA) work with groups that support the MND community, helping them with funding searches, governance and policy support and securing volunteers.

Support carers and families

Recognise the vital role of families and unpaid carers of people living with MND, and other life limiting conditions and work with the Heart Partnership to ensure they are connected into appropriate advice, wellbeing and respite support.

No gap has been identified against this strand of the Notice of Motion.

- The Heart Partnership acknowledges the vital role of families and unpaid carers supporting people living with MND and other life-limiting conditions, with Heart case workers ensuring they can access appropriate advice, wellbeing resources and respite support. The Heart Partnership routinely supports families and carers as part of its work.

Promote inclusive services and environments

Use the Council's influence as a place-shaper to encourage inclusive design, accessibility and flexibility in council services, housing and community facilities for people with rapidly changing and complex physical needs.

No gap has been identified against this strand of the Notice of Motion.

- The emerging Rugby Borough Local Plan 2025-2042 was submitted to the Secretary of State for examination on 27 April 2026. Proposed policy H7 Housing Standards will require that all new dwellings shall meet the requirements for Category 2 – accessible and adaptable dwellings set out in Part M4(2) of Schedule 1 to the Building Regulations 2010 (as amended). This is the equivalent of the lifetime homes standards. The policy also would require that on developments of 10 or more homes, 3.5 per cent of dwellings shall meet the requirements for Category 3 – wheelchair user dwellings set out in Part M4(3) of Schedule 1 to the Building Regulation 2010 (as amended).

- If the Local Plan is found to be sound at examination, it would be able to be adopted by the council in 2027, and the above standards would at that point be brought into force.
- Rugby's commitment to ensure local services, housing and public buildings are designed so they are accessible aligns with the principles behind the Equality Act 2010, which requires reasonable adjustments for disabled people.

Adjustments may include:

- A home that is accessible/adaptable and, for tenants of social housing, prioritisation if their current home becomes unsuitable
- Step-free access in public buildings
- Accessible toilets in public buildings
- Automatic doors, lifts, wide corridors in public buildings
- Clear signage in public buildings
- Communication adjustments from service providers i.e., email instead of phone
- RBC has an Aids and Adaptations Policy (Attached as Appendix 5) that outlines the principles, procedures, and responsibilities for providing housing aids and adaptations to disabled occupants who are tenants or who live permanently with a secure tenant, in a property managed by the council.

Engage with specialist organisations

Where appropriate, encourage engagement between the Heart Partnership and specialist MND organisations to share expertise, improve local pathways and identify opportunities for improved support or innovation.

No gap has been identified against this strand of the Notice of Motion.

- Heart collaborates with Local Authorities, Social Services and the NHS, and will make referrals or signpost individuals to appropriate supporting organisations.
- All Heart Occupational Therapists (OT's) are aware of and will use the MND Association for guidance and will signpost to the local Cov and Warks MND group. There have also been in-house information and awareness sessions delivered on MND and other deteriorating neurological conditions for the Heart duty team.
- The role of WCAVA as mentioned in *Improve awareness and signposting*.

Report and review

Request the Chief Officer for Communities and Homes to bring a report to Cabinet outlining how support for people diagnosed with MND is being progressed through the Heart Partnership, including any identified gaps or opportunities for improvement.

- As resolved by Council on 27 January 2026 this report outlines how support for people diagnosed with MND is being progressed through the Heart Partnership.

2. About the Heart Partnership

The Heart Partnership is a partnership service between Warwickshire Councils. The partnership provides advice and assistance to deliver Disabled Facilities Grants (DFG's) and home improvements to keep homes safe, secure and warm. Their caseworkers assess customers' needs and housing conditions and provide tailored advice and support on a range of issues including:

- Home aids and adaptations
- Housing conditions, repairs and safety matters
- Benefits, grants or loans for essential building works

Financial assistance

Heart works in compliance with the [Financial Assistance Policy](#) adopted by Warwickshire local authorities. The policy contains details of the financial assistance available and the criteria necessary to access assistance.

The Financial Assistance Policy is attached as Appendix 4.

3. How Support for Those Diagnosed with MND is Being Progressed

3.1 Triage Process for MND cases

MND is one of the listed conditions in the Heart triage policy that prioritises anyone entering the service with MND with an urgent allocation - meaning contact within 10 working days.

Heart OTs are all experienced and knowledgeable about MND as a condition and the impact it has on function and daily living activities. When assessing for adaptations, they acknowledge the long-term prognosis and design adaptations accordingly to meet long-term needs.

3.2 Identified Gaps and Opportunities for Improvement

- Although the number of Disabled Facility Grant (DFG) approvals has increased across all residents (irrespective of health condition), the primary challenge, also seen nationwide, remains the waiting time for Occupational Therapist visits and Housing Assessment Officer visits. This is largely due to national staff shortages, which have impacted the partnership. Addressing these issues is a current priority for the Heart Partnership.
- Unfortunately, due to the nature of adaptation work for people with MND, the usual need for additional space for wheelchair maneuverability, specialised

equipment such as tilt in space shower chairs, means that adapting within existing internal space is sometimes not possible. For example, a stair lift would often not be a safe solution due to loss of future transfer ability and mobility.

In situations where Heart considers major build projects, they cannot control the lead times for extensions and major works, due to architect and planning processes, builder availability for major projects etc. Therefore, time scales for major works are often challenging in light of the individual's prognosis.

Timely referrals are key to effective intervention. In some cases, Heart receives the referral once the person is starting to have difficulty moving around their home. Sometimes this is because people need time to accept their diagnosis.

4. Conclusion

The carried Motion represents a clear commitment by Rugby Borough Council to partnership-led, compassionate and inclusive support for residents living with Motor Neurone Disease and other life-limiting conditions. This includes opportunities to strengthen awareness of MND through targeted communications such as Global MND Awareness Day. It is also recognised that while Disabled Facilities Grant activity is increasing, delays in Occupational Therapy and Housing Assessment capacity remain a challenge due to national shortages. In addition, adapting homes for people with MND can be complex, with limitations around space, specialist equipment needs, and the feasibility and timescales of major works, alongside the importance of timely referrals.

Through continued partnership working within Heart to address the identified gaps, and a focus on early, well-coordinated intervention, the Council can help ensure timely, person-centred and practical support is delivered to people with MND and other life-limiting conditions.

The Rugby Borough Council Corporate Strategy 2025 – 2035 is attached as Appendix 6.

EQUALITY IMPACT ASSESSMENT (EqIA)

Support for Residents with Motor Neurone Disease (MND)

For Cabinet on 2 Jun 2026

Policy being assessed	Support for Residents with Motor Neurone Disease (MND)
Service Area	Communities & Homes
Name of Officer completing the assessment	Mary Jane Gunn
Other Officers involved	
Date of this assessment	29 Apr 2026
Date of review	2 Jun 2027

Name and Signature of Responsible Officer	Mary Jane Gunn
--	----------------

Mary Jane Gunn

Stage 1 – Policy to be analysed	
(1) Describe the main aims, objectives and purpose of the Policy?	This report updates Cabinet following the 27 January 2026 Notice of Motion which affirmed Rugby Borough Council's commitment to partnership-led, compassionate and inclusive support for residents living with Motor Neurone Disease (and other life limiting conditions). It outlines how partnership working through the HEART Partnership is helping to provide coordinated, person-centred support, with detail set out in the attached appendix 1.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>This work supports the Council's priorities by improving health and wellbeing for residents with MND (and other life limiting conditions) through better coordinated support.</p> <p>It also promotes inclusive communities by improving accessibility and support for people with disabilities and carers, and reflects the Council's focus on partnership working through the HEART Partnership.</p>
(3) What are the expected outcomes you are hoping to achieve?	<ul style="list-style-type: none"> • Coordination of support for residents with MND and other life limiting conditions through the Heart Partnership • Consistent access to housing, health and care-related support • Awareness and signposting for residents, carers, and staff • Support for carers and families • Inclusive and accessible services for people with complex and changing needs
(4) Does or will the policy affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>Wider Community or Groups</p> <p>Council recognised the significant impact of MND (and other life limiting conditions) on individuals, families and carers, and the need for coordinated support that goes beyond healthcare.</p> <p>The Motion committed the Council to strengthening partnership working, improving awareness, supporting carers and reviewing progress.</p>
(5) Will the policy involve substantial changes in resources?	No

<p>(6) Please describe how the policy will meet the aims of the Equality Duty:</p> <ol style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<ol style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation The approach ensures people with MND (and other life limiting conditions) receive appropriate adjustments and support, reducing the risk of unfair treatment or barriers in accessing services. b. Advance equality of opportunity By improving access to adaptations, support services and coordinated care, HEART Partnership will ensure people with MND (and other life limiting conditions) have equal access to housing, wellbeing and community support. c. Foster good relations Awareness-raising and partnership working help improve understanding of MND, supporting better understanding between communities and service providers.
<p><u>Stage 2 – Evidence about user population and consultation</u></p>	
<p>(1) What does the data tell you about the groups this policy impacts?</p>	<ul style="list-style-type: none"> • Case Study - Lived experience of a Rugby resident diagnosed with MND: • A Rugby resident living with MND has reported that their case was not treated with the level of urgency appropriate to their condition by Heart. As a result, they did not receive timely support from Heart. Following the intervention of their local Councillor arrangements are now underway with Heart to rectify the situation and ensure appropriate support is put in place. • Experience of delays and demand pressures in housing adaptations and Occupational Therapy (OT) services due to a national shortage of suitably qualified staff. Date for Rugby (From Heart) As at end of Q3 25/26 • Assessments by Housing Assessment Officers: 136 days • Assessments by Occupational Therapists: 285 days • End to End Contact to Work Completion: 309 days <p>Data applicable to Non Urgent Cases.</p>
<p>Additional evidence can be found:</p>	

<p>(2) Have you consulted or involved those groups that are likely to be affected by the policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy?</p> <p>If you have not consulted or engaged with communities that are likely to be affected by the policy, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary</p>	<p>Yes</p> <p>The Portfolio Holder for Communities and Homes, Regulation and Safety, the Portfolio Holder for Partnerships and Wellbeing and Cllr Garcia were consulted and no objections were raised. The Heart Partnership were consulted and provided information relating to their key areas of focus and current challenges and risks, outlined in the report and in the Appendix 1.</p>		
<p>Stage 3 – Analysis of impact</p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive or negative impacts identified for any particular group, which could amount to discrimination?</p> <p>If left blank, this means that no impacts have been identified for this group.</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Negative, Both</p>	<p>Explain why</p>
	<p>Age</p>	<p>Positive</p>	<p>Likely positive impact, as MND predominantly affects adults and older people, supporting age-related care and independence needs.</p>
	<p>Disability</p>	<p>Positive</p>	<p>Improved coordination, access to adaptations and targeted support for people with MND (and other life limiting conditions).</p>
	<p>Sex</p>		
	<p>Gender reassignment</p>		

	Marriage/civil partnership		
	Pregnancy/maternity		
	Race		
	Religion/belief		
	Sexual Orientation		
(2) <u>Cross cutting themes</u>	Description of impact	Nature of impact Positive, Negative, Both	Explain why
	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition	Positive	Yes – the proposals are likely to have a positive impact on social inequalities by improving access to coordinated support for residents with MND (and other life limiting conditions).
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution		
(4) Are there any barriers to accessing the service? If yes, how can they be overcome?	<p>Yes</p> <p>The main barrier is delays in assessments (e.g. Occupational Therapy), reflecting national staff shortages. Addressing these issues is a current priority for the Heart Partnership.</p>		
(5) What data will be collected to analyse impact? How will the data collected be used?	<ul style="list-style-type: none"> • Timescales for assessment and delivery of support (including urgent case response times) • Waiting times for Occupational Therapy and housing assessments 		

(6) Complete this section if any adverse impacts were identified in 3.1.

Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.

AGENDA MANAGEMENT SHEET

Report Title: High Street Rental Auction Grant Funding

Name of Committee: Cabinet

Date of Meeting: 2 June 2026

Report Director: Strategic Director - Operations and Transformation

Portfolio: Environment and Climate

Ward Relevance: Eastlands Ward

Prior Consultation: Town Centre Working Group

Contact Officer: Amy Cavendish, amy.cavendish@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Key Decision: Yes

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

Summary: This report outlines a grant award from Ministry of Housing, Communities and Local Government. The report proposes that the grant is formally accepted and awarded to bring 26/27 Sheep Street back into use following long term vacancy.

Local Government Reorganisation Implications: There are no Local Government Reorganisation Implications

Financial Implications:	A capital budget will be added to the 2026/27 capital programme. This will be financed by grant funding. The grant is ring-fenced for use at 26/27 Sheep Street at a nil net cost to Rugby Borough Council. Any officer time is covered by grant funding under the High Street Rental Auction New Burden Fund.
Risk Management/Health and Safety Implications:	There are no direct Risk Management / Health and Safety implications arising from this report
Environmental Implications:	A climate change and environmental impact assessment was completed and, at the time of the agenda being published, will be to follow (Appendix 2).
Legal Implications:	The grant is awarded under the Council's general power of competence (section 1, Localism Act 2011) within the statutory framework of Part 10 of the Levelling-up and Regeneration Act 2023. The funding agreement will be reviewed by Legal. The award is a subsidy for the purposes of the Subsidy Control Act 2022 and is given under the Minimal Financial Assistance exemption (section 36 SCA 2022). A written MFA declaration will be obtained from the recipient; the section 37 notification will be issued at award; and the subsidy will be recorded on the transparency database within statutory timescales. The funding agreement includes clawback provisions covering works compliance, the 2026/27 spend deadline, and the subsequent HSRA process.
Equality and Diversity:	A full EqIA was not required as the report concerns a single, predetermined property and the property owner will select the end use at auction stage.
Options:	<ol style="list-style-type: none"> 1. The Cabinet does not approve accepting and awarding the grant. . 2. The Cabinet approves accepting and awarding the grant.
Recommendation:	<p>IT BE RECOMMEND TO COUNCIL THAT -</p> <ol style="list-style-type: none"> 1. The award of £0.222 million from Ministry Housing, Communities and Local Government for the purpose of renovating 26/27 Sheep Street to the minimum lettable standard be accepted; 2. an award of £0.222 million be made to the owner of 26/27 Sheep Street subject to a funding

agreement setting out the acceptable minimum works; and

3. a supplementary General Fund capital budget of £0.222 million be approved for 2026/27 and added to the capital programme, to be financed via grant funding.

**Reasons for
Recommendation:**

1. The grant award will allow a long term vacant retail unit to be brought back into use contributing to the wider Town Centre Regeneration Plan.

Cabinet - 2 June 2026

High Street Rental Auction Grant Funding

**Public Report of the
Strategic Director - Operations and Transformation**

Recommendation

IT BE RECOMMEND TO COUNCIL THAT -

1. the award of £221,625 from Ministry Housing, Communities and Local Government for the purpose of renovating 26/27 Sheep Street to the minimum lettable standard be accepted;
2. an award of £221,625 be made to the owner of 26/27 Sheep Street subject to a funding agreement setting out the acceptable minimum works; and
3. a supplementary General Fund capital budget of £221,625 be approved for 2026/27 and added to the capital programme, to be financed via grant funding.

1. EXECUTIVE SUMMARY

- 1.1 Rugby Borough Council have been successful in a grant application under High Street Rental Auction powers for £221,625 for the purpose of bringing 26/27 Sheep Street back into use.
- 1.2 This report seeks Cabinet's approval, followed by that of Council, to accept the grant award and award the owner of 26/27 Sheep Street a grant of £221,625 for works to bring the building back into use.

2. BACKGROUND

- 2.1 Rugby Borough Council adopted the High Street Rental Auction (HSRA) powers in 2025 to bring long term vacant commercial units within the town centre back into use. During the introductory year of these powers, a grant scheme was available through the High Street Rental Auction Fund from the Ministry of Housing, Communities and Local Government (MHCLG).
- 2.2 RBC initiated three auctions at qualifying properties, of these only 26/27 Sheep Street progressed to the final auction phase. The property had been vacant for eight years and came under new ownership in December 2025. A funding application was submitted under the HSRA Fund following a building survey to carry out works to bring the property back in to use.

3. GRANT AWARD

- 3.1 The Council's application to the HSRA Fund was successful with a full award of £221,625 for the renovation of 26/27 Sheep Street. This funding must be spent within the 26/27 financial year and can only be allocated to 26/27 Sheep Street.
- 3.2 The funding is to be used to bring the ground floor and basement back into use based on the criteria set out in the building survey. This sets out funding for works such as new shop fronts, stripping out existing fixtures and meeting energy efficiency guidelines. The property owner intends to undertake a wider redevelopment of the building, initial concept drawings can be found in Appendix 1.
- 3.3 A Project Manager will oversee the construction process to ensure works are completed that the work is completed satisfactorily in line with the building survey. Funding will be released in stages upon the presentation of an invoice and the Project Manager's approval.
- 3.4 The funding is limited to £221,625, any spend over this amount will be funded by the property owner in line with the High Street Rental Auction guidelines.
- 3.5 Once the renovation works are complete, the units will be let through the High Street Auction process. This process allows for the Council to designate the acceptable use of the building including the type of business or organisation that is allowed to occupy the building. Interested parties will be able to submit a rental bid for the units, the landowner will select their preferred bid.

4. SUBSIDY CONTROL

- 4.1 The grant award is governed by Subsidy Control Act 2022 and is a grant of Minimal Financial Assistance (s. 36 Subsidy Control Act 2022 exemption s. 36).
- 4.2 A Minimal Financial Assistance Declaration will be required of the landowner to ensure they fall below the cap of £315,000.
- 4.3 A clawback provision will be included to cover breach of works conditions and subsidy control determinations.

5. FINANCIAL IMPLICATIONS

- 5.1. The refurbishment works at 26/27 Sheep Street will be classed as capital works for accounting purposes and will be added as a scheme to the 2026/27 capital programme, subject to Council approval.
- 5.2. The scheme will be fully financed by grant funding so there is a net nil financial impact to the Council.

6. CONCLUSION

- 6.1 The grant to 26/27 will have a significant impact on Sheep Street and Drury Lane's visual amenity. There will also be wider investment by the property owner to refurbish the upper floors.
- 6.2 Bringing the building back into use after eight years of vacancy will also allow businesses to open within Rugby and provide new job opportunities for residents having a positive economic impact on the town.

APPENDIX ONE – Redevelopment Concept Images



Name of Meeting: Cabinet
Date of Meeting: 2 June 2026
Subject Matter: High Street Rental Auction Grant Funding
Originating Department: Operations and Transformation

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Ministry of Housing, Communities and Local Government Grant Award Letter
	Building Survey – 26/27 Sheep Street
	High Street Rental Auction Adoption Report
	Town Centre Working Group Briefing Note

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