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### **Communities and Neighbourhoods Scrutiny Board (4)**

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**Time and Date**

2.00 pm on Wednesday, 11th July, 2018

**Place**

Committee Room 3, Council House, Coventry, CV1 5RR

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1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 6)
  - a) To agree the minutes of the meeting held on 25 April, 2018
  - b) Matters arising
4. **Update on Changes to Waste Collection Services** (Pages 7 - 18)  
Briefing Note of the Deputy Chief Executive (Place) and presentation
5. **Unauthorised Encampments** (Pages 19 - 22)  
Briefing Note of the Deputy Chief Executive (Place)
6. **Work Programme and Outstanding Issues 2018/19** (Pages 23 - 28)  
Report of the Scrutiny Co-ordinator
7. **Any other items of Urgent Public Business**  
Any other items of urgent public business which the Chair decides to take as matters of urgency because of the special circumstances involved.

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Martin Yardley, Deputy Chief Executive (Place) Council House Coventry

Tuesday, 3 July 2018

Note: The person to contact about the agenda and documents for this meeting is Suzanne Bennett Tel: 024 7683 3072 Email: [suzanne.bennett@coventry.gov.uk](mailto:suzanne.bennett@coventry.gov.uk)

Membership: Councillors N Akhtar (Chair), R Ali, R Bailey, T Khan, K Sandhu, T Sawdon, H Sweet, R Thay and S Walsh

By invitation Councillors Innes and Lakha

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.

**Suzanne Bennett**

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**Coventry City Council**  
**Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)**  
**held at 2.00 pm on Wednesday, 25 April 2018**

Present:

Members: Councillor J Clifford (Chair of the meeting)  
Councillor T Khan  
Councillor K Mulhall  
Councillor T Sawdon  
Councillor B Singh  
Councillor S Walsh

Other Members: Councillor L Bigham, Cabinet Member for Community Development  
Councillor J Innes, Cabinet Member for City Services  
Councillor R Lakha, Deputy Cabinet Member for City Services

Officers by Directorate:

Place: S Bennett, V Castree, C Knight, D Nuttall, D Rawle,  
C Whitehouse

Others Present L McMillan, Coventry City of Culture Trust

Apologies Councillor N Akhtar, Councillor L Kelly, Councillor R Thay,  
Councillor C Thomas

## **Public Business**

### **35. Chair**

In the absence of the Chair, Councillor N Akhtar, in accordance with the Constitution, Councillor J Clifford, Deputy Chair of the Scrutiny Co-ordination Committee chaired the meeting.

### **36. Declarations of Interest**

There were no declarations of interest.

### **37. Minutes**

The minutes of the meeting held on 5 March, 2018 were agreed and signed as a true record.

There were no matters arising.

### **38. Update on City of Culture 2021**

The Scrutiny Board received a Briefing Note and presentation at the meeting which outlined the City's preparations to be UK City of Culture 2021 following the award of the title in December, 2017.

The Scrutiny Board were updated on the following key work strands supporting the preparations:-

- Great Place Scheme and Cultural Destinations – Coventry was awarded Great Place and Cultural Destinations funding from Arts Council England and the Heritage Lottery Fund. Partnership activity across these grant funded programmes is being considered by the Great Place Project Manager at the Coventry City of Culture Trust. This activity will support the City's build up programme and preparations from 2017 to 2020. The current work streams supported by this funding, including the development of Coventry's Destination Management Plan, were detailed.
- BBC – The Director General of the BBC, Lord Tony Hall, visited Coventry in March with key staff and spoke openly about the BBC's commitment to supporting the City of Culture and collaborating with the City on new commissions.
- British Council – The British Council want to establish clear benchmarks for Coventry's international profile and have committed to funding a whole city audit which will be led by the two universities.
- Arts Council England (ACE) – Discussions have started around ACE's support for 2021.
- Heritage Lottery Fund (HLF) - The Trust has met with the HLF to discuss the £3m revenue commitment HLF made to the City of Culture programme before the award of the title.
- Cultural Capital Plans – The Trust has supported the City Council in developing a brief for an overview of cultural capital plans with a view to helping direct and prioritise bids to potential funders of capital schemes.
- Media Value – The Coventry City of Culture media value achieved since commencing bidding for the title now stands at over £27.7 million.
- Recruitment – Chenine Bhatena has recently been appointed as the Creative Director and recruitment for the Executive Director is currently being undertaken. Laura McMillian has now taken up the position of Director of Operations and Legacy at the Trust.
- Public Meetings – A series of public meetings are being held across Coventry and sign up for attendance has been high. The contents of the meetings includes what the UK City of Culture is; the journey so far; what happens next; and how the public can get involved. A public summary of the Bid has been published outlining the next steps in preparing for 2021 and copies of this were available at the meeting.
- Visit of the Department for Digital, Culture, Media and Sport (DCMS) and Independent City of Culture Judging Panel – An update and the positive feedback on progress made so far following the visit on 24 April, 2018 was provided.

The Scrutiny Board questioned the officer and Trust representative on a number of issues including:-

- Work on destination management and developing the “Coventry brand”
- City Council preparations, particularly in relation to ensuring the City looks its best in terms of cleanliness and ensuring the correct signage is provided in advance of 2021.

The Scrutiny Board welcomed the presentation and all of the work undertaken so far and asked that their thanks be passed onto the Trust, particularly to David Burbidge.

**RESOLVED that the contents of the Briefing Note and presentation be noted and welcomed and that the Scrutiny Board support the promotion of opportunities for local people and partners to support the preparations for Coventry 2021.**

### 39. **Update on Highway Infrastructure Asset Management Plan (HIAMP)**

The Scrutiny Board considered a Briefing Note which detailed progress of the development of a Highway Infrastructure Asset Management Plan (HIAMP)

The Asset Management Policy and Strategy are high level documents that aligns the Council’s asset management processes and procedures with corporate goals and objectives. Since the approval and publication of both Policy and Strategy the Highway Group has continued to work to produce a revised and updated HIAMP, which will enable the Authority to meet strategic goals in the most effective manner having regard to statutory requirements.

The HIAMP has been reviewed and updated. However, before it can be finally completed and put forward for approval, the HIAMP needs to reflect the 36 recommendations of the 2016 Well Managed Highway Infrastructure, a Code of Practice (CoP). The new CoP supersedes the previous suite of CoP documents by incorporating Roads, Structures and Street lighting codes. The 36 recommendations of the new CoP were appended to the Briefing Note and replace the 175 that were in the old CoP.

The overarching principle of the new code of practice is the adoption of a risk based approach. This involves a functional hierarchy review of both carriageways and footways to ensure that the current categorisations are still relevant, a review of defect levels, defect categories and defect repair response times. In addition to this the HIAMP review and implementation will ensure that the City Council are able to achieve a “stand alone” Band 3 status for the next self-assessment submission (2019/20), which will ensure the maximum level of capital funding from the Department for Transport (DfT). To achieve this, the Council will be required to be at Band 3 in at least 18 of the 22 incentive questions. In 2015/16, the Council achieved 10 of the 22 and in 2016/17 this had increase to 22. Therefore only 3 more areas were needed to meet the Band 3 requirement.

The work is expected to be completed by Autumn 2018 which will be in line with DfT requirement for authorities to have implemented the CoP by October 2018.

The Scrutiny Board questioned the Cabinet Member and officers on aspects of the Briefing Note including:-

- The involvement of and consultation with external stakeholders
- The use of innovative and new ways of working
- Work undertaken by the utilities and the amount of control the City Council has in relation to the timing and quality of work undertaken on the City's roads.

**RESOLVED that the Scrutiny Board note the progress and actions with regard to the Highway Infrastructure Asset Management Plan.**

**40. Outstanding Issues Report**

The Scrutiny Board noted that all outstanding issues were dealt with in the Scrutiny Board's Work Programme.

**41. Work Programme 2017/18**

The Scrutiny Board noted a report of the Deputy Chief Executive (Place) which detailed the Board's Work Programme for 2017/18.

**42. Any Other Items of Urgent Public Business**

There were no other items of public business.

**43. Councillor K Mulhall**

On behalf of the Chair, Councillor Akhtar, Councillor Clifford indicated that Councillor K Mulhall was attending his last meeting of the Scrutiny Board before retiring as a Councillor. Councillor Clifford paid tribute to all of the work undertaken by Councillor Mulhall and, on behalf of the Scrutiny Board, wished Councillor Mulhall all the very best for the future.

(Meeting closed at 3.00pm)



Coventry City Council

## Briefing note

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**To: Communities and Neighbourhoods Scrutiny Board (4)**

**Date: 11<sup>th</sup> July 2018**

**Subject: Update on Changes to Waste Collection Service**

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### **1 Purpose of the Note**

- 1.1 To provide an introduction to performance data following the introduction of an alternate weekly collection for waste in the City that was introduced in September 2017.

### **2 Recommendations**

- 2.1 Communities and Neighbourhoods Scrutiny Board (4) is recommended to:
- 1) Consider the information contained in the presentation at Appendix 1
  - 2) Identify recommendations to the appropriate Cabinet Member

### **3 Information/Background**

- 3.1 The Communities and Neighbourhoods Scrutiny Board (4) received a presentation in August 2017, before implementation, and have now requested a further progress report.
- 3.2 A presentation providing more information can be found at Appendix 1.

Gennie Holmes  
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# Update on changes to Waste Collection Services



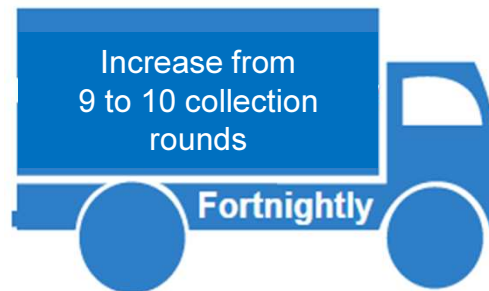
# Changes made

## Alternate Weekly Collection

### Residual Waste



### Comingled Recycling



### Food and Garden Waste



Flats remain weekly

# Coventry City Council Waste Collection Services

## Alternate Weekly Collection

Week 1



Week 2



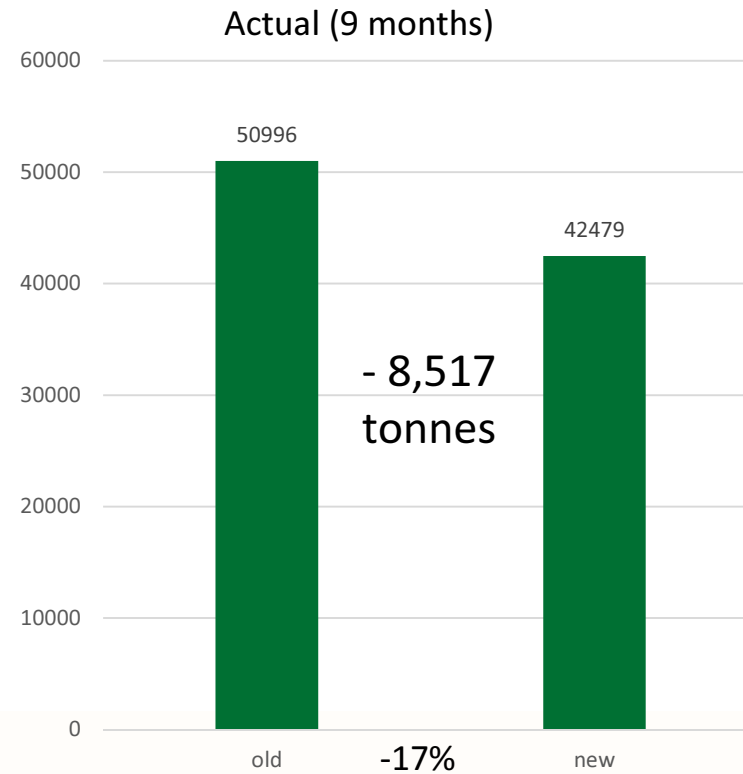
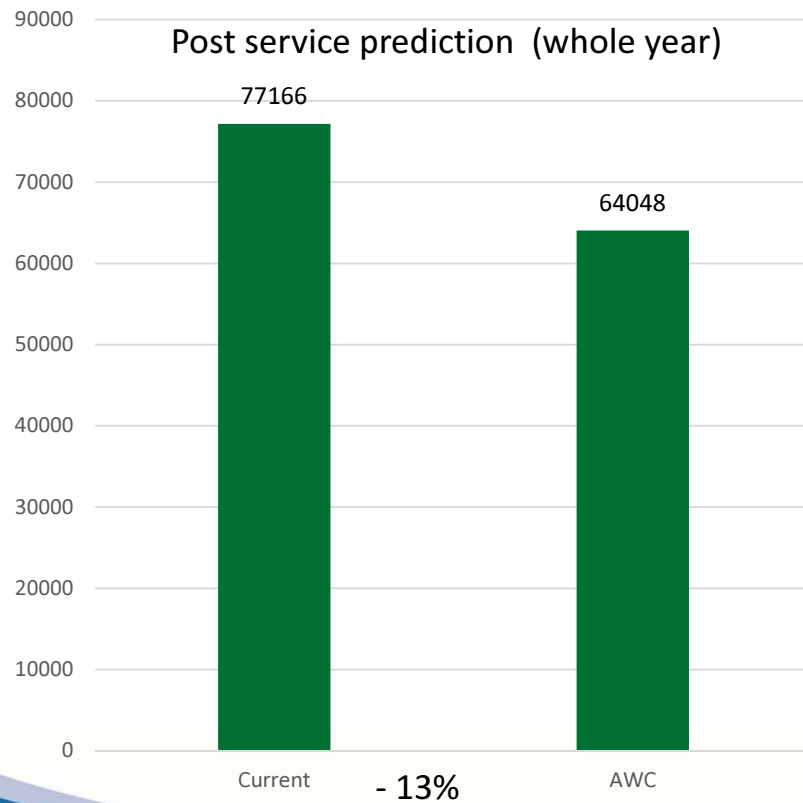
Weekly collection of food waste

Appendix 1



# Performance

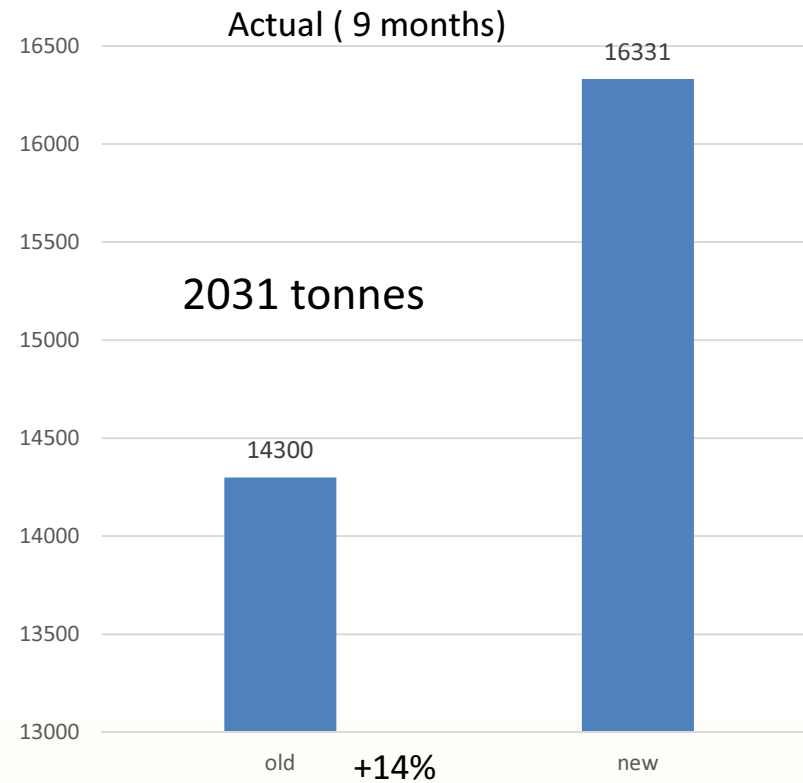
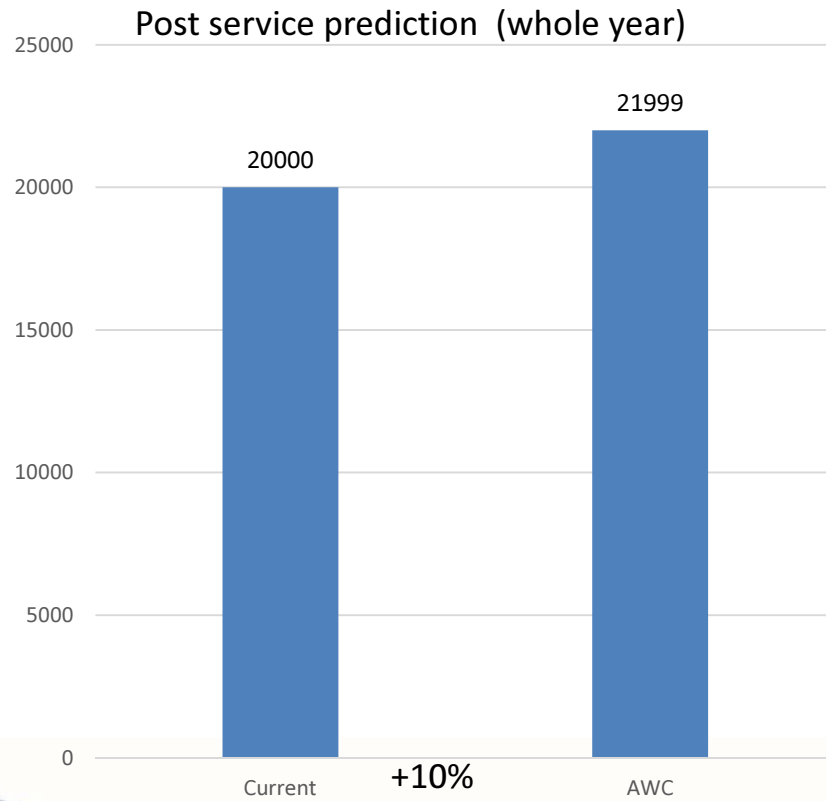
## Residual Waste





# Performance

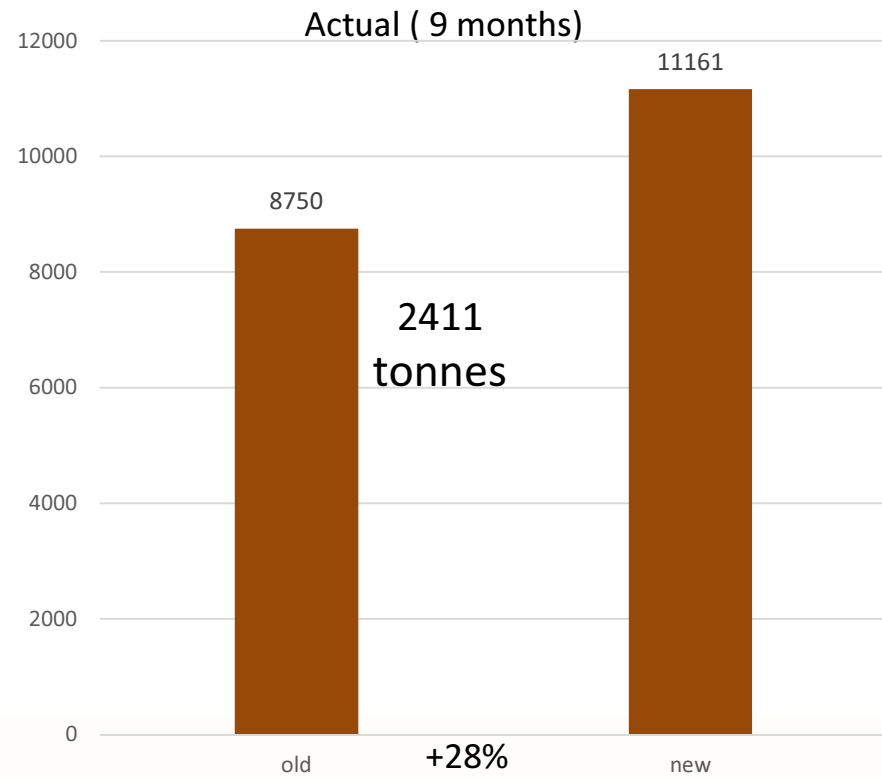
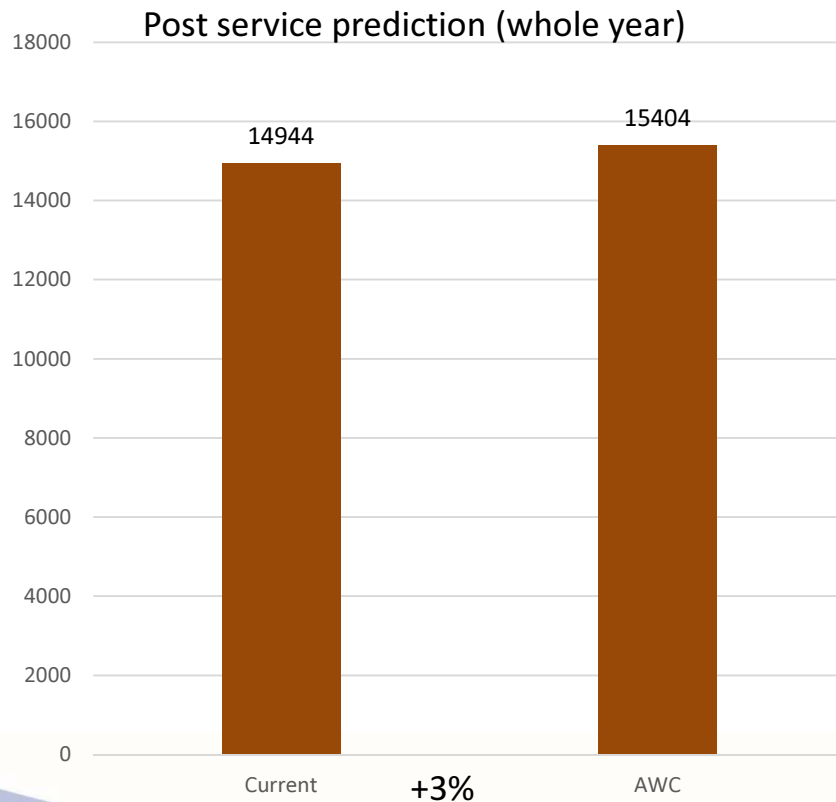
## Recycling





# Performance

## Food and Garden Waste

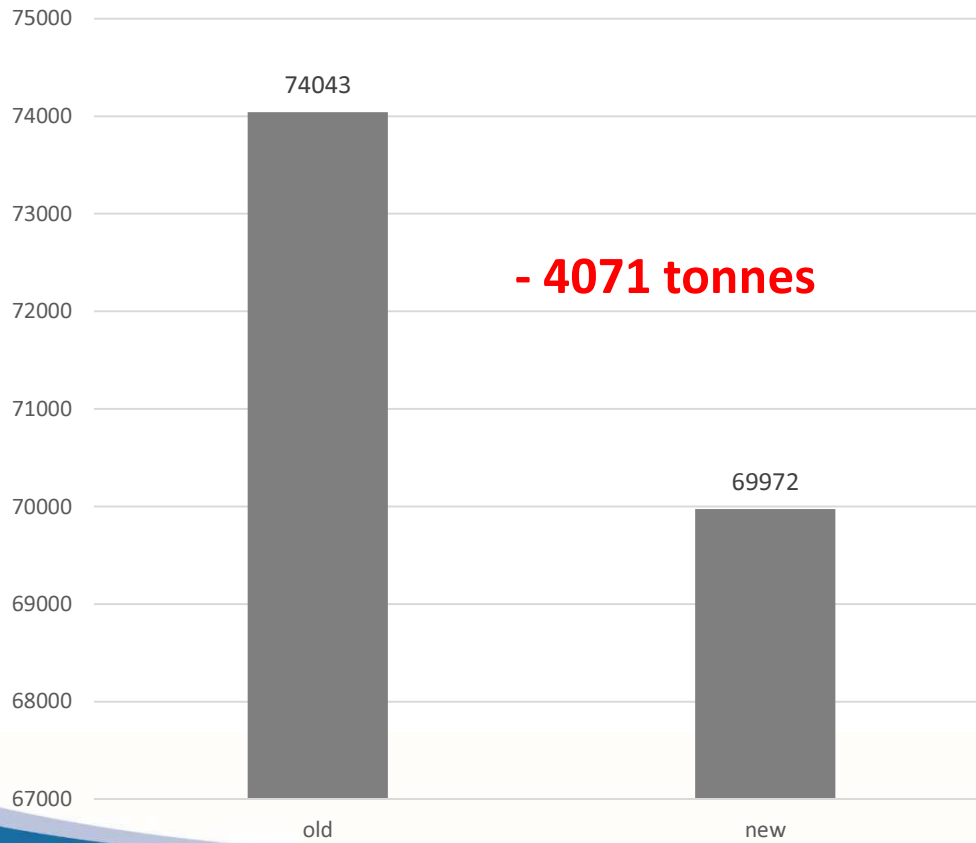




# Performance



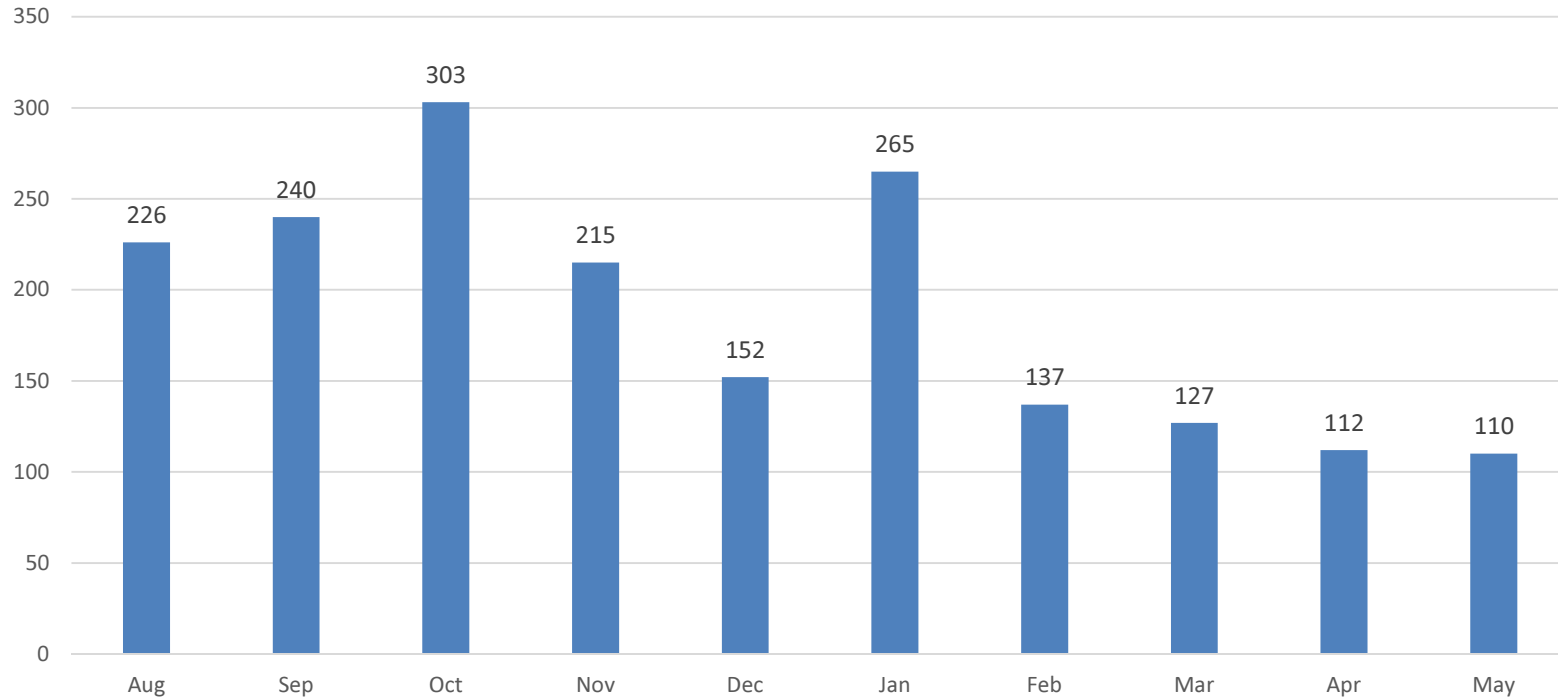
## Total Waste Collected



% Recycled 16/17 – 31.1%

% Recycled 17/18 – 39.3%

# Complaints profile during service changes



10,800,000 collections each year    900,000 collections each month

October – 0.03%



# Any Questions?

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Coventry City Council

## Briefing Note

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**To: Communities and Neighbourhoods Scrutiny Board (4)**

**Date: 11<sup>th</sup> July 2018**

**Title: Unauthorised Encampments**

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### **1 Purpose**

1.1 The purpose of this paper is to provide an overview of unauthorised encampments in the city.

### **2 Recommendations**

2.1 The Communities and Neighbourhoods Scrutiny Board (4) are recommended to:

- 1) Endorse the actions taken by officers to protect land owned by the city council and deal with unauthorised encampments.
- 2) Provide further comment or suggestions for consideration by Cabinet Member (Policing and Equalities).

### **3 Information/Background**

- 3.1 In recent years, various areas of the city have experienced regular unauthorised encampments, some of which have caused concern, uncertainty, disruption and, on occasions, conflict locally.
- 3.2 Unauthorised encampments tend to be seasonal in nature and occur between the months of April – September. Peak periods tend to occur locally around the Kenilworth Horse Fair which, is held in April and September. Where possible the Council seeks to protect its land with fortifications. This is a major undertaking, given the variety and number of parcels of land that we own and for which we have responsibility. Some of these defences are vandalised and breached, but proving responsibility for these criminal acts is problematical. Appendix 1 contains details of the number of unauthorised encampments. Appendix 2 details money invested in site protection, clean-up costs and eviction costs.
- 3.3 Addressing the issues arising from such encampments often requires significant resources from the Police and the Local Authority. These agencies seek to ensure a positive, coordinated and informed approach to all aspects of management of unauthorised encampments, whether that relates to initial identification of such encampments, making assessments of the needs of persons on site (legal requirement for public bodies), assessing and deciding upon the correct and proportionate course of action and, where necessary, taking enforcement action.
- 3.4 All actions and decisions will take into account the needs of all individuals concerned and ensuring that their actions are reasonable, justifiable and proportionate and in accordance with the Human Rights Act 1998 and The Equality Act 2010.

## **4 Eviction process and practice.**

- 4.1 There will generally be three possible courses of action in relation to unauthorised encampments on highways, council owned land or common land:
- 4.1.1 Decision Not to Evict Immediately. There is a decision to tolerate the unauthorised encampment for a period of time and a mutually acceptable date for leaving the site has been agreed. This must be considered whenever there is an unauthorised encampment and has been used occasionally for a few days' particular sites.
- 4.1.2 Decision to Evict (Local Authority Powers). We utilise the court processes under sections 77 – 79 of the Criminal Justice and Public Order Act 1994. The process involves the service of a Direction/Notice to Leave followed by a court hearing to apply for a court order to facilitate eviction. In practice, evictions are usually achieved within 3-4 working days where the land is within Coventry.
- 4.1.3 Decision to Evict (Police powers). West Midlands Police may decide to evict an unauthorised encampment under section 61 of the Criminal Justice and Public Order Act 1994. These powers will only be exercised if a number of aggravating factors are in evidence and a number of other conditions are satisfied. Generally, the police may decide to evict where there is an immediate danger to the community, or unauthorised campers. They may also take the decision to evict where there is clear evidence of crime, anti-social behaviour, environmental damage, or significant community unrest as a result of the encampment.
- 4.2 In determining the course of action, a balancing exercise is undertaken between the rights of those encamped, the rights of the landowner, the rights of those lawfully entitled to use the land and the rights of the local community.

## **5 Practice elsewhere in the region**

- 5.1 In 2017 Sandwell MBC created a purpose built transit site for the travelling community. This action was accompanied by court injunctions prohibiting unauthorised encampments at 17 specific sites in their borough; this has been subsequently increased to a whole borough court injunction. In the event of an unauthorised encampment, the Police have agreed to use their powers under s.62A of the Criminal Justice and Public Order Act 1994, to immediately evict the unauthorised campers and direct them to the transit site. For the Police to be able to use these powers, the local authority must have a transit site within their borough. To date, it has not been necessary for the Police to use these powers in Sandwell MBC.
- 5.2 This has had an impact on neighbouring local authorities. Wolverhampton MBC has seen a 24% increase in unauthorised encampments in their area. Wolverhampton have subsequently identified an area for their own transit site and are proceeding with this course of action. It is likely that other local authorities in this area will follow suit.

### **Report Author(s):**

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## Appendices

### Appendix 1 – Unauthorised encampments 2013/14, 2014/15, 2015/16, 2016/17, 2017/18 and 2018/19 (to date)

The number of unauthorised encampments

	Q1	Q2	Q3	Q4
2013-2014	1	10	1	2
2014-2015	1	15	1	1
2015-2016	6	6	0	0
2016-2017	2	2	0	0
2017-2018	11	13	0	0
2018-2019	4			

### Appendix 2 – Costs associated with unauthorised encampments 2015/16, 2016/17 and 2017/18

	Other* (£)	Legal (£)	Total (£)
2015-2016	122,398	6,500	128,898
2016-2017	41,156	8,158	49,314
2017-2018	38,645	25,038	63,683

\* Site protection and clean-up costs

This table details actual money spent. There is an opportunity cost for Environmental Services and Legal Services in concluding evictions and Street Pride and Green Spaces in site protection and cleaning up the site of the unauthorised encampments.

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Coventry City Council

## Briefing note

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**To: Communities and Neighbourhoods Scrutiny Board (4)**

**Date: 11<sup>th</sup> July 2018**

**Subject: Work Programme 2018-19**

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### **1 Purpose of the Note**

- 1.1 This note is to enable Members to identify items for the work programme for the municipal year 2018-19

### **2 Recommendations**

- 2.1 The Communities and Neighbourhoods Scrutiny Board (4) is recommended to identify items for the work programme

### **3 Information/Background**

- 3.1 At the All Members informal meeting on 18<sup>th</sup> June, Members were informed of the Corporate and Directorate priorities for the coming year.
- 3.2 The work programme with items carried forward from 2017-18 is attached at Appendix A
- 3.3 The Education and Children's Services Scrutiny Board, at their meeting on 21<sup>st</sup> June 2018 requested that if housing allocations are to be considered by the Board, that priority for foster carers is also considered as part of the discussion.

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Please see page 2 onwards for background to items

<b>11th July 2018</b>
Alternate Weekly Collection - review Illegal Encampments
<b>19th September 2018</b>
Fly-tipping European City of Sport 2019
<b>31st October 2018</b> <b>19th December 2018</b> <b>13th February 2019</b> <b>27th March 2019</b> <b>Date to be decided</b>
The Parking Enforcement Service Average Speed Enforcement Cameras Housing Development Infrastructure City Centre Parking Highways Infrastructure Asset Management Plan Public Toilets Recycled Road Surface Materials

<b>Date</b>	<b>Title</b>	<b>Detail</b>	<b>Cabinet Member/ Lead Officer</b>
<b>11th July 2018</b>	Alternate Weekly Collection - review	To review the impact of the Alternate Weekly Collection scheme which was introduced in September 2017.	Andrew Walster
	Illegal Encampments	To look at how the Council responds to illegal encampments. Invite WMCA Rep and Sandwell Officer. Ask Cllr Kelly for details.	Cllr A Khan
<b>19th September 2018</b>	Fly-tipping	Members would like to know what has been done to address the increase in fly-tipping and concerns from residents about this problem since it was last considered by the Board in September 2017.	Craig Hicken Martin McHugh Cllr Innes
	European City of Sport 2019	To scrutinise the benefits for Coventry of becoming the European City of Sport, including funding. Also a progress report on the water park and the 50m pool	David Nuttall Cllr Caan
<b>31st October 2018</b>			
<b>19th December 2018</b>			
<b>13th February 2019</b>			
<b>27th March 2019</b>			
<b>Date to be decided</b>	The Parking Enforcement Service	To look at the service provided, outlining the service, its structure, operating hours, income and approach to evening enforcement.	Colin Knight
	Average Speed Enforcement Cameras	To consider the implementation of Average Speed Enforcement Cameras in the City.	Karen Segar Cllr Innes

Communities and Neighbourhoods Work Programme 2018/19

Date	Title	Detail	Cabinet Member/ Lead Officer
	Housing Development Infrastructure	To look at proposals for planned housing developments and infrastructure. Specifically, to look at the timetabling of these developments and associated roads and infrastructure which will be required to support population growth and movement. To seek assurances that infrastructure will be in place before homes are occupied.	Colin Knight/ Mark Andrews
	City Centre Parking	To look at city centre parking at an appropriate time including the Restricted Parking Zones.	Colin Knight
	Highways Infrastructure Asset Management Plan	That the Highway Infrastructure Asset Management Plan be considered by Scrutiny prior to its formal consideration and adoption by Cabinet. To include the risk management policy.	Neil Cowper/ Danny Rawle
	Ignite Programme	Identified at the SCRUCO meeting on 10 <sup>th</sup> May 2017 to go to SB4 at an appropriate time. This is a 5-year programme. There are two parts to this work programme item; 1) to invite Children's Services and Whitefriars Housing to explain how they have amended processes as a results of the programme 2) Ignite to be invited back to report on their findings of working with Children's Services and Whitefriars Housing.	Helen Shankster Emma Bates/ Sue Bent, Coventry Law Centre
	Public Toilets	To consider the availability of public toilets, particularly in the City Centre.	Richard Moon
	Recycled Road Surface Materials	To find out more about the current trial and to visit one of the sites.	Neil Cowper Cllr Innes

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