

Coventry City Council
Minutes of the Annual Meeting of Council held at 11.00 am on Thursday, 16 May
2019

Present:

Members: Councillor L Bigham (Chair)

Councillor F Abbott	Councillor J Lepoidevin
Councillor N Akhtar	Councillor A Lucas
Councillor P Akhtar	Councillor J McNicholas
Councillor R Ali	Councillor P Male
Councillor A Andrews	Councillor K Maton
Councillor R Auluck	Councillor C Miks
Councillor R Bailey	Councillor J Mutton
Councillor J Birdi	Councillor M Mutton
Councillor J Blundell	Councillor O'Boyle
Councillor R Brown	Councillor G Ridley
Councillor K Caan	Councillor E Ruane
Councillor J Clifford	Councillor K Sandhu
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor L Harvard	Councillor B Singh
Councillor Hetherton	Councillor R Singh
Councillor J Innes	Councillor D Skinner
Councillor B Kaur	Councillor H Sweet
Councillor L Kelly	Councillor R Thay
Councillor AS Khan	Councillor C Thomas
Councillor T Khan	Councillor S Walsh
Councillor R Lakha	Councillor D Welsh
Councillor R Lancaster	Councillor G Williams
Councillor M Lapsa	

Honorary Alderman

Apologies: Councillor S Bains and T Mayer

Public Business

1. Correspondence and Announcements of the Lord Mayor

There were no announcements from the Lord Mayor.

2. Election of the Chair of the Council (being the Lord Mayor of the City)

It was moved by Councillor Duggins seconded by Councillor Harvard and supported by Councillor Ridley, that Councillor Linda Bigham be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Linda Bigham be elected as Chair of the Council for the 2019/20 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Lord Mayor's Chain of Office and Robe.

3. The Lord Mayor's Address

The Lord Mayor, Councillor Bigham, addressed the City Council.

4. Vote of thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor John Blundell, was moved by Councillor Sawdon, seconded by Councillor Crookes and supported by Councillor Duggins.

Councillor Blundell responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor John Blundell for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2018/19; and

(2) That a copy of this resolution, under the common seal, be presented to Councillor John Blundell.

5. Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)

It was moved by Councillor Lancaster, seconded by Councillor Clifford and supported by Councillor Ridley that Councillor Ann Lucas be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Ann Lucas be elected as Vice Chair of the Council for the 2019/20 Municipal Year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Deputy Lord Mayor's Badge and Robe.

6. To receive a report of the Leader of the Council on the composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet

The City Council received a report of the Leader, Councillor Duggins, which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet (detailed below):

Member	Portfolio
The Leader Policy and Leadership	One Coventry Council Plan City of Culture 2021 Scrutiny

Councillor G Duggins	<p>External relations / public relations</p> <p>Image and reputation</p> <p>Chair of Cabinet / Management Board meetings</p> <p>Emergency Planning</p> <p>Regional Matters</p> <p>West Midlands Combined Authority</p> <p>Corporate Governance</p> <p>Information Management and Governance</p> <p>Risk Management</p>
<p>The Deputy Leader</p> <p>Policing and Equalities</p> <p>Councillor A S Khan</p> <p>Deputy Cabinet Member</p> <p>Councillor P Akhtar</p>	<p>Community Safety</p> <p>Community Cohesion</p> <p>Public Protection and Licensing</p> <p>Prosecution and Enforcement</p> <p>Democratic Services, including Lord Mayor's</p> <p>Electoral Services</p> <p>Equalities</p> <p>Legal Services</p> <p>Training (Members)</p> <p>Constitutional Matters and Political Management</p> <p>Domestic Violence and Sexual Exploitation</p> <p>Local Policing</p> <p>Media Strategy</p> <p>Events</p> <p>Parks</p> <p>International Liaison and diplomacy</p> <p>Peace, reconciliation and twinning</p> <p>Deputising on Leader Items</p>
<p>Cabinet Member</p> <p>Strategic Finance and Resources</p> <p>Councillor J Mutton</p>	<p>Strategic Finance</p> <p>Medium Term Financial Strategy</p> <p>Budget Setting</p> <p>External Resources</p> <p>Operational Finance incl. Revenues and Benefits</p> <p>Service Transformation and value for money</p> <p>Procurement</p> <p>Human Resources</p> <p>Organisational Development</p> <p>Key Staff Recruitment and Retention</p> <p>Information Technology</p> <p>Customer Services</p> <p>Health and Safety</p> <p>Pensions</p>
Member	Portfolio
<p>Cabinet Member</p> <p>Children and Young People</p> <p>Councillor P Seaman</p>	<p>Children and Families</p> <p>Children and Young People's Social Care</p> <p>Child Sexual Exploitation</p> <p>Young People</p> <p>Youth Offending Service</p> <p>Safeguarding</p> <p>*S19 Children Act 2004 Lead Member</p>

Deputy Cabinet Member Councillor B Gittins	Fostering and Adoption Corporate Parenting
Cabinet Member Education and Skills Councillor K Maton	Post 16 Education and Training Schools Early Years Special Educational Needs and Disability Libraries Adult Education Higher and Further Education (incl. Universities) Skills and Employability
Cabinet Member Jobs and Regeneration Councillor J O'Boyle Deputy Cabinet Member Councillor D Welsh	Economic Development City Centre International Trade and Inward Investment Commercial and Operational Property (including catering) Local Enterprise Partnership Urban Regeneration Transportation Tourism and Marketing Sustainability and climate change Digital Strategy
Cabinet Member City Services Councillor P Hetherton Deputy Cabinet Member Councillor G Lloyd	Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Public Realm Street Services (Ground Maintenance, Refuse (domestic and commercial), Street Cleaning) Waste Management Flood Management Environment Bereavement Services Traffic Management and Road Safety Parking policy and operations
Cabinet Member Adult Services Councillor M Mutton	Social Care for Adults and Older People Better Care Fund Transforming Care Carers Adult Safeguarding Adult social care integration with health
Cabinet Member Public Health and Sport Councillor K Caan Deputy Cabinet Member Councillor R Ali	Health Strategy and Policy Integrated Care Systems development Health Inequalities and Marmot Air Quality Local Health Economy Public Health Sexual Health Teenage Pregnancies Mental Health Poverty

	Fuel Poverty Sport and physical activity
Cabinet Member Housing and Communities Councillor T Khan Deputy Cabinet Member Councillor D Welsh	Archives Arts Heritage Museums Conservation Social Enterprise Strategy Mutuals Community and Voluntary Sector Relations Community Centres Refugees and Asylum Seekers Welfare Advice Services Housing and Homelessness Planning Policy

*Cabinet Member Children and Young People is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004

7. Minutes

The minutes of the meeting held on 19 March 2019 were signed as a true record.

8. Return of persons elected as Councillors for the City on 2 May 2019

The return of Councillors elected for the following wards of the City on 2 May 2019 was reported:

Ward	Name	Political Party	Year of Retirement
BABLAKE	Tarlochan Singh Jandu	Conservative	2023
BINLEY AND WILLENHALL	Ram Parkash Lakha	Labour	2023
CHEYLESMORE	Richard James Brown	Labour	2023
EARLSDON	Becky Gittins	Labour	2023
FOLESHILL	Abdul Salam Khan	Labour	2023
HENLEY	Patricia Seaman	Labour	2023
HOLBROOK	Joe Clifford	Labour	2023

LONGFORD	Linda Joyce Bigham	Labour	2023
LOWER STOKE	John Douglas McNicholas	Labour	2023
RADFORD	Maya Ali	Labour	2023
SHERBOURNE	Gavin John Lloyd	Labour	2023
ST MICHAEL'S	Jim O'Boyle	Labour	2023
UPPER STOKE	Randhir Kaur Auluck	Labour	2023
WAINBODY	Tim Sawdon	Conservative	2023
WESTWOOD	Marcus Edgar Lapsa	Conservative	2023
WHOBBERLEY	Pervez Akhtar	Labour	2023
WOODLANDS	Peter Roger Male	Conservative	2023
WYKEN	Hazel Jean Sweet	Labour	2023

9. Declarations of Interest

There were no declarations of interest.

10. Matters for Determination by the City Council

The Council considered and approved the following documents which were tabled at the meeting:

- (i) Details of Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, Ethics Committee, Joint Health Overview and Scrutiny Committee and other such Committee as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in the Constitution. This also included the appointment of the Chair and Deputy Chair of those bodies.
- (ii) The size and terms of reference for those Boards and Committee (as set out in the Constitution).
- (iii) The allocation of seats to political groups in accordance with the political balance rules.
- (iv) The nominations of Councillors to serve on each Scrutiny Board, Committee and Cabinet Advisory Panel.

- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, cabinet, Scrutiny Boards, Committee and Advisory Panels for 2019/20 including the date and time of the next Annual Meeting and agree the scheme of delegations as set out in the Constitution.

RESOLVED that the City Council approve the allocation of seats, appointments and programme of meetings together with the appointments to outside bodies (as appended to these minutes).

11. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

There were no other matters arising.

(Meeting closed at 12.50 pm)

COUNCIL

16 May, 2019

APPOINTMENTS – 2019/20

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor A Andrews

Councillor G Ridley

(2 Conservative)

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor C Thomas	Councillor B Kaur

Councillor F Abbott

Councillor J Birdi

Councillor J Clifford

Councillor G Crookes

Councillor B Gittins

Councillor J Innes

Councillor R Lakha

Councillor G Lloyd

Councillor A Lucas

Councillor T Mayer

Councillor R Thay

Councillor S Walsh

Political Balance (2019/20)	
Conservative	3
Labour	11

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor L Harvard	Councillor R Auluck

Councillor N Akhtar

Councillor P Akhtar

Councillor R Bailey

Councillor G Crookes

Councillor L Kelly

Councillor J McNicholas

Councillor C Miks

Councillor D Skinner

Councillor S Walsh

Political Balance (2019/20)	
Conservative	3
Labour	8

Note: The Cabinet Member for Housing and Communities (Councillor T Khan) is invited to attend meetings of this Committee.

ETHICS COMMITTEE

CHAIR:	Councillor S Walsh
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Councillor A Andrews

Councillor P Hetherton

Councillor J Mutton

Councillor D Welsh

Labour Group Substitute – Councillor M Mutton

Conservative Group Substitute – Councillor R Bailey

Independent Persons

Steve Atkinson

Ann Barton

Ruth Wills

Peter Wiseman

Political Balance (2019/20)	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Director of Finance and Corporate Services after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor R Brown	Councillor L Kelly

Councillor N Akhtar

Councillor A Andrews

Councillor J Clifford

Councillor J McNicholas

Councillor G Ridley

Councillor K Sandhu

Councillor R Singh

Political Balance (2019/20)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

1 Vacancy (Nominated from other faith groups in the city)

Mrs. S. Hanson (Nominated by the Church of England)

1 Vacancy (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor R Singh
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Councillor F Abbott

Councillor R Auluck

Councillor S Bains

Councillor J Blundell

Councillor R Brown

Councillor B Gittins

Councillor R Lakha

Councillor T Sawdon

Political Balance (2019/20)	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Cllr R Lakha) has been appointed as a Member of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor K Sandhu
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Councillor P Akhtar

Councillor B Kaur

Councillor L Kelly

Councillor J Lepoidevin

Councillor G Lloyd

Councillor P Male

Councillor R Thay

Councillor C Thomas

Political Balance 2019/20	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

1 Vacancy (Nominated from other faith groups in the city)

Mrs. S. Hanson (Nominated by the Church of England)

1 Vacancy (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Mrs K Jones

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor J McNicholas
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Councillor J Birdi

Councillor G Crookes

Councillor T Jandu

Councillor R Lancaster

Councillor A Lucas

Councillor C Miks

Councillor E Ruane

Councillor B Singh

Political Balance 2019/20	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor N Akhtar
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Councillor F Abbott

Councillor M Ali

Councillor R Ali

Councillor R Bailey

Councillor T Mayer

Councillor C Miks

Councillor R Thay

Councillor S Walsh

Political Balance 2019/20	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor J Clifford
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Councillor M Ali

Councillor J Blundell

Councillor L Harvard

Councillor J Innes

Councillor R Lancaster

Councillor E Ruane

Councillor D Skinner

Councillor H Sweet

Political Balance 2019/20	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

Joint Health Overview and Scrutiny Committee

JOINT CHAIR: (With Warwickshire County Council)	Councillor J Clifford (Chair of the Health and Social Care Scrutiny Board (5))
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Councillor R Lancaster

Councillor M Lapsa

Councillor E Ruane

Councillor H Sweet

Political Balance 2019/20	
Conservative	1
Labour	4

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor R Lakha	Councillor S Bains

Councillor M Ali

Councillor J Blundell

Councillor T Sawdon

Councillor R Singh

Councillor H Sweet

Labour Group Substitute – Councillor R Brown

Conservative Group Substitute – Councillor R Bailey

Political Balance 2019/20	
Conservative	2
Labour	5

COVENTRY HEALTH AND WELLBEING BOARD

Councillor K Caan	Cabinet Member for Public Health and Sport (Chair)
Councillor G Duggins	Leader of the Council
Councillor P Seaman	Cabinet Member for Children and Young People
Councillor M Mutton	Cabinet Member for Adult Services
Councillor J Blundell	Conservative Group Representative
Director of Adult Services	(Statutory Appointment)
Director of Children's Services	(Statutory Appointment)
Director of Public Health and Wellbeing	(Statutory Appointment)
Coventry Healthwatch – 2 representatives	(Statutory Appointment)
Coventry and Rugby Clinical Commissioning Group – 2 representatives	(Statutory Appointment)
Gail Quinton	Deputy Chief Executive (People)
Voluntary Action Coventry – 1 representative	
Coventry University – Vice-Chancellor (or representative)	
Warwick University – Vice-Chancellor (or representative)	
NHS Commissioning Board – 1 representative	
West Midlands Police – 1 representative	
West Midlands Fire Service – Operations Commander Coventry	
Coventry and Warwickshire Partnership Trust – 1 representative	
University Hospitals Coventry and Warwickshire – Chief Executive or representative	
Coventry and Rugby GP Federation – Chief Executive or representative	

Councillor K Caan to be appointed as Chair

A representative of one of the partner organisations to be appointed as Deputy Chair

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2019/20

ADVISORY PANELS TO BE RE-APPOINTED

CORPORATE PARENTING BOARD (TO ACT AS THE CABINET ADVISORY PANEL FOR LOOKED AFTER CHILDREN)

Councillor P Seaman	Cabinet Member for Children and Young People (Chair)
Councillor K Maton	Cabinet Member for Education and Skills
Councillor K Sandhu	Chair of Education and Children's Scrutiny Board (2)
Councillor B Gittins	Labour Group Representative
Councillor P Male	Shadow Cabinet Member for Education and Skills
Councillor J Lepoidevin	Shadow Cabinet Member for Children and Young People
Councillor J Birdi	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor A Andrews	Conservative Member on Ethics
Councillor S Walsh	Labour Member on Ethics

2 Group Secretaries (Labour Group representative to be appointed Chair)

Councillor R Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor J Mutton

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

(NOTE: Councillors may not be Cabinet Members, one to be the Shadow Cabinet Member for Education and Skills)

Councillor L Kelly

Councillor K Sandhu

Councillor R Thay

Councillor P Male Shadow Cabinet Member for Education and Skills

3 Head Teachers (1 x Primary, 1 x Secondary, 1 x Special)

3 Governors (1 x Primary, 1 x Secondary, 1 x Special)

2 Voluntary Aided Sector (1 x Roman Catholic Diocese, 1 Church of England Diocese)

(NOTE: Chair elected at each meeting and may not be an elected member)

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor T Khan Cabinet Member for Housing and Communities (Chair)

Councillor J O'Boyle Cabinet Member for Jobs and Regeneration

Councillor P Hetheron Cabinet Member for City Services

Councillor L Harvard Chair of Planning Committee

Councillor G Duggins Leader

Councillor J McNicholas Chair of Business, Economy and Enterprise Scrutiny Board (3)

Councillor R Auluck Deputy Chair of Planning Committee

NOTE: The Deputy Leader is invited to attend meetings of this Panel.

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor A S Khan	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor G Duggins	Leader and Cabinet Member for Policy and Leadership
Councillor K Caan	Labour Group Representative
Councillor D Welsh	Labour Group Representative
Councillor G Ridley	Leader of Opposition
Councillor A Andrews	Deputy Leader of Opposition

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - THE COVENTRY AWARD OF MERIT

Councillor A S Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor R Brown	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor A Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor L Bigham	Lord Mayor, ex officio
The Honorary Recorder	

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL – THE GOOD CITIZEN AWARD

Councillor A S Khan	Cabinet Member for Policing and Equalities
Councillor J O'Boyle	Cabinet Member for Jobs and Regeneration
Councillor T Khan	Cabinet Member for Housing and Communities
Councillor A Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor G Ridley	Conservative Group Nominee

Councillor L Bigham Lord Mayor, ex officio

The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

**CABINET MEMBER FOR POLICING AND EQUALITIES- DISABILITY EQUALITY ACTION
PARTNERSHIP - ADVISORY PANEL**

Councillor C Thomas Labour Group Nominee

Councillor F Abbott Substitute for Labour Group Nominee

TERMS OF REFERENCE

1. The terms of reference for the following are as set out in the Constitution:

Appeals Committee

Appointments Panel

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration Committee

Joint Health and Wellbeing Board

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

2. The terms of reference for the other bodies are as set out below:

Corporate Parenting Board (To act as a Cabinet Advisory Panel for Looked after Children)

Terms of Reference

1. The Board will be constituted as a Cabinet Advisory Panel with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice for Elected Member involvement and support in service improvement for looked after children and young people.
3. To develop a work programme and allocate and monitor tasks within the City Council to improve outcomes for looked after children.
4. To identify key areas where services and partner agencies need to deliver improved support for looked after children and refer these issues to the relevant organisations as necessary.

5. To develop and support direct communication with looked after children, including formal meetings and consultation leading to the establishment of a Children's Council, and informal meetings with looked after children and young people with a social and enjoyable element.

Cabinet Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

1. To be responsible for keeping the Constitution up to date and to make recommendations on proposed amendments to the Constitution to the Cabinet Member for Policing and Equalities.
2. To consider recommendations from the Monitoring Officer or the Officer Working Group on updates to the Constitution or on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To bring to the attention of the Monitoring Officer and the Cabinet Member for Policing and Equalities any matters of concern regarding the City Council's Constitution.

Note

Where the timescale does not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution will be made by the Cabinet Member only

Cabinet Advisory Panel – School Organisation

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group.
2. To consider any objections received to school organisation proposals (for example the establishment of a new school or the closure of a school) and make recommendations to the Local Authority (Cabinet) on the determination of those proposals.

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

There is no legal requirement to set up an Advisory Panel to inform the development of a new Local Development Plan however, it is considered to be good practice to do so. The Advisory Panel will ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Local Development Plan, and ensure that key issues are identified and discussed early in the process.

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.
- (2) In consultation with local Ward Councillors and other such stakeholders as the Panel believe appropriate, to make recommendations to the Returning Officer about suitable polling places within each Ward within the City.
- (3) To consider the staffing arrangements, including the payment of fees, associated with elections and make appropriate recommendations to the Returning Officer and the Cabinet Member.
- (4) To make recommendations to the Cabinet Member and the Returning Officer in relation to any changes to procedures and practices as appropriate with regard to the electoral process within the City, especially in relation to any proposed legislative changes.

Cabinet Member for Policing and Equalities Advisory Panel - The Coventry Award of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.

3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member for Policing and Equalities, who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Deputy Chief Executive (Place), with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

Cabinet Member for Policing and Equalities Advisory Panel – The Good Citizen Award

Terms of Reference

To provide advice and guidance and make recommendations to the Cabinet Member for Policing and Equalities on the Good Citizen Award.

In particular, to assist the Cabinet Member in the following roles:-

1. Promoting the Good Citizen Award and the honour conferred by the Council on recipients of the Award.
2. Promoting the Council's Equality and Diversity objectives and encouraging nominations from all the communities within Coventry
3. Considering nominations received and, in accordance with agreed criteria, approving recipients for the award to full Council

Cabinet Member for Policing and Equalities - Disability Equality Action Partnership – Advisory Panel

Terms of Reference

Work jointly to tackle issues which are important to all disabled people in the city

Advise, comment and make recommendation to the Cabinet Member with responsibilities for Equalities on issues impacting disabled people

Take an annual report to the Cabinet Member with responsibilities for Equalities on the progress made through the Disability Equality Action Partnership Advisory Panel.

Identify key areas where services and partner agencies could deliver improvements.

Harness the skills, knowledge and abilities of panel members to strengthen working together to identify and resolve issues.

Provided a conduit for collating and disseminating key messages to disabled people.

Ensure young disabled people and other disability forums are working collaboratively with the panel.

To receive confirmation that all advice and recommendations have been considered and carried out or are to be implemented in the near future subject to Council policy

Membership of the Advisory Panel will be reviewed on an annual basis.

The Disability Equality Action Partnership Advisory Panel will meet at least three times a year.

Political Proportionality 2019/20

		Allocation to groups – adjusted for rounding			Proportional entitlement for political groups (1 decimal place)		
	Total	Con	Lab	Ind	Total %	Con %	Lab %
Party seats	54	13	40	1	100.0%	24.5%	75.5%
Cabinet	10	0	10	0	100.0%	n/a	100.0%
Entitlement per group excl Cabinet places		22	69			22.2	68.8
Planning Committee	11	3	8	0	11	2.7	8.3
Licensing and Regulatory Committee	14	3	11	0	14	3.4	10.6
Ethics Committee	5	1	4	0	5	1.2	3.8
Audit and Procurement Committee	7	2	5	0	7	1.7	5.3
Scrutiny Co-ordination Committee	9	2	7	0	9	2.2	6.8
Scrutiny Board 1	9	2	7	0	9	2.2	6.8
Scrutiny Board 2	9	2	7	0	9	2.2	6.8
Scrutiny Board 3	9	3	6	0	9	2.2	6.8
Scrutiny Board 4	9	2	7	0	9	2.2	6.8
Scrutiny Board 5	9	2	7	0	9	2.2	6.8
Totals (excludes Cabinet)	91	22	69	0	91	22.2	68.8

The total number of seats allocated to a group is matched to the rounded entitlement for that group. The number of seats on each committee is matched to the rounded entitlement for that group on that committee but adjusted manually where required to ensure that the number of seats allocated to a particular group matches their entitlement.

REPORT 12

PRESENTED AT ANNUAL MEETING 16TH MAY 2019

**APPOINTMENTS TO OUTSIDE BODIES FOR THE
2019/2020 MUNICIPAL YEAR**

Appointments to Other City Council Forums

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBF1	Adoption Central England (ACE) (formerly Adoption Panel)	Councillor Abbott	Councillor Abbott	Considers the placement of children for adoption having regard to background information given to the Panel on the child/proposed placement	Meets fortnightly
OBF2	Fostering Panel	Councillor Sandhu	Councillor Sandhu	Considers the placement of children for fostering bearing in mind background information on the child/proposed placement given to the panel	25 meetings per year

Appointments to Partnership Organisations

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP1	Canal and River Trust West Midlands Regional Advisory Board	Councillor McNicholas	Councillor McNicholas	Advises on the transformation of canals and rivers into spaces where local people want to spend time and feel better	Approx. twice per year
OBP2	Children and Young People's Partnership Board (formerly Children and Young People's Commissioning Board)	Councillor Seaman - Cabinet Member for Children and Young People Councillor Maton - Cabinet Member for Education and Skills Councillor Lepoidevin Councillor Male	Councillor Seaman	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Meets monthly
OBP3	Council of Governors of the Coventry and Warwickshire Partnership Trust	Councillor K Caan	Councillor K Caan	To manage the transition to become an NHS Foundation Trust	Meetings as required
OBP4	Coventry and Warwickshire Local Enterprise Partnership Board (LEP)	Councillor O'Boyle	Councillor O'Boyle	To drive Local Enterprise Partnership for the area, approved by Government on 28th October 2010	6 full Board meetings held per year. AGM held in September prior to the Board meeting for that month

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP5	Coventry Learning Disabilities Partnership Board	Councillor Clifford	Councillor Clifford	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy; and to improve services across the City	Meets monthly. No AGM held
OBP6	West Midlands Strategic Migration Partnership	Councillor T Khan	Councillor T Khan	Local Authority-led partnership which provides structure and forums of engagement for effectively dealing with migration, including economic migration and the benefits at a local, regional, and national level.	Meets quarterly

Appointments to Outside Bodies

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB1	Belgrade Theatre Trust (Coventry) Limited	Mr T Skipper Councillor Mayer	Mr T Skipper	The promotion, maintenance, improvement and advancement of arts education or for the encouragement of the arts	Meets approx.6 times per year. AGM held in September
OB2	Birmingham International Airport - Consultative Committee	Councillor McNicholas	Councillor McNicholas	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates.	Meets monthly. AGM held in May
OB3	Birmingham International Airport Holdings Limited - Board of Directors	Councillor McNicholas (Authorised to exercise the Council's vote at General Meetings. Substitutes not permitted)	Councillor McNicholas	Airport Company Board of Directors	Meets 4 times per year. AGM held in July
OB4	Bus Lane Adjudication Service Joint Committee (BLASJC)	Councillor AS Khan Councillor Hetherton	Councillor AS Khan	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held quarterly

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB5	Coombe Abbey Shareholders Panel	Councillor Duggins - (Leader of the Council) Councillor AS Khan (Cabinet Member for Policing and Equalities) Councillor O'Boyle (Cabinet Member for Jobs and Regeneration)	Councillor Duggins	To provide assurance that all legal Shareholder requirements are fulfilled and through its governance, seek to protect the delivery of the Council's strategic objectives	Bi-annually (minimum)
OB6	Coventry Airport Consultative Committee	Councillor Lakha Councillor Thomas (Substitute)	Councillor Lakha	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates	Meets quarterly
OB7	Coventry Ambassadors Social Enterprise Board	Councillor T Khan	Councillor T Khan	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City	Meetings as required
OB8	Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor O'Boyle Councillor Harvard Councillor Andrews Councillor Ridley	Councillor O'Boyle	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per year

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB9	Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Councillor Hetherton (Authorised to exercise the Council's vote at General Meetings) Councillor Lloyd (Substitute for exercising the Council's vote at General Meetings) IN THE ABSENCE OF BOTH: Barry Hastie, Director of Finance and Corporate Services, who attends the meetings, or his nominated substitute, will exercise the Council's vote Councillor Mayer	Councillor Hetherton	The Panel oversees the operation of the Waste Disposal Company	Meets quarterly
OB10	Coventry City of Culture Trust	Councillor Brown	Councillor Brown	To deal with matters for UK City of Culture 2021	Meets monthly
OB11	Coventry Law Centre Limited	Councillor Welsh Zaid Rehman	Councillor Welsh	A charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits to the people of Coventry.	Meets monthly
OB12	Coventry Refugee and Migrant Centre - Board	Councillor T Khan Councillor R Singh Councillor Mayer	Councillor T Khan	The Board oversees the work of the Centre which covers the following main categories: 1. Help for asylum seekers with subsistence, housing, health and racial harassment 2. Help set up home for those given leave to remain	Meets monthly except for August and December. AGM held in September

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB13	Local Government Association - General Assembly	Councillor Duggins Councillor AS Khan Councillor K Caan Councillor Ridley (Councillor Bailey substitute for Councillor Ridley)	Councillor Duggins	Acts as the "parliament" for local government	Meets once per year. AGM held in June
OB14	Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor AS Khan (Cabinet Member for Policing and Equalities) Councillor Hetherton (Cabinet Member for City Services)	Councillor AS Khan	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held approx. every 3 months
OB15	Police and Crime Panel	Councillor AS Khan Councillor Sandhu (Substitute Member)	Councillor AS Khan	The Police and Crime Commissioners are held to account on an on-going basis by the Panel	Meets 7 times per year. AGM held in June
OB16	Regional Flood and Coastal Committee (Severn and Wye)	Councillor Hetherton	Councillor Hetherton	Considers matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Meets quarterly
OB17	SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor Lakha Councillor R Singh (Substitute)	Councillor Lakha	Represents most of the large towns and cities in the north, midlands and south coast regions of England as the collective voice of urban areas across the regions, working to release the opportunities and potential of the communities represented.	Meets monthly. AGM held in July

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB18	University of Warwick Science Park - BUSINESS INNOVATION CENTRE BOARD AND University of Warwick Science Park - FOUNDATION BOARD	Councillor O'Boyle (Appointed to the Business Innovation Centre and the Foundation Board and authorised to exercise the Council's vote at General Meetings of both Boards) AND Councillor Welsh (Appointed to the Foundation Board and as substitute member for the Business Innovation Centre Board and as substitute for exercising the Council's vote at General Meetings of both Boards)	Councillor O'Boyle	Management Boards for the bodies.	Each Board meets quarterly. AGM held in July
OB19	West Coventry Academy - Governing Body (formerly Tile Hill Wood Academy)	Councillor Maton	Councillor Maton	Academy set up by sponsors who own and run the school, with functions discharged through the Governing Body and Head Teacher	Meets at least once per term
OB20	West Midlands Combined Authority (Board)	Councillor Duggins Councillor AS Khan Councillor O'Boyle (Substitute Member) Councillor Maton (Substitute Member)	Councillor Duggins	Management Board for the combined authority to improve economic growth and transport for local authorities in the economic area	Monthly
OB21	West Midlands Combined Authority Audit, Risk and Assurance Committee	Councillor Lakha Councillor N Akhtar (Substitute)	Councillor Lakha	Responsible for matters concerning internal audit, including risk management, and the promotion and maintenance of high standards of conduct and ethical governance.	Bi-monthly

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB22	West Midlands Combined Authority Environment Board	Councillor O'Boyle	Councillor O'Boyle	To advise and support the West Midlands on the Strategic Economic Plan goals on Carbon, Renewable Energy, Fuel Poverty, Air Quality, Waste, the Natural Environment and the growth of the green business sector.	Bi-annually
OB23	West Midlands Combined Authority Housing and Land Delivery Board	Councillor T Khan	Councillor T Khan	To assist in the accelerated delivery of housing and employment space across the West Midlands by overseeing the delivery of the Housing & Land Delivery Action Plan and identifying freedoms and flexibilities that should underpin negotiations with the government and future devolution agreements.	Bi-monthly
OB24	West Midlands Combined Authority Investment Board	Councillor O'Boyle	Councillor O'Boyle	To make investment decisions on behalf of the WMCA relating to applications made in accordance with the Investment Programme that underpinned the devolution agreement, along with any other investment proposals.	Monthly

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB25	West Midlands Combined Authority Overview and Scrutiny Committee	Councillor Brown Councillor Sandhu (Substitute) Councillor Kelly (Joint appointment for 2019/20) Councillor Clifford (Substitute for Joint appointment for 2019/20)	Councillor Brown	To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority	Bi-monthly
OB26	West Midlands Combined Authority Public Service Reform Board	Councillor Duggins	Councillor Duggins	To advise the WMCA Board on public service reform strategy and policy through the presentation of models and proposals.	Twice per year or as required
OB27	West Midlands Combined Authority Strategic Economic Development Board	Councillor Duggins	Councillor Duggins	Support the development of a number of the targets set out in the Strategic Economic Plan	As required
OB28	West Midlands Combined Authority Transport Delivery Committee	Councillor Welsh Councillor P Akhtar	Councillor Welsh	Responsible for operational transport matters	To be scheduled in line with work programme (Approx. monthly)
OB29	West Midlands Combined Authority Wellbeing Board	Councillor K Caan	Councillor K Caan	To support the West Midlands in achieving its ambition of improving health outcomes for residents as quickly as possible by having responsibility for setting the overarching strategic vision for the region's health and social care economy.	Quarterly
OB30	West Midlands Fire and Rescue Authority	Councillor Walsh Councillor Miks (Substitute)	Councillor Walsh	Statutory responsibilities to the community of the West Midlands	Meets 5 times per year (Policy Planning Forum, comprising all members, meets 8 times per year)

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB31	West Midlands Pensions Committee	Councillor B Singh Councillor Brown (Substitute Member)	Councillor B Singh	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Meets every four months
OB32	West Midlands Rail Ltd - Board	Councillor Welsh (Principal Director) and Councillor O'Boyle (Named Substitute Principal Director)	Councillor Welsh	The Board provides West Midlands Rail with strategic and policy guidance towards developing a new, local passenger rail franchise for the West Midlands, as well as gaining influence over other key routes across the region.	Meets quarterly
OB33	Whitefriars Housing - Coventry Local Stakeholder Panel (Part of West Midlands Housing Group)	Councillor Thomas Councillor Bains Councillor M Ali	Councillor Thomas	To review performance and develop community strategy	Meets quarterly

Appointments to Charity and Other Non Municipal Year Appointments

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC1	Annie Bettmann Foundation	No new appointments required until 2021 Currently appointed: Councillor Abbott Councillor Clifford Mrs A Brown Mr P Cordle His Honour Judge Donald Hamilton (retired) Councillor Skinner	Councillor Abbott	To provide assistance to those between the ages of 21 and 40 who are looking to set up a business within the geographical limits of the Council, and in exceptional circumstances, to offer assistance to those about to finish education with a view to setting up a business in Coventry	Meets once per year.
OBC2	Blue Coat School Foundation	Mr T Skipper Mrs J Jackson	Mr T Skipper	Charitable body responsible for property management	Meets 2/3 times per year

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC3	Bond's Hospital Estate Charity Trustees	<p>No new appointments required until 2020</p> <p>Currently appointed:</p> <p>Councillor Abbott (Appointment expires 31st May 2022)</p> <p>Councillor Sandhu (Appointment expires 31st May 2020)</p> <p>Mrs S C Forte (Appointment expires 31st May 2021)</p>	Councillor Abbott	Charitable organisation that manages property for the benefit of the elderly	Meets May, June and July
OBC4	Coventry Association for International Friendship	Councillor Lakha	Councillor Lakha	To bring together organisations and individuals to promote International friendship and to create closer ties between the citizens of Coventry and the people of its twinned towns	Twice per year. (AGM held in May)

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC5	Coventry Church (Municipal) Charities Trustees	<p>Councillor Clifford (Appointment expires 30th June 2022)</p> <p>Mr Kershaw (Appointment expires 30th June 2020)</p> <p>Councillor Bigham (Appointment expires 30th June 2023)</p>	Councillor Clifford	Charitable body for the relief of poverty for elderly people	Meets March, June, September and December
OBC6	Coventry Citizens' Advice Bureau Management Board	<p>No new appointment required until 2020</p> <p>Currently appointed: Councillor Abbott</p>	Councillor Abbott	Manages the business of the bureau	Meets bi-monthly on the second Tuesday of the month at 5.45pm - 7.30pm.

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC7	Coventry General Charities Trustees	No new appointments required until 2020 Currently appointed Councillor Miks Councillor Crookes Councillor Lapsa Councillor Lakha Councillor Clifford Councillor Hetherton Mrs E Eaves	Councillor Miks	Yearly payment to the vicar and church wardens of the ecclesiastical parish of St Michael for the poor; yearly payment to the Governors of the Monks Kirby exhibition foundation; relief for persons in conditions of need, hardship or distress in the City of Coventry; the payment of pensions to poor people, preference being given to Freemen of the City; the general advancement of education to persons under 25 years, preference being given to sons and daughters of the City.	Meets monthly. AGM held in January
OBC8	Daimler Green Recreational Trust	No new appointment required until 2020 Currently appointed: Councillor M Mutton	Councillor M Mutton	Established to take responsibility for the community facilities being provided at Daimler Green.	Meetings held monthly

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC9	John Friends Memorial Fund Management Committee	No new appointments required until 2020 Currently appointed: Councillor Clifford Councillor Bigham Councillor Crookes	Councillor Clifford	Gives grants to schools and individuals for the study of astronomy and meteorology.	Meets twice per year.
OBC10	Sir Charles Barratt Memorial Foundation	David Kershaw Councillor Crookes	David Kershaw	Charitable body that gives grants for musical instruments	Ad-hoc. AGM held in January
OBC11	Soothern and Craner Educational Foundation (4 Appointments who need not be Elected Members.	No new appointments required until 2020 Currently appointed: Councillor Abbott Councillor Taylor Councillor Miks Councillor Thomas	Councillor Abbott	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants	Meets once per year. AGM held in July/August
OBC12	Swillington's Charity Trustees	Councillor Bigham Councillor R Auluck	Councillor Bigham	Charity for the general benefit of the poor in the City of Coventry	Meets bi-monthly

	ORGANISATION	2019/2020	2019/2020 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC13	Tansley Charity Trust	<p>No new appointments required until 2020</p> <p>Currently appointed:</p> <p>Councillor Abbott Councillor R Auluck Councillor K Caan Lord Mayor (Ex-Officio)</p>	Councillor Abbott	To award grants to elderly or infirm women.	Meets June and December. Additional meetings held on an ad-hoc basis
OBC14	Tom Mann Centre Trust Management Committee	<p>No new appointments required until 2020</p> <p>Currently appointed:</p> <p>Councillor Seaman (Trustee) Councillor Lakha (Management Committee Member) Councillor Thay (Management Committee Member)</p>	Councillor Seaman	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions.	Meets once per year
OBC15	William Proffitt's Charity	<p>Councillor Kaur Councillor R Auluck Councillor Abbott</p>	Councillor Kaur	Education of the poor, money distributed to the Charities and Schools in the parish of Foleshill	Meets March and December

CALENDAR OF MEETINGS 2019-20

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*meeting if 'required'

Meetings	Time (unless indicated otherwise)	May 19	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20
Council	2.00pm	16 (11am)	18	16*		3	15	26		14	25	17		21 (11am)
Cabinet / Cabinet Members														
Cabinet	2.00pm		11	9	27		8, 29	19	10*	7	18, 25	10	7	
Cabinet Briefing	2.00pm	28	25		13	24	16	5, 27*	17		4, 26	24		
Cabinet Member – Policy and Leadership	2.00pm			25				7		23			2	
Cabinet Member – Policing and Equalities	3.00pm			25			10			30		26		
Cabinet Member – Strategic Finance and Resources	10.00am			18		26			12			5		
Cabinet Member – Children and Young People	3.00pm			15			7				17		20	
Cabinet Member – Education and Skills	2.30pm			4		26				16		26		
Cabinet Member – Jobs and Regeneration	2.00pm			10 (3pm)			9		11			4		
Cabinet Member – City Services	3.00pm	29 (10.30)	17	29		9	21		2	20		2	20	
Cabinet Member – Adult Services	10.00am		27				17			16		12		
Cabinet Member – Public Health and Sport	2.00pm			1			7		9				6	
Cabinet Member – Housing and Communities	3.00pm			1		23			9		10		27	
Political Cabinet	2.00pm	21	4	2, 23	6, 20	10	1, 22	12	3	21	11	3, 31	14, 28	
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00am		19	17	14*	4, 25*	9, 23*	6, 20*	4, 18*	8, 22*	5, 19*	4, 25		
Scrutiny Board 1	10.00am			3		18		13		15	12	18		
Scrutiny Board 2	10.00am		20	25		12	3	28		9	13	19	2	
Scrutiny Board 3	2.00pm		26	24		4		6	18		5	18		
Scrutiny Board 4	10.00am			11		19		21		23	20	26		
Scrutiny Board 5	10.00am			10		11	30		11	29		11	8	
Committees														
Appeals Committee		Meetings arranged as required												
Appointments Panel		Meetings arranged as required												
Audit and Procurement Committee	3.00pm		24	15		2		11		27		16		
Ethics Committee	10.00am			4		12			5			19		
Licensing and Regulatory Committee	9.30am		25	23	20	17	8	5	10	7	4	3, 31	28	
Planning Committee	2.00pm		13	11	1, 29	26	24	21	19	23	20	19	16	14
Planning Committee Quarterly Seminars	2.00pm			4		19			5			5		
Advisory Panels														
Constitutional Advisory Panel		Meetings arranged as required												
Corporate Parenting Board	5.30 pm			4		5	31		12	30		12		
Coventry Award of Merit		Meetings arranged as required												
Coventry Local Development Plan		Meetings arranged as required												
Disability Equality	10.30am			11				7			6			

Meetings	Time (unless indicated otherwise)	May 19	Jun 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20
Electoral Arrangements		Meetings arranged as required												
Good Citizen Award	4.30pm		6											
School Organisation		Meetings arranged as required												
Other meetings														
Coventry & Solihull Waste Disposal Company Ltd Shareholders Panel	4.00pm		19											
Coventry Health and Wellbeing Board	2.00pm			8			14			13		30		
John Friends Memorial Fund		Meetings arranged as required												
Tansley Charity Trust				2				12					7	
Tom Mann Memorial Committee		Meetings arranged as required												
Coventry and Warwickshire Place Forum	9.30		11					5				3		

*If necessary