

**ANNUAL MEETING OF
THE COUNCIL OF THE CITY OF COVENTRY
20th May 2010**

PRESENT

Lord Mayor (Councillor Harrison)
Deputy Lord Mayor (Councillor Kelsey)

Councillor Abbott	Councillor Lee
Councillor Andrews	Councillor Lepoidevin
Councillor Asif	Councillor Mrs. Lucas
Councillor Auluck	Councillor Maton
Councillor Bains	Councillor McNicholas
Councillor Mrs. Bigham	Councillor Mulhall
Councillor Blundell	Councillor J. Mutton
Councillor Charley	Councillor Mrs. M. Mutton
Councillor Chater	Councillor Noonan
Councillor Cliffe	Councillor O'Boyle
Councillor Clifford	Councillor Ridley
Councillor Crookes	Councillor Ruane
Councillor Mrs. Dixon	Councillor Sawdon
Councillor Duggins	Councillor Sehmi
Councillor Field	Councillor Singh
Councillor Foster	Councillor Skinner
Councillor Gazey	Councillor Skipper
Councillor Hammon	Councillor Smith
Councillor Harvard	Councillor Mrs Sweet
Councillor Mrs. Johnson	Councillor Taylor
Councillor Kelly	Councillor Townshend
Councillor A Khan	Councillor Walsh
Councillor Lakha	Councillor Welsh
Councillor Lancaster	Councillor Williams
Councillor Lapsa	

1. Apologies

Apologies for absence were received from Councillors Bailey, Nellist and T Khan.

2. Correspondence and Announcements of the Lord Mayor

There were no announcements.

3. Election of Chair of the Council

It was moved by Councillor Williams, seconded by Councillor Ridley and supported by Councillor Mutton that Councillor Brian Kelsey be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Brian Kelsey be elected as Chair of the Council

for the 2010/2011 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.

4. **Official Badge of the Lady Mayoress**

The retiring Lady Mayoress, Mrs. Jill Harrison, invested Mrs. Brenda Kelsey with the Badge of Office of the Lady Mayoress.

5. **Lord Mayor's Address**

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

6. **Vote of Thanks to the Retiring Lord Mayor**

A vote of thanks for the retiring Lord Mayor, Councillor Jack Harrison, was moved by Councillor Townshend, seconded by Councillor McNicholas and supported by Councillor Taylor.

Councillor Harrison responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Jack Harrison for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2009/2010 and to Mrs. Jill Harrison as Lady Mayoress.

(2) That a copy of this resolution, under the common seal, be presented to Councillor and Mrs. Jack Harrison.

7. **Medallions for the Retiring Lord Mayor and Lady Mayoress**

The Lord Mayor, on behalf of the City Council, presented to Councillor and Mrs. Harrison, Lord Mayor and Lady Mayoress during 2009/2010, medallions inscribed with their names.

8. **Election of Vice Chair of the Council**

It was moved by Councillor Skipper, seconded by Councillor M. Mutton and supported by Councillor Taylor that Councillor Kieran Mulhall be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Kieran Mulhall be elected Vice Chair of the Council for the 2010/2011 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.

9. **Official Badge of the Deputy Lady Mayoress**

The Lady Mayoress, Mrs. Brenda Kelsey, invested Mrs Norma Mulhall with the Badge of Office of the Deputy Lady Mayoress.

10. **Election of the Leader of the Council**

It was moved by Councillor McNicholas and seconded by Councillor Duggins that Councillor John Mutton be elected as Leader of the City Council.

RESOLVED that Councillor John Mutton be elected as Leader of the Council.

11. **Appointment of Deputy Leader, Composition of the Cabinet and Allocation of Executive Functions within the Cabinet**

On 23rd February 2010, the Council resolved to implement the new Elected Leader and Cabinet (England) form of executive arrangements from 9th May 2010 (Minute 114/09 refers). This new form of executive arrangement provided the Leader of the Council with authority to appoint a Deputy Leader, Cabinet Members and their respective portfolios.

In accordance with the new Executive arrangements, the Council received a report of the Leader of the Council, Councillor John Mutton, which confirmed his decisions regarding the appointment of Councillor George Duggins as Deputy Leader, the composition of the Cabinet and the allocation of Executive functions within the Cabinet as detailed below:

Member	Portfolio
The Leader Policy, Leadership and Governance Cllr J Mutton	Sustainable Communities Plan & Local Area Agreement Local Strategic Partnership Corporate Plan Scrutiny Comprehensive Area Assessment External Relations/Public Relations Image and Reputation Partnership Companies Liaison with Management Board Emergency Planning Regional Matters Service Transformation Single Status

Member	Portfolio
<p>The Deputy Leader Strategic Finance and Resources Cllr Duggins</p>	<p>Deputising on Leader items Strategic Finance including budget-setting External Resources Operational Finance including Revenues and Benefits Service Transformation Procurement Risk Management Community Cohesion Value for Money Medium Term Financial Strategy Corporate and Service Performance, Policy and Quality</p>
<p>Cabinet Member Children and Young People Cllr Clifford</p>	<p>Children and Families Children and Young Peoples' Social Care Young People Youth Offending Service Key staff – Recruitment and Retention</p>
<p>Cabinet Member Education Cllr Kelly*</p>	<p>Post 16 Education and Training Schools Early Years Youth Service</p>
<p>Cabinet Member City Development Cllr Bigham</p>	<p>Community Economic Development City Centre Facilities Management International Liaison (except Lord Mayor's) New Deal for Communities Inward Investment Property and Building Services Urban Regeneration Regional Housing and Planning</p>
<p>Cabinet Member City Services Cllr Harvard</p>	<p>Building Cleaning Catering Highways and Lighting Liveability Street Services (Grounds Maintenance, Refuse, Street Cleansing) Waste Management</p>

Member	Portfolio
Cabinet Member Housing, Sustainability and Local Infrastructure Cllr Skipper	Agenda 21 Climate Change Strategy Carbon Footprint Conservation Energy Conservation and Renewal Green Travel Nottingham Declaration Sustainability Local Transportation Housing Strategy e-Government Information, Communication and Technology
Cabinet Member Community Services Cllr O'Boyle	Social Care for Adults, Older People and Disabled People Carers Health Strategy and Policy Health Inequalities
Cabinet Member Culture, Leisure, Sport and Libraries Cllr A Khan	Adult Education Archives Arts Heritage Libraries Museums Parks Sport Tourism Olympics 2012
Cabinet Member Corporate and Neighbourhood Services Cllr Townshend	Community Centres Community Safety Neighbourhood Management Refugees and Asylum Seekers Voluntary Sector Ward Forums Welfare Advice Services Public Protection Customer Services Democratic Services Human Resources Equalities Legal Services Training Health & Safety

* Cllr Kelly is the Lead Member for Children's Services as required by Section 19 of the Children Act 2004.

In moving his report, the Leader made reference to his priorities for the forthcoming year.

12. **Scheme of Delegation**

RESOLVED that the City Council approve the Scheme of Delegation as set out in Part 3 of the Constitution which required Council approval.

13. **Minutes**

The minutes of the meeting of the City Council held on 30th March 2010, were signed as a true record.

14. **Return of Persons Elected as Councillors for the City on 6th May 2010**

The return of Councillors elected for the following wards of the City on 6th May 2010 was reported:

Ward	Member
Bablake	Andrew John Williams
Binley and Willenhall	John Mutton
Cheylesmore	Harjinder Singh Sehmi
Earlsdon	Michael Antony Hammon
Foleshill	Tariq Khan
Henley	Kevin Barry Maton
Holbrooks	Ann Lucas
Longford	Lindsley Harvard
Lower Stoke	Phil Townshend
Radford	Keiran Mulhall
Sherbourne	Seamus Walsh
St. Michael's	David Stuart Welsh
Upper Stoke	Sucha Bains
Wainbody	Gary Crookes
Westwood	David John Skinner
Whoberley	Bally Singh
Woodlands	Julia Elizabeth Lepoidevin
Wyken	Faye Abbott

15. **Declarations of Interest**

There were no declarations of interest.

16. **Matters for Determination by the City Council**

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

- (i) The appointment of Scrutiny Boards, Scrutiny Co-ordination Committee, Standards Committee, Audit Committee, Planning Committee and Licensing and Regulatory Committee.
- (ii) The size and terms of reference for those Boards and Committees (as set out in the Constitution with those not set out in the Constitution being given below).
- (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 and Committee.
- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards and Committees for 2010/11 including the date and time of the next annual meeting.

RESOLVED the appointments and programme of meetings appended to these minutes be approved.

APPOINTMENTS 2010/11

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Harrison	Councillor Lapsa

Councillor Mrs Abbott

Councillor Charley

Councillor Chater

Councillor Mrs Dixon

Councillor T Khan

Councillor Lancaster

Councillor Lee

Councillor Singh

Councillor Smith

Councillor Williams

Political Balance	
Conservative	6
Labour	6
Liberal Democrat	0
Socialist	0

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Maton	Councillor Mulhall

Councillor Bailey

Councillor Bains

Councillor Cliffe

Councillor Crookes

Councillor Mrs Johnson

Councillor McNicholas

Councillor Noonan

Councillor Singh

Councillor Walsh

Political Balance	
Conservative	5
Labour	6
Liberal Democrat	0
Socialist	0

STANDARDS COMMITTEE

Councillor Lakha

Councillor Mulhall

Councillor Williams

Political Balance	
Conservative	1
Labour	2
Liberal Democrat	0
Socialist	0

8 Independent Members

Gaile Allen
Delia Delieu
Christine Edden
David Jackson
Anil Patel
Brian Ray
Jayne Willetts
(1 vacancy)

*** 2 Parish Councillors**

David Lilly
Bill Shakespeare

* N.B. The new Standards Committee Regulations 2008 require the appointment of at least 2 members of Parish Councils.

REMUNERATION PANEL

5 Independent Members

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

NOTE: MEMBERS OF SCRUTINY CANNOT BE MEMBERS OF THE CABINET
Scrutiny Co-ordination Committee

CHAIR	DEPUTY CHAIR
Councillor Mrs Lucas	Councillor McNicholas

Councillor Foster

Councillor Lakha

Councillor Lancaster

Councillor M Mutton

Councillor Ridley

Councillor Ruane

Councillor Sawdon

Councillor Taylor

Political Balance	
Conservative	4
Labour	6
Liberal Democrat	0
Socialist	0

Co-opted Members for Education Matters

Mrs. L. Wainscot (Nominated by the Church of England)

Mr. R. Potter (Nominated by the Roman Catholic Church)

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

Mrs. D. Beech

Mrs. S. Hanson

Mrs. R. Hickingbotham (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance, Corporate and Neighbourhood Services Scrutiny Board (Scrutiny Board 1)

Council Resources; Equality of opportunity and involved, cohesive communities and neighbourhoods

CHAIR	DEPUTY CHAIR
Councillor Ruane	Councillor Bains

Councillor Foster

Councillor Mrs Lepoidevin

Councillor Mulhall

Councillor Nellist

Councillor Sehmi

Councillor Welsh

Councillor Williams

Political Balance	
Conservative	3
Labour	5
Liberal Democrat	0
Socialist	1

Children, Young People, Learning and Leisure Scrutiny Board (Scrutiny Board 2)

Children and Young People; Culture, Sport and Physical Activity

CHAIR	DEPUTY CHAIR
Councillor M Mutton	Councillor Asif

Councillor Auluck

Councillor Blundell

Councillor Chater

Councillor Mrs Dixon

Councillor Mrs Johnson

Councillor Sweet

Political Balance	
Conservative	3
Labour	5
Liberal Democrat	0
Socialist	0

Co-opted Members for Education Matters *(note: to be reviewed by Chair)*

Mrs. L. Wainscot (Nominated by the Church of England)

Mr. R. Potter (Nominated by the Roman Catholic Church)

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

Mrs. D. Beech

Mrs. S. Hanson

Mrs. R. Hickingbotham (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Economy, Regeneration and Transport Scrutiny Board (Scrutiny Board 3)

Economy, Learning, Skills and Employment; Transport; Housing

CHAIR	DEPUTY CHAIR
Councillor Lakha	Councillor Ridley

Councillor Andrews

Councillor Crookes

Councillor Mrs Lucas

Councillor Maton

Councillor McNicholas

Councillor Sehmi

Political Balance	
Conservative	3
Labour	5
Liberal Democrat	0
Socialist	0

Environmental and Community Safety Scrutiny Board (Scrutiny Board 4)

Cleaner, greener streets and open spaces; making a positive environmental contribution and tackling climate change; Community Safety

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Lancaster	Councillor Auluck

Councillor Bailey

Councillor Gazey

Councillor Hammon

Councillor Harrison

Councillor Lakha

Councillor Walsh

Political Balance	
Conservative	3
Labour	5
Liberal Democrat	0
Socialist	0

Health and Social Care Scrutiny Board (Scrutiny Board 5)

Health, wellbeing and independence (including adult social care).

Designated Health Overview and Scrutiny Committee

CHAIR	DEPUTY CHAIR
Councillor Noonan	Councillor Sweet

Councillor Mrs Abbott

Councillor Asif

Councillor Blundell

Councillor Mrs Lepoidevin

Councillor Ruane

Councillor Skinner

Councillor Welsh

Political Balance	
Conservative	4
Labour	5
Liberal Democrat	0
Socialist	0

Co-opted Member

Mr. David Spurgeon (note: to be reviewed by Chair)

AUDIT COMMITTEE

N.B. The Chair and Deputy Chair of the Audit Committee should be free of executive functions and/ or not be a Chair/Deputy Chair of any of the Scrutiny Boards. No Member of the Committee can be a Cabinet Member.

CHAIR	DEPUTY CHAIR
Councillor Chater	Councillor Andrews

Councillor Bains

Councillor Field

Councillor T Khan

Councillor Smith

Political Balance	
Conservative	2
Labour	3
Liberal Democrat	1
Socialist	0

Conservative Group Substitute – Councillor Bailey

Labour Group Substitute – Councillor Ruane

CONSTITUTION WORKING GROUP

2 Council Members on Standards Committee

Councillor Mulhall

Councillor Williams

2 Group Secretaries

Councillor Mrs Johnson

Councillor McNicholas

1 Member from Controlling Group

Councillor Townshend

ENGINEERING CONTRACT PARTNERING BOARD

Cabinet Member (City Development) - Councillor Mrs Bigham

Cabinet Member (Strategic Finance and Resources) - Councillor Duggins

Cabinet Member (City Services) - Councillor Harvard

4 Members of Scrutiny

Councillor Andrews

Councillor Bains

Councillor Foster

Councillor Mulhall

CORPORATE PARENTING ADVISORY PANEL

Councillor Chater - Labour Group Representative

Councillor Clifford - Cabinet Member for Children and Young People

Councillor Crookes - Conservative Group Representative

Councillor Mrs Dixon - Shadow Cabinet Member for Children and Young People

Councillor Mrs Johnson - Conservative Group Representative

Councillor Kelly - Cabinet Member for Education

Councillor M. Mutton - Chair of Scrutiny Board 2

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

4 Elected Members

(Must be members of Scrutiny, one to be the shadow Cabinet Member)

Councillor Asif

Councillor Mrs Johnson – Shadow Cabinet Member

Councillor M Mutton

Councillor Sweet

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)

CABINET – NON-VOTING REPRESENTATIVES:

Maximum of two representatives from the opposition group.

Councillor Foster

Councillor Taylor

TERMS OF REFERENCE

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

Audit Committee

Cabinet

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

Standards Committee

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

Constitution Working Group

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 Standards Committee for the Annual Update in May.
2. To consider recommendations from the Monitoring Officer and the Officer Working Group on Constitutional Issues on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To act as champions of the Constitution, on governance matters and matters affecting the Council, ensuring that all members are aware of the Constitution and know how to apply it.
4. To bring to the attention of the Monitoring Officer any matters of concern regarding the City Council's Constitution.

Engineering Contract Partnering Board

Terms of Reference

1. To monitor and review the performance and progress of the Contract giving overall guidance and direction
2. To share the City Council's strategy and programmes
3. To monitor Key Performance Indicators (KPIs) and Enabling Performance Indicators (EPIs)
4. To consider, as necessary, specific project issues
5. To monitor formal disagreements (at Level 2 and above)
6. To note innovation and Continuous Improvement Initiatives

Corporate Parenting Advisory Panel

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice within Care Matters 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 Care Matters Steering Group 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, a structured pattern of visits to children's homes and social work team offices, and also informal meetings with looked after children and young people with a social and enjoyable element.
6. This group will have the opportunity to send issues to the Care Matters Steering Group for action. It is proposed that the Chair of the Advisory Panel sit on the Care Matters Steering Group.

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.

Appointments to Outside Bodies

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB1	Barr's Hill School Trust Ltd	Councillor Smith	Councillor Walsh	Councillor Smith	Councillor Walsh	Foundation acting on behalf of the Trust School.	
OB2	Belgrade Theatre Trust (Coventry) Limited	Councillor Blundell Councillor A. Khan	Councillor Skipper Councillor Blundell	Councillor Blundell	Councillor Skipper	The promotion, maintenance, improvement and advancement of education or for the encouragement of the arts	Meets 6 to 7 time per year
OB3	Birmingham International Airport Holdings Limited – Board of Directors	Councillor Taylor (Also authorised to exercise the Council's vote at General Meetings) N.B. Substitutes not permitted	Councillor Mutton (Also authorised to exercise the Council's vote at General Meetings) N.B. Substitutes not permitted	Councillor Taylor	Councillor Mutton	Airport Company Board of Directors	Meets four times per year

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB4	Birmingham International Airport – Consultative Committee	Councillor Kelsey	Councillor McNicholas	Councillor Kelsey	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 and 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	
OB5	Council of Warwick University		Councillor Bains		Councillor Bains		

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB6	Coventry Airport Consultative Committee	Councillor Mrs Dixon	Councillor Chater	Councillor Mrs Dixon	Councillor Chater	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 and 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 every three months

	ORGANISATION	2009/2010 REPRESENTATIVE S	2010/2011 REPRESENTATIVE S	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB7	Coventry and Solihull Waste Disposal Company Limited – Advisory Forum	Councillor Arrowsmith Councillor Ms Reece Councillor Harrison Councillor Maton N.B. Representatives must not be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel	Councillor Maton Councillor Harrison Councillor Andrews Councillor Lapsa N.B. Representatives must not be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel	Councillor Arrowsmith	Councillor Maton	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per year
OB8	Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Conservative Group Councillor Noonan (Also authorised to exercise Council's vote at General Meetings) Councillor Foster also substitute for exercising Council's vote at General Meetings) – or in the absence of both of the above Mrs B Messinger (Director of Customer and Workforce Services) is the voting representative Labour Group Councillor Townshend	Labour Group Councillor Harvard (Also authorised to exercise Council's vote at General Meetings) Councillor Townshend also substitute for exercising Council's vote at General Meetings) – or in the absence of both of the above Mrs B Messinger (Director of Customer and Workforce Services) is the voting representative Conservative Group Councillor Noonan	Councillor Noonan	Councillor Harvard	The Shareholders' Panel oversees the operation of the Waste Disposal Company	Meets quarterly

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB9	Coventry Heritage and Arts Trust	Conservative Group Councillor Blundell Labour Group Councillor A. Khan	Labour Group Councillor Skipper Conservative Group Councillor Blundell	Councillor Blundell	Councillor Skipper	Trust established to run Heritage and Arts Facilities within the city including the Herbert and Lunt Roman Fort	Meets monthly
OB10	Coventry Law Centre Limited	Councillor Lapsa Councillor Mrs Bigham N.B. Councillor Mrs Bigham is a trustee	Councillor Mrs Bigham Councillor Lapsa N.B. Councillor Mrs Bigham is a trustee	Councillor Mrs Bigham	Councillor Mrs Bigham	Coventry Law Centre is 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

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB11	Coventry Refugee Centre	Councillor Williams Councillor Skipper Councillor Chater	Councillor Chater Councillor Skipper Councillor Sawdon	Councillor Williams	Councillor Chater	The work of the Centre falls into two main categories: 1. help for asylum seekers in the many problems they face with subsistence, housing, health, racial harassment etc. 2. help to set up home for those given leave to remain.	Meets monthly
OB12	Coventry, Solihull and Warwickshire Partnership Limited	Councillor Ms Reece (also authorised to exercise Council's vote at General Meetings) Councillor Ridley (also substitute for exercising Council's vote at General Meetings)	Councillor Mrs Bigham (also authorised to exercise Council's vote at General Meetings) Councillor McNicholas (also substitute for exercising Council's vote at General Meetings)	Councillor Ms Reece	Councillor Mrs Bigham	To improve the quality of life, prosperity and wealth of the inhabitants of Coventry and Warwickshire	Meetings held quarterly

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB13	Coventry, Solihull and Warwickshire Sub-Regional Forum	Councillor Taylor Councillor Ridge Councillor Charley Councillor McNicholas	Councillor Mutton Councillor Mrs Bigham Councillor McNicholas Councillor Taylor	Councillor Taylor	Councillor Mutton	To promote the interests of the sub-region, co-ordinate local government relationships and effective working relationships with partner bodies. Note – chair rotates annually between the 8 member authorities	Meets quarterly, July AGM

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB14	Coventry Sports Trust Limited	Councillor Lapsa Councillor A. Khan (Councillor Lapsa or in his absence Councillor Khan is authorised to attend and exercise the Council's vote at General meetings)	Councillor Ruane Councillor Lapsa (Councillor Ruane or in his absence Councillor Lapsa is authorised to attend and exercise the Council's vote at General meetings)	Councillor Lapsa	Councillor Ruane	Responsible for the operation and management of the Coventry and Foleshill Sports and Leisure Centres and the Brandon Wood Golf Course.	Meets bi-monthly
OB15	Coventry Venture Capital Fund	Councillor Foster (also authorised to exercise Council's vote at General Meetings)	Councillor Duggins (also authorised to exercise Council's vote at General Meetings)	Councillor Foster	Councillor Duggins	Investment, property holding and dealing company	AGM October
OB16	CSWP Economic Development Sub Board	Councillor Ridge (Vice Chair) Councillor Ridley	Councillor Mrs Bigham (Vice Chair) Councillor Mrs Lucas	Councillor Ridge	Councillor Mrs Bigham	To work with partners to create jobs, reclaim land and provide skills N.B. The Chair/Vice Chair of the group to rotate between Warwickshire County Council and Coventry City Council on a two year basis, Coventry taking the Vice Chair until 2009/10	Meets bi-monthly

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB17	CV One Limited	Councillor Ridley Councillor Ridge N.B. Councillor Ridley or in his absence Councillor Ridge is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting	Councillor Mrs Bigham Councillor Mutton N.B. Councillor Mrs Bigham or in her absence Councillor Mutton is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting	Councillor Ridley	Councillor Mrs Bigham	To promote the image of Coventry and Warwickshire regionally, nationally and internationally, especially in relation to the development of Coventry and Warwickshire as a tourist destination; to assist, promote, organise and manage festivals or other special events of an educational, cultural or promotional nature; to encourage investment; and to manage, promote and develop Coventry City Centre as a major regional centre for retail, residential, commercial, cultural, entertainment and leisure activities.	Meets monthly, September AGM

	ORGANISATION	2009/2010 REPRESENTATIVE S	2010/2011 REPRESENTATIVE S	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB18	Destination Management Partnership Board	Councillor Sawdon	Councillor A.Khan	Councillor Sawdon	Councillor A. Khan	To coordinate the visitor economy development activities and plans of the partners and to monitor the action and business plans designed to deliver the Sub-regional Visitor Economy Strategy	Meets bi-monthly
OB19	Foxford School Trust		Councillor Mrs Bigham		Councillor Mrs Bigham	Foundation acting on behalf of the School	
OB20	Grace Academy	Councillor Kelly	Councillor Kelly	Councillor Kelly	Councillor Kelly	Foundation acting on behalf of the School	
OB21	Leicester University Court	Councillor Harrison	Councillor Harrison	Councillor Harrison	Councillor Harrison	At the meeting a Report of the proceedings of the Council and of the University, together with an audited Statement of Accounts are considered.	Meets once per year

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB22	Local Government Association – General Assembly	Councillor Taylor Councillor Foster Councillor Mutton Councillor Duggins	Councillor Mutton Councillor Duggins Councillor Taylor Councillor Foster	Councillor Taylor	Councillor Mutton	The LGA General Assembly acts as the "parliament" for local government	Meets twice a year
OB23	Local Government Association - Urban Commission	Councillor Gazey (Voting Representative) Councillor Mulhall (substitute)	Councillor Mulhall (Voting Representative) Councillor Gazey (substitute)	Councillor Gazey	Councillor Mulhall	A forum within the association for member authorities whose areas are wholly or partly urban	Meets every three months
OB24	Lyng Hall Trust Ltd	Councillor Field	Councillor Asif	Councillor Field	Councillor Asif	Foundation acting on behalf of the Trust School.	
OB25	Parking and Traffic Regulation Outside London Adjudication Joint Committee	Cabinet Member (City Services) Councillor Noonan Cabinet Member (City Development) Councillor Ridley (deputy)	Cabinet Member (City Services) Councillor Harvard Cabinet Member (City Development) Councillor Mrs Bigham (deputy)	Councillor Noonan	Councillor Harvard	Participation in the committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals.	
OB26	Regional Flood Defence Committee	Councillor Gazey Councillor Harvard (substitute)	Councillor Harvard Councillor Gazey (substitute)	Councillor Gazey	Councillor Harvard	Consider matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Meets quarterly NB Representative rotates with SMBC
OB27	Sidney Stringer Academy		Councillor Welsh		Councillor Welsh	Foundation acting on behalf of the Trust School.	

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB28	SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor Gazey	Councillor Bains	Councillor Gazey	Councillor Bains	Represents most of the large towns and cities in the northern, midland and south coast regions of England, is the collective voice of urban areas across these regions and work to release the opportunities and potential of the communities represented.	
OB29	Stoke Park School Trust	Councillor Bains	Councillor Bains	Councillor Bains	Councillor Bains	Foundation acting on behalf of the Trust School.	
OB30	The Westwood Trust	Councillor Lee	Councillor Lee	Councillor Lee	Councillor Lee	Foundation acting on behalf of the Trust School.	

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB31	Transport Museum	Councillor Ridley Councillor A. Khan (Councillor Ridley or in his absence Councillor Khan is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company)	Councillor McNicholas Councillor Williams (Councillor McNicholas or in his absence Councillor Williams is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of	Councillor Ridley	Councillor McNicholas	To manage the Museum of British Road Transport and the Council's collection of vehicles	Meets five times per year
OB32	University of Warwick Science Park Business Innovation Centre Limited	Councillor Crookes (Also authorised to exercise Council's vote at General Meetings)	Councillor Mrs Bigham (Also authorised to exercise Council's vote at General Meetings)	Councillor Crookes	Councillor Mrs Bigham	Management board for the body Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies	Meets three times a year – AGM July

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB33	University of Warwick Science Park Foundation Limited	Councillor Ridley (Also authorised to exercise Council's vote at General Meetings) Councillor Crookes (Also substitute for exercising Council's vote at General Meetings)	Councillor Mrs Bigham (Also authorised to exercise Council's vote at General Meetings) Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Ridley	Councillor Mrs Bigham	Management board for the body Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies	AGM July

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB34	University of Warwick Science Park Limited	Councillor Ridley (Also authorised to exercise Council's vote at General Meetings) Councillor Crookes (Also substitute for exercising Council's vote at General Meetings)	Councillor Mrs Bigham (Also authorised to exercise Council's vote at General Meetings) Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Ridley	Councillor Mrs Bigham	Management board for the body Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies	AGM July
OB35	University of Warwick Science Park Concepts Limited	Councillor Ridley (Also authorised to exercise Council's vote at General Meetings) Councillor Crookes (Also substitute for exercising Council's vote at General Meetings)	Councillor Mrs Bigham (Also authorised to exercise Council's vote at General Meetings) Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Ridley	Councillor Mrs Bigham	Management board for the body Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies	AGM July

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB36	West Midlands Fire and Rescue Authority	<p>Conservative Group Councillor Gazey (Lead Member for Questions) Councillor Skinner (Substitute Member for Questions)</p> <p>Labour Group Councillor Mulhall</p>	<p>Labour Group Councillor Mulhall (Lead Member for Questions) Councillor T. Khan (Substitute Member for Questions)</p> <p>Conservative Group Councillor Foster</p>	Councillor Gazey	Councillor Mulhall	Statutory responsibilities to the community of the West Midlands	Meets five times per year NB Policy Planning Forum, comprising all members, meets 8 times per year
OB37	West Midlands Integrated Transport Authority	<p>Conservative Group Councillor Williams (Lead Member for Questions) Councillor Crookes (Substitute Member for Questions)</p> <p>Labour Group Councillor McNicholas</p>	<p>Labour Group Councillor McNicholas (Lead Member for Questions) Councillor Welsh (Substitute Member for Questions)</p> <p>Conservative Group Councillor Williams</p>	Councillor Williams	Councillor McNicholas	The WMPTA co-ordinates public transport across the West Midlands county area and is composed of 27 Councillors appointed by the seven West Midlands metropolitan councils. Centro provides the WMPTA with professional advice and puts WMPTA policies and strategies into practice.	AGM June

	ORGANISATION	2009/2010 REPRESENTATIVE S	2010/2011 REPRESENTATIVE S	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB38	West Midlands Joint Committee	Conservative Group Councillor Taylor (Lead Voting Member) Councillor Foster (Substitute Voting Member) Labour Group Councillor Mutton	Labour Group Councillor Mutton (Lead Voting Member) Councillor Duggins (Substitute Voting Member) Conservative Group Councillor Taylor	Councillor Taylor	Councillor Mutton	Formally constituted body of West Midlands District Councils to discharge specific functions concerning the West Midlands	Meets every three months
OB39	West Midlands Joint Committee – Planning and Transportation Sub-Committee	Conservative Group Councillor Ridley (Prime Voting Member) Labour Group Councillor McNicholas NOTE - The constitution of the sub-committee requires that the voting member be the Lead Members for Planning and Transportation matters or equivalent	Labour Group Councillor McNicholas (Prime Voting Member) Councillor Mrs Bigham NOTE - The constitution of the sub-committee requires that the voting member be the Lead Members for Planning and Transportation matters or equivalent	Councillor Ridley	Councillor McNicholas	Consideration of strategic planning and transportation issues	Meets every two months

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB40	West Midlands Leaders Board	Councillor Taylor	Councillor Mutton Councillor Duggins (alternate)	Councillor Taylor	Councillor Mutton	Co-ordinates a variety of activities and events covering the full range of Local Government issues	Meets every three months
OB41	West Midlands Regional Assembly	Conservative Group Councillor Taylor Councillor Foster (alternate) Labour Group Councillor Mutton Councillor Duggins (alternate)	Labour Group Councillor Mutton Councillor Duggins (alternate) Conservative Group Councillor Taylor Councillor Foster (alternate)	Councillor Taylor	Councillor Mutton	To ensure that investment in the development of urban and rural communities respects the region's diversity, myriad of cultures, heritage and natural environment.	Meets every three months

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB42	West Midlands Leaders Board - Member Development Steering Group	Councillor Crookes	Councillor Abbott	Councillor Crookes	Councillor Abbott	To seek the engagement of elected Members to ensure a widespread commitment to the principles of Member Development as a key means of improving the performance of local authorities.	Meets every three months
OB43	West Midlands Regional Assembly Strategy Advisory Panel (SAP)	Conservative Group Councillor Lee Labour Group Councillor Mrs Bigham (alternate)	Labour Group Councillor Bigham Conservative Group Councillor Taylor (alternate)	Councillor Lee	Councillor Mrs Bigham	An Advisory Body to the Regional Planning and Environment Executive (RPEE)	It is expected that this organisation will meet twice a year

	ORGANISATION	2009/2010 REPRESENTATIVE S	2010/2011 REPRESENTATIVE S	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB44	West Midlands Superannuation Committee	Conservative Group Councillor Mrs Johnson (Lead Member) Labour Group Councillor Bains (Substitute Member)	Labour Group Councillor Bains (Lead Member) Conservative Group Councillor Mrs Johnson (Substitute Member)	Councillor Mrs Johnson	Councillor Bains	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions	Meets every four months

	ORGANISATION	2009/2010 REPRESENTATIVES	2010/2011 REPRESENTATIVES	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB45	Whitefriars Housing Group	<p>Conservative Group Councillor Skinner Councillor Smith Councillor Adalat Councillor Andrews Cllr Bailey</p> <p>Labour Group Mr P Lacy Councillor Maton Councillors Skinner and Adalat authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of the Boards of Whitefriars Homes North Limited, Whitefriars Homes South Limited and Whitefriars Services Limited and that Bev Messinger, Director of Customer and Workforce Services</p>	<p>Labour Group Councillor Maton Councillor Mrs Bigham Councillor Ruane Councillor Skipper</p> <p>Conservative Group Councillor Skinner Councillor Smith Councillors Maton and Mrs Bigham authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of the Boards of Whitefriars Homes North Limited, Whitefriars Homes South Limited and Whitefriars Services Limited and that Bev Messinger, Director of Customer and Workforce Services</p>	Councillor Skinner	Councillor Maton	Management of Housing Group	Meets four times per year – AGM September for Homes North and South Ltd, October AGM for Services Ltd

	ORGANISATION	2009/2010 REPRESENTATIVE S	2010/2011 REPRESENTATIVE S	LEAD MEMBER 2009/2010	LEAD MEMBER 2010/2011	PURPOSE	FREQUENCY OF MEETINGS
OB46	Whitley Abbey Foundation	Councillor Foster	Councillor Sehmi	Councillor Foster	Councillor Sehmi	Foundation acting on behalf of the Trust School.	

Calendar of Meetings 2010/11

* denotes "If Necessary".

Meeting	Time (unless indicated otherwise)	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Audit Committee	10.00 am		24		3	14			7		16		6	
Cabinet	2.00 pm		15, 22	20	17	7	5	9, 30		4	8	15	19	
Cabinet Briefing	2.00 pm		8, 14-1pm	6	3, 31	21	26	16	14	25		1	5	
Council	2.00 pm	20-11am	24	6*		14	19		7	11	15	22		19 (11am)
Development Forum	5.00 pm			29*		16*	7*	4*	16*	13*	17*	17*		
Licensing & Regulatory Committee	9.30 am		9	1,21	11	8, 29	20	10	1, 22	12	2, 24	16	20	
Planning Committee	2.00 pm	13	10	1, 22	19	9, 30	21	11	9	20	3, 24	24	14	12
Scrutiny Coordination Committee	10.00 am		30	14*, 28	18*	1, 22*	6, 13*	3, 17*	8,15*	5, 19*	9, 16*	2, 23*	6, 13*, 27	
Scrutiny Board 1	2.00 pm		9-9am	7		8	13	24		12		2, 30		
Scrutiny Board 2	10.00 am		23	8		16	14	25		20		3, 31		
Scrutiny Board 3	2.00 pm		9	21		15	20		1	26		9	6	
Scrutiny Board 4	2.00 pm		16	14		22		3	8	19	2	16	27	
Scrutiny Board 5	2.00 pm		16	28		29		10	15		9	23	27	
Standards Committee	2.00 pm		10			2	14*	25		6*	3	3		
CM (Children & Young People)	11.00am			6		28		30			1	29	19*	
CM (City Development)	11.00am		17	29		2	14	25		6	17	31		
CM (City Services)	10.00am		15	13	4	21	12	9	14	18	22	29		
CM (Community Services)	2.00 pm		29	27		28		2, 23		18	22			
CM (Corporate and Neighbourhood Services)	2.00 pm		17	29		16	28		9	20		3	14	
CM (Culture, Leisure, Sport and Libraries)	8.00 am		22		3		5		7	11		22		
CM (Education)	2.00 pm		30 – 1pm			15 – 1pm		3		19		2	6* -1pm	
CM (Housing, Sustainability and Local Infrastructure)	9.30 am		14	12	23		4	1	6	10	7	7	11	
CM (Policy, Leadership and Governance)	1.00 pm			8		9		25			24			
CM (Strategic Finance and Resources)	2.00 pm		16		4	29		24 – 1pm		19		16		