

**ANNUAL MEETING OF  
THE COUNCIL OF THE CITY OF COVENTRY  
19<sup>th</sup> May 2011**

**PRESENT**

Lord Mayor (Former Councillor Kelsey)

Deputy Lord Mayor (Councillor Mulhall)

Councillor Abbott	Councillor Lakha
Councillor Andrews	Councillor Ms Lancaster
Councillor Auluck	Councillor Lapsa
Councillor Bailey	Councillor Lepoidevin
Councillor Bains	Councillor Mrs. Lucas
Councillor Mrs. Bigham	Councillor Maton
Councillor Blundell	Councillor McNicholas
Councillor Chater	Councillor J. Mutton
Councillor Clifford	Councillor Mrs. M. Mutton
Councillor Crookes	Councillor Noonan
Councillor Mrs. Dixon	Councillor O'Boyle
Councillor Duggins	Councillor Ruane
Councillor Fletcher	Councillor Sandy
Councillor Foster	Councillor Sawdon
Councillor Gannon	Councillor Singh Sehmi
Councillor Gazey	Councillor B. Singh
Councillor Hammon	Councillor Skinner
Councillor Harvard	Councillor Skipper
Councillor Hetherton	Councillor Mrs Sweet
Councillor Howells	Councillor Taylor
Councillor Mrs. Johnson	Councillor Townshend
Councillor Kelly	Councillor Walsh
Councillor Kershaw	Councillor Welsh
Councillor A. Khan	Councillor Williams
Councillor T. Khan	

**1. Apologies**

Apologies for absence were received from Councillors Field, Harrison, Nellist and Ridley.

**2. Correspondence and Announcements of the Lord Mayor**

There were no announcements.

**3. Election of Chair of the Council**

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

**RESOLVED** that Councillor Kieran Mulhall be elected as Chair of the Council for the 2011/2012 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. Brenda Kelsey, invested Mrs. Norma Mulhall with the Badge of Office of the Lady Mayoress.

**5. Lord Mayor's Address**

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

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

A vote of thanks for the retiring Lord Mayor, Former Councillor Brian Kelsey, was moved by Councillor Williams, seconded by Councillor Blundell and supported by Councillor J Mutton.

Former Councillor Kelsey responded to the vote of thanks.

**RESOLVED:**

(1) That the warmest thanks of the Council were due and were thereby given to Former Councillor Brian Kelsey for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2010/2011 and to Mrs. Brenda Kelsey as Lady Mayoress.

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

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

The Lord Mayor, on behalf of the City Council, presented to Former Councillor and Mrs. Kelsey, Lord Mayor and Lady Mayoress during 2010/2011, medallions inscribed with their names.

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

It was moved by Councillor Blundell, seconded by Councillor Crookes and supported by Councillor Mutton that Councillor Timothy Winspear Sawdon be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

**RESOLVED** that Councillor Timothy Winspear Sawdon be elected Vice Chair of the Council for the 2011/12 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. Norma Mulhall, invested Ms Nicky Edwards with the Badge of Office of the Deputy Lady Mayoress.

10. **Composition of the Cabinet and Allocation of Executive Functions within the Cabinet**

The City Council noted a report of the Leader, Councillor John Mutton which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet as detailed below:

<b>Member</b>	<b>Portfolio</b>
<p>The Leader Policy, Leadership and Governance Cllr Mutton</p>	<p>Sustainable Communities Plan Strategy Local Strategic Partnership Corporate Plan Scrutiny External Relations/Public Relations Image and Reputation Partnership Companies Liaison with Management Board Emergency Planning Regional Matters Service Transformation Single Status Local Enterprise Partnership Olympics 2012</p>
<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 Value for Money Medium Term Financial Strategy Corporate and Service Performance, Policy and Quality Human Resources</p>
<p>Cabinet Member Children and Young People Cllr O'Boyle</p>	<p>Children and Families Children and Young Peoples' Social Care Young People Youth Offending Service Key staff – Recruitment and Retention Youth Service</p>

<b>Member</b>	<b>Portfolio</b>
Cabinet Member Education Cllr Kelly N.B. Designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004	Post 16 Education and Training Schools Early Years Libraries Adult Education
Cabinet Member City Development Cllr Bigham	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 Local Transportation
Cabinet Member City Services Cllr Harvard	Building Cleaning Catering Highways and Lighting Licensing Policy (Hackney Carriage and Private Hire) Liveability Street Services (Grounds Maintenance, Refuse, Street Cleansing) Waste Management e-Government Information and Technology
Cabinet Member Sustainability and Local Infrastructure Cllr A. Khan	Agenda 21 Climate Change Strategy Carbon Footprint Conservation Energy Conservation and Renewal Green Travel Nottingham Declaration Sustainability
Cabinet Member Health and Community Services Cllr Clifford	Social Care for Adults, Older People and Disabled People Carers Health Strategy and Policy Health Inequalities

<b>Member</b>	<b>Portfolio</b>
Cabinet Member Neighbourhood Action, Housing, Leisure and Culture Cllr Skipper	Archives Arts Heritage Museums Tourism Neighbourhood Action Ward Forums Housing Strategy
Cabinet Member Community Safety and Equalities Cllr Townshend	Community Centres Community Safety Community Cohesion Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Public Protection and Licensing Customer Services Democratic Services Equalities Legal Services Training Health & Safety Parks and Sports

11. **Scheme of Delegation**

**RESOLVED** that the City Council agree to continue the Scheme of Delegation as set out in Part 3 of the Constitution and not effected by the changes referred to in Report 17.1 of this meeting entitled "Changes to the Constitution" (Minute 16 below refers).

12. **Minutes**

The minutes of the meeting of the City Council held on 22<sup>nd</sup> March 2011, were signed as a true record.

13. **Return of Persons Elected as Councillors for the City on 5<sup>th</sup> May 2011**

The return of Councillors elected for the following wards of the City on 5<sup>th</sup> May 2011 was reported:

<b>Ward</b>	<b>Member</b>
Bablake	David Edwin Kershaw
Binley and Willenhall	Ram Lakha
Cheylesmore	Kevin John Foster

Earlsdon	Kenneth John Taylor
Foleshill	Abdul Salam Khan
Henley	Lynnette Catherine Kelly
Holbrooks	Joe Clifford
Longford	Linda Joyce Bigham
Lower Stoke	John Douglas McNicholas
Radford	Tony Skipper
Sherbourne	Damian Gannon
St. Michael's	Jim O'Bolye
Upper Stoke	Colleen Margaret Fletcher
Wainbody	Tim Sawdon
Westwood	Richard Sandy
Whoberley	Dan Howells
Woodlands	Patricia Hetherton
Wyken	Hazel Jean Sweet

**14. Declarations of Interest**

There were no declarations of interest.

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

The Council considered and approved 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, Licensing and Regulatory Committee, Cabinet Advisory Panels and to appoint Chairs of the Ward Forums.
- (ii) The size and terms of reference for those Boards and Committees (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 and Committees for 2011/12 including the date and time of the next annual meeting.

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

## **16. Changes to the Constitution**

The City Council considered a report of the Director of Finance and Legal Services and the Director of Customer and Workforce Services which brought forward proposed changes to the Constitution.

The Council was legally required to keep up to date its Constitution and make copies available for inspection by members of the public. Changes were made to the Constitution in order to ensure that it remained up to date. It was important that the Constitution was an effective suite of powers, protocols, articles and procedures that facilitate the Council's Corporate Vision and Objectives and other key strategic objectives. The report brought forward proposed changes in order to meet these criteria. Attached at Appendix 1 of the report were the proposed changes to be made which were shown as tracked changes, whether they be additions, clarifications, amendments or deletions.

In the future all appropriate amendments to the Constitution would be made by Cabinet/Council.

The following amendment was moved by Councillor Noonan, seconded by Councillor Lapsa and lost:

*That the proposed changes to Paragraph 4.10.1.7 of the Constitution relating to Planning Committee Site Visits on page 221 be amended as follows:-*

*1) That the following bullet point be reinserted:-*

- (vii) Only those Councillors attending the site visit may participate in and vote on the application when considered by the Committee*

*2) That the original numbering of the bullet points after (vii) be reinserted*

*3) That the following sentence at the end of the originally numbered (viii) be re-inserted:-*

*In these cases the rule in the preceding paragraph above as to participation and voting will not apply.*

*Paragraph 4.10.1.7 (vii and viii) of the Constitution now to read:-*

- (vii) Only those Councillors attending the site visit may participate in and vote on the application when considered by the Committee*
- (viii) Site visits may be necessary in other instances not involving consideration of an application (such as adoption of a proposed*

*development brief). In these cases the rule in the preceding paragraph above as to participation and voting will not apply.*

**RESOLVED that the City Council approve the proposed tracked changes to the Constitution as set out in Appendix 1 of the report submitted.**

**17. Protocol for the Appointment of Honorary Aldermen**

The City Council considered a report of the Director of Finance and Legal Services and the Director of Customer and Workforce Services which sought to formalise a protocol for the criteria and process for selecting proposed individuals for the position of 'Honorary Alderman'. Council had previously provided approval to bestow the esteemed position of Honorary Alderman on former Councillors (reference throughout to 'Alderman' was to be taken as also reading 'Alderwoman'. The protocol for the enrolment of Honorary Aldermen was set out in Appendix 1 of the report submitted.

To confer the esteemed title of Honorary Alderman on any former Councillor was a prestigious honour. Legislation provided that this Council may, by resolution passed by not less than two-thirds of Members voting thereon at a meeting of the Council specifically convened for that purpose, confer the title of Honorary Aldermen. The criteria was that this title could be conferred on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are no longer Members of the Council. Those appointed would be addressed as "Alderman", in the same way as "Councillor".

There was no statutory definition of what would constitute "rendered eminent services to the Council". This would enable to Council to determine nominations made on their own individual merits.

Following the Council's approval for the introduction of Honorary Aldermen, it was anticipated that this would commence during the municipal year 2003/04. This did not take place as envisaged and the current position was to agree the protocol for any nomination for Honorary Aldermen.

**RESOLVED to approve the protocol for nominations for Honorary Aldermen and the process to be engaged as set out at Appendix 1 of the report submitted.**



## APPOINTMENTS – 2011/12

## Appendix

### CABINET

Non voting representatives on Cabinet:

Councillor Foster  
Councillor Blundell

### LICENSING AND REGULATORY COMMITTEE

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Abbott	Councillor Singh Sehmi

Councillor Chater

Councillor Crookes

Councillor Fletcher

Councillor Foster

Councillor Gannon

Councillor Hetheron

Councillor Johnson

Councillor Lancaster

Councillor Lapsa

Councillor Skinner

<b>Political Balance</b>	
Conservative	5
Labour	7
Liberal Democrat	0
Socialist	0

**N.B. Members of the Licensing and Regulatory Committee will also be required to sit on Licensing Hearings as necessary.**

## PLANNING COMMITTEE

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Maton	Councillor Walsh

Councillor Bains

Councillor Bailey

Councillor Crookes

Councillor Howells

Councillor T. Khan

Councillor Lepoidevin

Councillor McNicholas

Councillor Sweet

Councillor Taylor

<b>Political Balance</b>	
Conservative	4
Labour	7
Liberal Democrat	0
Socialist	0

## **STANDARDS COMMITTEE**

Councillor Lakha

Councillor Johnson

Councillor Walsh

### **NOTES:**

**(1) Cannot be a Member of the Cabinet**

**(2) Two from Majority Group and one from the Main Opposition Group**

<b>Political Balance</b>	
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**

Ian Hixon  
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**

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Lucas	Councillor McNicholas

Councillor Blundell

Councillor Foster

Councillor Lakha

Councillor Lancaster

Councillor M. Mutton

Councillor Ruane

Councillor Sawdon

Councillor Taylor

Councillor Welsh

<b>Political Balance</b>	
Conservative	4
Labour	7
Liberal Democrat	0
Socialist	0

**Co-opted Members for Education Matters**

Mr. R. Potter (Nominated by 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)

## **Council Resources, Communities and Sport Scrutiny Board (Scrutiny Board 1)**

**Council Resources; Equality of opportunity and involved, cohesive communities and neighbourhoods, Sport and Physical Activity**

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Ruane	Councillor Bains

Councillor Hammon

Councillor Kershaw

Councillor Sandy

Councillor Singh Sehmi

Councillor Welsh

Councillor Williams

<b>Political Balance</b>	
Conservative	2
Labour	6
Liberal Democrat	0
Socialist	0

## Children, Young People, Learning and Culture Scrutiny Board (Scrutiny Board 2)

### Children and Young People; Culture

CHAIR	DEPUTY CHAIR
Councillor M. Mutton	Councillor B. Singh

Councillor Auluck

Councillor Chater

Councillor Dixon

Councillor Fletcher

Councillor Hetherton

Councillor Johnson

Political Balance	
Conservative	2
Labour	6
Liberal Democrat	0
Socialist	0

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

Mr. R. Potter (Nominated by 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)



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

### Economy, Skills and Employment, Transport; Housing

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Lakha	Councillor Noonan

Councillor Harrison

Councillor Howells

Councillor McNicholas

Councillor Maton

Councillor Ridley

Councillor Walsh

<b>Political Balance</b>	
Conservative	2
Labour	6
Liberal Democrat	0
Socialist	0

## Environment 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

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Lancaster	Councillor Auluck

Councillor Andrews

Councillor Harrison

Councillor Lakha

Councillor Lapsa

Councillor Lucas

Councillor Nellist

<b>Political Balance</b>	
Conservative	2
Labour	5
Liberal Democrat	0
Socialist	1

## Health and Social Care Scrutiny Board (Scrutiny Board 5)

Health, wellbeing and independence. Including adult social care.

### Designated Health Overview and Scrutiny Committee

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Welsh	Councillor Sweet

Councillor Abbott

Councillor Bailey

Councillor Gannon

Councillor Gazey

Councillor Lepoidevin

Councillor Ruane

Councillor B. Singh

<b>Political Balance</b>	
Conservative	3
Labour	6
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.

<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
Councillor Chater	Councillor Blundell

Councillor S. Bains

Councillor T. Khan

Councillor Field

Councillor Sawdon

<b>Political Balance</b>	
Conservative	2
Labour	3
Liberal Democrat	1
Socialist	0

Conservative Group Substitute – Councillor Andrews

Labour Group Substitute – Councillor Ruane

## **COVENTRY HEALTH AND WELL-BEING BOARD**

Leader of the Council – Councillor Mutton

Cabinet Member (Health and Community Services) – Councillor Clifford

Cabinet Member (Children and Young People) – Councillor O'Boyle

Conservative Councillor – Cllr Lepoidevin

## **CONSTITUTION WORKING GROUP**

### 2 Council Members on Standards Committee

Councillor Walsh

\*Councillor Mrs Johnson

### 2 Group Secretaries

Councillor McNicholas

Councillor Williams

### 1 Member from Controlling Group

Councillor Townshend

### 1 Representative of the Minority Groups (if appropriate)

None

\*Note:- As Councillor Johnson is both the Conservative Member on Standards Committee and Group Secretary, Councillor Williams has also been appointed to this Group.

## **ENGINEERING CONTRACT PARTNERING BOARD**

Cabinet Member (City Development) – Councillor Bigham

Cabinet Member (City Services) - Councillor Harvard

Cabinet Member (Strategic Finance and Resources) - Councillor Duggins

### 4 Members of Scrutiny

Councillor Andrews

Councillor Bains

Councillor Ridley

Councillor Walsh

## **CORPORATE PARENTING ADVISORY PANEL**

Councillor O'Boyle - Cabinet Member for Children and Young People (Chair)

Councillor Kelly - Cabinet Member for Education

Councillor M. Mutton - Chair of Scrutiny Board 2

Councillor Dixon - Shadow Cabinet Member for Education

Councillor Johnson - Shadow Cabinet Member for Children and Young People

Councillor Chater - Labour Group Representative

Councillor Crookes - Conservative Group Representative

## **CABINET ADVISORY PANEL – SCHOOL ORGANISATION**

4 Elected Members

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

Councillor M. Mutton (Chair)

Councillor Fletcher

Councillor Sweet

Councillor Dixon – Shadow Education Cabinet Member

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)



**NEW ADVISORY PANELS – APPOINTED DURING 2010/11 AND TO BE RE-APPOINTED FOR 2011/12**

**CABINET ADVISORY PANEL (LOCAL DEVELOPMENT FRAMEWORK)**

Councillor Bigham – Cabinet Member (City Development) (Chair)

Councillor Maton – Chair of Planning Committee

Councillor J. Mutton – Leader

Councillor Skipper – Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture)

**CABINET ADVISORY PANEL ON THE 2012 OLYMPICS**

Councillor M. Mutton – (Chair of the Children, Young People, Learning and Culture Scrutiny Board (2)) (Chair)

Councillor Townshend – Cabinet Member (Community Safety and Equalities)

Councillor Harvard – Cabinet Member (City Services)

Councillor Mrs. Bigham – Cabinet Member (City Development)

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES)  
ELECTORAL ARRANGEMENTS ADVISORY PANEL**

Councillor Townshend (Chair)

Councillor Andrews

Councillor Blundell

Councillor Duggins

Councillor Field

Councillor Foster

Councillor Mrs. Lucas

Councillor J. Mutton

Councillor Nellist

9 Councillors – 4 Labour, 3 Conservative plus Councillors Field and Nellist

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) SEXUAL  
ENTERTAINMENT VENUES ADVISORY PANEL**

Councillor Mrs. Abbott (Chair of Licensing and Regulatory Committee)

Councillor Bigham (Cabinet Member (City Development))

Councillor Chater

Councillor Lepoidevin

Councillor Nellist (St. Michael's Ward Councillor)

Councillor Singh Sehmi (Deputy Chair of Licensing and Regulatory Committee)

Councillor Townshend (Cabinet Member (Community Safety and Equalities)) (Chair)

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) DISABILITY  
EQUALITY ADVISORY PANEL**

Councillor Townshend (Chair)

Councillor Mrs. Abbott

## **CHAIRS OF WARD FORUMS**

### **North West Neighbourhood Management Area**

Bablake – Councillor A. Williams  
Sherbourne – Councillor S. Walsh  
St. Michael's – Councillor D. Welsh  
Whoberley – Councillor B. Singh  
Woodlands – Councillor H. Johnson

### **North East Neighbourhood Management Area**

Foleshill – Councillor M. Auluck  
Henley – Councillor E. Ruane  
Holbrook – Councillor R. Lancaster  
Longford – Councillor G. Duggins  
Radford – Councillor M. Mutton  
Upper Stoke – Councillor S. Bains

### **South Neighbourhood Management Area**

Binley and Willenhall – Councillor D. Chater  
Cheylesmore – Councillor H. Noonan  
Earlsdon – Councillor A. Andrews  
Lower Stoke – Councillor J. Harrison  
Wainbody – Councillor J. Blundell  
Westwood – Councillor M. Lapsa  
Wyken – Councillor F. Abbott

## **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:

### **Coventry Health and Well-being Board**

#### Terms of Reference

To facilitate partnership working across the following broad areas:

- Assessing the needs of the Coventry population and leading the statutory joint strategic needs assessment (JSNA)
- Develop a 'high level' Health and Well Being Strategy or the City
- Promoting integration and partnership across areas by joining up commissioning plans across the NHS, social care and public health; and
- Supporting joint commissioning and pooled budget arrangements where appropriate.
- The Health and Well-being Board will work with the NHS Commissioning Board and co-ordinate any sub-regional activity,

### **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.

### **Cabinet Advisory Panel (Local Development Framework)**

#### Terms of Reference

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

### **Cabinet Advisory Panel (Olympics)**

#### Terms of Reference

To co-ordinate the Council's work on promoting the City in preparation for the 2012 Olympics; to increase the level of investment in the City as a result of our involvement in the Olympic Games and to maximise the level of community involvement in games and associated projects and events.

## **Cabinet Member (Community Safety and Equalities) Electoral Arrangements Advisory Panel**

### 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 (Community Safety and Equalities) Sexual Entertainment Venues Advisory Panel**

### Terms of Reference

- (1) To inform and assist the Cabinet Member (Community Safety and Equalities Services) in relation to the implementation of new licensing controls on "sexual entertainment venues" in Coventry.
- (2) To develop a proposed "sexual entertainment venue policy", including proposed fee levels and proposed standard licence conditions and undertake appropriate consultation prior to formal consideration by the Cabinet Member (Community Safety and Equalities).
- (3) To provide feedback to the Cabinet Member (Community Safety and Equalities) on key developments.



## **Cabinet Member (Community Safety and Equalities) Disability Equality Advisory Panel**

### Terms of Reference

To advise the Cabinet Member responsible for equalities on disabled people's issues and to monitor, review and advise the Council on the development of the action plan for its Equality Strategy.