

**ANNUAL MEETING OF
THE COUNCIL OF THE CITY OF COVENTRY
17th May 2012**

PRESENT

Lord Mayor (Councillor Mulhall)
Deputy Lord Mayor (Councillor Sawdon)

Councillor Abbott	Councillor A. Khan
Councillor Akhtar	Councillor T. Khan
Councillor Ali	Councillor Lakha
Councillor Andrews	Councillor Lepoidevin
Councillor Auluck	Councillor Mrs. Lucas
Councillor Bains	Councillor Maton
Councillor Mrs. Bigham	Councillor McNicholas
Councillor Blundell	Councillor Miks
Councillor Caan	Councillor J. Mutton
Councillor Clifford	Councillor Mrs. M. Mutton
Councillor Crookes	Councillor Noonan
Councillor Duggins	Councillor O'Boyle
Councillor Fletcher	Councillor Ruane
Councillor Foster	Councillor Sandy
Councillor Galliers	Councillor Singh Sehmi
Councillor Gannon	Councillor B. Singh
Councillor Gingell	Councillor Skipper
Councillor Hammon	Councillor Thay
Councillor Harvard	Councillor Thomas
Councillor Hetherton	Councillor Townshend
Councillor Howells	Councillor Walsh
Councillor Innes	Councillor Welsh
Councillor Kelly	Councillor Williams
Councillor Kershaw	

1. Apologies

Apologies for absence were received from Councillors Chater, Lancaster, Skinner, Sweet and Taylor.

2. Correspondence and Announcements of the Lord Mayor

There were no announcements.

3. Election of Chair of the Council

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

RESOLVED that Councillor Timothy Winspear Sawdon be elected as Chair of the Council for the 2012/13 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

One of the retiring Lady Mayoresses, Mrs. Kim Goudie, invested Mrs Nicky Sawdon with the Badge of Office of the Lady Mayoress.

5. Lord Mayor's Address

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

6. Vote of Thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor Keiran Mulhall, was moved by Councillor Skipper, seconded by Councillor Mrs Mutton and supported by Councillor Foster.

Councillor Mulhall responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Kieran Mulhall for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2011/12 and to Mrs Kim Goudie and Mrs Joan Harold as Lady Mayoresses.

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

7. Medallions for the Retiring Lord Mayor and Lady Mayoresses

The Lord Mayor, on behalf of the City Council, presented to Councillor Mulhall, Mrs Goudie and Mrs Harold, Lord Mayor and Lady Mayoresses during 2011/12, medallions inscribed with their names.

8. Election of Vice Chair of the Council

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

RESOLVED that Councillor Gary Crookes be elected Vice Chair of the Council for the 2012/13 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. Nicky Sawdon, invested Mrs Shirley Crookes 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:

CABINET PORTFOLIOS

Member	Portfolio
The Leader Policy, Leadership and Governance Cllr J Mutton	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 **Transportation Constitutional Matters
The Deputy Leader Strategic Finance and Resources Cllr Duggins	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
Cabinet Member Children and Young People Cllr O'Boyle	Children and Families Children and Young Peoples' Social Care Young People Youth Offending Service Key staff – Recruitment and Retention

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

Member	Portfolio
Cabinet Member Neighbourhood Action, Housing, Leisure and Culture Cllr Ruane	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

NOTES:

* **Councillor Kershaw is designated as the Lead Member for Children's Services as required by Section 19 of the Children Act 2004**

** **Councillor McNicholas is appointed Lead Member for Transportation**

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.

12. Minutes

The minutes of the meeting of the City Council held on 20th March 2012, were signed as a true record.

13. Return of Persons Elected as Councillors for the City on 3rd May 2012

The return of Councillors elected for the following wards of the City on 3rd May 2012 was reported:

Ward	Member
Bablake	David John Galliers
Binley and Willenhall	Dave Chater
Cheylesmore	Hazel Margaret Noonan
Earlsdon	Allan Robert Andrews
Foleshill	Malkiat Singh Auluck
Henley	Ed Ruane
Holbrooks	Rachel Elizabeth Lancaster
Longford	George Duggins
Lower Stoke	Catherine Elizabeth Miks
Radford	Mal Mutton
Sherbourne	Alison Jane Gingell
St. Michael's	Naeem Akhtar
Upper Stoke	Kamran Asif Caan
Wainbody	John Anthony Blundell
Westwood	Maya Ali
Whoberley	Jayne Elisabeth Innes
Woodlands	Steven Peter Thomas
Wyken	Robert Richard Thay

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, Ethics Committee, Standards Committee, Audit Committee, Planning Committee, Licensing and Regulatory Committee, Cabinet Advisory Panels and appointment of 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 and Advisory Panels for 2012/13 including the date and time of the next Annual Meeting.

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

16. Consequential Changes to the Constitution Arising from the Annual Meeting Decisions.

The City Council considered a report of the Director of Finance and Legal Services which addressed the consequential changes that would be required to the Constitution as a result of decisions made at its Annual Meeting on 17th May 2012. The Constitution needed to be amended to reflect changes at the Annual Meeting in connection with the appointment of a member as Lead Member for Transport and a new approval route for changes to the Constitution (minutes 10 and 15 above refer).

It was recommended that:

- (a) The newly established Cabinet Member Constitutional Advisory Panel be responsible for recommending changes to the Constitution to the Cabinet Member (Policy, Leadership and Governance). Where timescales did not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the Constitution would be made by the Cabinet Member (Policy, Leadership and Governance) who would in turn recommend changes to Full Council.
- (b) As a result of the appointment of Councillor John McNicholas as Lead Member for Transportation and the incorporation of Transportation into the Leader's Cabinet Member portfolio, some changes needed to be made to Part 3 of the Constitution. These were set out in the report.

RESOLVED:

- (a) That the changes to the Constitution as set out in paragraph 2 of the report be approved.**
- (b) That the Assistant Director (Legal Services) & Monitoring Officer be given delegated authority to make any necessary amendments to the Constitution arising from the decisions made at the meeting.**

APPOINTMENTS – 2012/13

CABINET PORTFOLIOS

Member	Portfolio
<p>The Leader Policy, Leadership and Governance Cllr J. 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 **Transportation Constitutional Matters</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</p>

<p>*Cabinet Member Education Cllr Kershaw</p> <p>Designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004</p>	<p>Post 16 Education and Training Schools Early Years Libraries Adult Education</p>
<p>Cabinet Member City Development Cllr Kelly</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 Licensing Policy (Hackney Carriage and Private Hire) Liveability Street Services (Grounds Maintenance, Refuse, Street Cleansing) Waste Management e-Government Information and Technology Flood Management</p>
<p>Cabinet Member Sustainability and Local Infrastructure Cllr A. Khan</p>	<p>Agenda 21 Climate Change Strategy Carbon Footprint Conservation Energy Conservation and Renewal Green Travel Nottingham Declaration Sustainability</p>

<p>Cabinet Member Health and Community Services Cllr Lucas</p>	<p>Social Care for Adults, Older People and Disabled People Carers Health Strategy and Policy Health Inequalities</p>
<p>Cabinet Member Neighbourhood Action, Housing, Leisure and Culture Cllr Ruane</p>	<p>Archives Arts Heritage Museums Tourism Neighbourhood Action Ward Forums Housing Strategy</p>
<p>Cabinet Member Community Safety and Equalities Cllr Townshend</p>	<p>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</p>

NOTES:-

* **Councillor Kershaw is designated as the Lead Member for Children's Services as required by Section 19 of the Children Act 2004**

** **Councillor McNicholas is appointed Lead Member for Transportation**

Non-Voting Representatives on Cabinet

Councillor Blundell

Councillor Foster

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Lancaster	Councillor Sehmi

Councillor Abbott

Councillor Ali

Councillor Chater

Councillor Crookes

Councillor Fletcher

Councillor Galliers

Councillor Gannon

Councillor Hetherington

Councillor Skinner

Councillor Thomas

Political Balance	
Conservative	2
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Maton	Councillor Mulhall

Councillor Bains

Councillor Crookes

Councillor Gingell

Councillor Innes

Councillor McNicholas

Councillor Sweet

Councillor Taylor

Councillor Thay

Councillor Walsh

Political Balance	
Conservative	2
Labour	9

STANDARDS COMMITTEE (until 30th June, 2012)

Councillor Andrews

Councillor Hetherton

Councillor Mulhall

Political Balance	
Conservative	1
Labour	2

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.

ETHICS COMMITTEE (From 1st July, 2012)

Councillor Andrews

Councillor Hetherton (Chair)

Councillor Howells

Councillor Kershaw

Councillor Mulhall

Political Balance	
Conservative	1
Labour	4

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

Council Resources (Finance, HR, ICT, Legal); abc Transformation Programme

CHAIR	DEPUTY CHAIR
Councillor Bigham	Councillor Skipper

Councillor Abbott

Councillor Blundell

Councillor Fletcher

Councillor Foster

Councillor Howells

Councillor Lakha

Councillor M. Mutton

Councillor Welsh

Political Balance	
Conservative	2
Labour	8

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)

Wellness, Liveability and Public Health Scrutiny Board (1)

Public Health, Culture, Sport and Physical Activity, Equalities

CHAIR	DEPUTY CHAIR
Councillor Fletcher	Councillor Innes

Councillor Auluck

Councillor Bigham

Councillor Caan

Councillor Lepoidevin

Councillor Sehmi

Councillor Skinner

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Children and Young People Scrutiny Board (2)

Schools; Early Years; Children and Young People's Social Care

CHAIR	DEPUTY CHAIR
Councillor M. Mutton	Councillor Sweet

Councillor Ali

Councillor Auluck

Councillor Chater

Councillor Miks

Councillor Lepoidevin

Councillor Sandy

Councillor Williams

Political Balance	
Conservative	2
Labour	7

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)

Jobs, Skills and Growth Scrutiny Board (3)

Skills and Employment; Economic Growth; Regeneration; Post 16 Education and Training; Local Economic Partnership

CHAIR	DEPUTY CHAIR
Councillor Lakha	Councillor Gannon

Councillor Gingell

Councillor McNicholas

Councillor Maton

Councillor Miks

Councillor Taylor

Councillor Walsh

Councillor Williams

Political Balance	
Conservative	2
Labour	7

Streets and Neighbourhoods Scrutiny Board (4)

Community Safety; Neighbourhood Action; Street Scene

Designated as the Crime and Disorder Committee and the Flood Management Committee

CHAIR	DEPUTY CHAIR
Councillor Abbott	Councillor Clifford

Councillor Akhtar

Councillor Andrews

Councillor Bains

Councillor Crookes

Councillor Lakha

Councillor Sandy

Councillor Thay

Political Balance	
Conservative	2
Labour	7

Health, Social Care and Welfare Reform Scrutiny Board (5)

Health; Adult Social Care.

Designated as the Health Overview and Scrutiny Committee

CHAIR	DEPUTY CHAIR
Councillor Welsh	Councillor Hetherington

Councillor Bigham

Councillor Clifford

Councillor Galliers

Councillor Hammon

Councillor Noonan

Councillor B. Singh

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Co-opted Member

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

Transport and Infrastructure Development Scrutiny Board (6)

Transport; Housing; Low Carbon; Sustainability

CHAIR	DEPUTY CHAIR
Councillor Howells	Councillor Sandy

Councillor Hammon

Councillor T. Khan

Councillor Lancaster

Councillor Mulhall

Councillor Noonan

Councillor B. Singh

Councillor Skipper

Political Balance	
Conservative	2
Labour	7

AUDIT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Chater	Councillor Bains

Councillor Blundell

Councillor T. Khan

Councillor Skipper

Councillor Welsh

Political Balance	
Conservative	1
Labour	5

Conservative Group Substitute – Councillor Andrews

Labour Group Substitute – Councillor Gannon

COVENTRY HEALTH AND WELL-BEING BOARD

Leader of the Council – Councillor J. Mutton

Cabinet Member (Health and Community Services) – Councillor Lucas

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

Opposition Councillor Representative – Councillor Noonan

ENGINEERING CONTRACT PARTNERING BOARD

Cabinet Member (City Development) – Councillor Kelly

Cabinet Member (City Services) - Councillor Harvard (Chair)

Cabinet Member (Strategic Finance and Resources) – Councillor Duggins

4 Members of Scrutiny

Councillor Andrews

Councillor Bains

Councillor Bigham

Councillor Walsh

CHAIRS OF WARD FORUMS

North West Neighbourhood Management Area

Bablake – Councillor Kershaw
Sherbourne – Councillor Walsh
St. Michael's – Councillor Welsh
Whoberley – Councillor B. Singh
Woodlands – Councillor Hetherton

North East Neighbourhood Management Area

Foleshill – Councillor A. Khan
Henley – Councillor Maton
Holbrook – Councillor Clifford
Longford – Councillor Harvard
Radford – Councillor M. Mutton
Upper Stoke – Councillor Bains

South Neighbourhood Management Area

Binley and Willenhall – Councillor Chater
Cheylesmore – Councillor Noonan
Earlsdon – Councillor Andrews
Lower Stoke – Councillor Townshend
Wainbody – Councillor Blundell
Westwood – Councillor Sandy
Wyken – Councillor Sweet

NEW ADVISORY PANEL TO BE APPOINTED

**CABINET MEMBER (POLICY LEADERSHIP AND GOVERNANCE)
CONSTITUTIONAL ADVISORY PANEL**

2 Council Members on Standards/Ethics Committee

Councillor Hetherton

Councillor Andrews

2 Group Secretaries

Councillor Gannon (Chair)

Councillor Noonan

1 Member from Controlling Group

Councillor Townshend

The terms of reference for this Advisory Panel are detailed on page 29

ADVISORY PANELS – APPOINTED DURING 2011/12 AND TO BE RE-APPOINTED 2012/13

CORPORATE PARENTING ADVISORY PANEL

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

Councillor Kershaw - Cabinet Member for Education

Councillor M. Mutton - Chair of Children and Young People Scrutiny Board (2)

Councillor Williams - Shadow Cabinet Member for Education

Councillor Lepoidevin - Shadow Cabinet Member for Children and Young People

Councillor Chater - Labour Group Representative

Councillor Blundell - Conservative Group Representative

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

Councillor Fletcher

Councillor M. Mutton

Councillor Sweet

Councillor Williams

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 ADVISORY PANEL (COVENTRY LOCAL DEVELOPMENT PLAN)

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

Councillor Maton – Chair of Planning Committee

Councillor J. Mutton – Leader

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

Councillor A. Khan – Cabinet Member (Sustainability and Local Infrastructure)

CABINET ADVISORY PANEL (OLYMPICS)

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

Councillor Harvard – Cabinet Member (City Services)

Councillor Kelly – Cabinet Member (City Development)

Councillor Townshend – Cabinet Member (Community Safety and Equalities)

Councillor Sehmi

CABINET ADVISORY PANEL SEXUAL ENTERTAINMENT VENUES

Councillor Lancaster (Chair of Licensing and Regulatory Committee)

Councillor Kelly (Cabinet Member (City Development))

Councillor Chater

Councillor Sehmi (Deputy Chair of Licensing and Regulatory Committee)

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

Councillor Welsh (St. Michael's Ward Councillor)

Councillor Lepoidevin

CABINET ADVISORY PANEL – HEATLINE

Councillor Harvard

Councillor Kelly

Councillor A. Khan (Chair)

Councillor Walsh

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

Councillor Townshend (Chair)

Councillor Blundell

Councillor Foster

Councillor Duggins

Councillor Mrs. Lucas

Councillor J. Mutton

Councillor Ruane

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES)
THE COVENTRY AWARD OF MERIT ADVISORY PANEL**

Cabinet Member (Community Safety and Equalities) - Councillor Townshend

Cabinet Member (Strategic Finance and Resources) – Councillor Duggins

Chair of Scrutiny Co-ordination Committee (or their nominee) – Councillor Bigham

Shadow Cabinet Member (Community Safety and Equalities) – Councillor Crookes

Lord Mayor, ex officio

The Honorary Recorder – His Honour Judge Griffith-Jones

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

Councillor Townshend

Substitute – Councillor Mrs. Abbott

**CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) ADVISORY
PANEL – SPORTS VISION AND STRATEGY**

Councillor Chater

Councillor Mrs Hetherton

Councillor Kershaw

Councillor Mrs M. Mutton (Chair)

Councillor Ruane

Councillor Sehmi

Councillor Townshend

CABINET MEMBER (NEIGHBOURHOOD ACTION, HOUSING, LEISURE AND CULTURE) ADVISORY PANEL – NEIGHBOURHOOD WORKING

Councillor Noonan

Councillor Ruane (Chair)

Councillor Skipper

Councillor Welsh

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 for 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,

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 (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 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 Advisory Panel Sexual Entertainment Venues Advisory Panel

Terms of Reference

To support Cabinet in reviewing the interim Sexual Entertainment Venue Policy.

Cabinet Advisory Panel - Heatline

Terms of Reference

- To brief members on the progress of Heatline in between cabinet reporting and decisions
- To enable members to give guidance and advice in developing Heatline
- To provide a forum in which members can advise officers of the key decisions Cabinet must take during the development of Heatline
- To receive and shape reports before submission to Cabinet and effectively form recommendations

Cabinet Member (Policy, Leadership and Governance) 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 (Policy, Leadership and Governance)
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 (Policy, Leadership and Governance) 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 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) The Coventry Award Of Merit Advisory Panel

Terms of Reference

1. The object of the Coventry Award of Merit shall be publicly to 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 (Community Safety and Equalities), who will be advised by an Advisory Panel established for the purpose.

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.
4. 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 Director of Customer and Workforce Services with a detailed statement of the grounds on which it is made.
5. 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 (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.

Cabinet Member (Community Safety and Equalities) Advisory Panel – Sports Vision and Strategy

Terms of Reference

To co-ordinate the Council's work in facilitating and supporting the development of a renewed partnership Vision and Strategy to meet the sporting needs and aspirations of the City of Coventry, for the benefit of the City's residents and its visitors.

Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) Advisory Panel – Neighbourhood Working

Terms of Reference

- To oversee and advise the Cabinet Member on the development of the new Neighbourhood Action Service
- To support the Cabinet Member in the monitoring of neighbourhood services provided by Neighbourhood Action and partner agencies
- To advise on developments in services in neighbourhoods and potential links between services at a neighbourhood level
- To develop an overview of activity focused on Neighbourhoods and Communities, and identify links and opportunities to collaborate to ensure services working together achieve the best possible outcomes for disadvantaged neighbourhoods.

Ethics Committee

The Council has established an Ethics Committee

Terms of Reference

- Promoting and maintaining high standards of conduct by Elected Members and co-opted Members.
- Making recommendations to the Council on the appointment of "independent persons" under the Localism Act 2011.

- Approving and revising the Complaints Protocol which will set out the detailed procedures for considering complaints made against Elected and Co-opted Members under the Code of Conduct for Elected and Co-opted Members.
- Considering complaints made against Elected and Co-opted Members under the Code of Conduct for Elected and Co-opted Members in accordance with the Complaints Protocol.
- Monitoring the operation of the Code of Conduct for Elected and Co-opted Members and making appropriate recommendations to the relevant body.
- Granting dispensations to Elected and Co-opted Members in relation to disclosable pecuniary interests in accordance with section 33 of the Localism Act 2011 as determined appropriate by the Monitoring Officer.
- Monitoring the operation of the Code of Conduct for Employees and making appropriate recommendations to the relevant body.
- Considering complaints made against Elected Members of Keresley Parish Council and Allesley Parish Council under the relevant Parish Council's Code of Conduct for Elected Members in accordance with the City Council's Complaints Protocol.
- Considering any other matters which are relevant to the ethical governance of the Council, its Members or Employees.