



Coventry City Council

Council Meeting

3rd July 2012

Booklet 1

Recommendation Minutes

INDEX TO MINUTES

Cabinet, 19th June 2012

**Joint Cabinet Member Meeting (Community Safety and Equalities) and (Policy, Leadership and Governance),
21st June 2012**

CABINET

19th June, 2012

Cabinet Members Present: -
Councillor Duggins (Deputy Chair)
Councillor Harvard
Councillor Kelly
Councillor Kershaw
Councillor A. Khan
Councillor Mrs Lucas
Councillor J. Mutton (Chair)
Councillor O'Boyle
Councillor Townshend

Non-Voting Opposition
Representatives present:- Councillor Foster

Other Members Present:- Councillor Mrs Bigham
Councillor Mrs Fletcher
Councillor Mrs M Mutton

Employees Present:-
H. Abraham (Customer and Workforce Services Directorate)
S. Bennett (Customer and Workforce Services Directorate)
F. Collingham (Chief Executive's Directorate)
C. Dear (Chief Executive's Directorate)
C. Forde (Finance and Legal Services Directorate)
M. Godfrey (Community Services Directorate)
C. Green (Director of Children, Learning and Young People)
R. Innes (Community Services Directorate)
P. Jennings (Finance and Legal Services Directorate)
B. Messinger (Director of Customer and Workforce Services)
J. Parry (Chief Executive's Directorate)
C. Patrick (City Services and Development Directorate)
M. Reeves, (Chief Executive)
J. Venn (Chief Executive's Directorate)
C. West (Director of Finance and Legal Services)
M. Yardley (Director of City Services and Development)

Apologies:-
Councillor Blundell
Councillor Ruane

Public business

1. Minutes

The minutes of the meeting held on 17th April, 2012, were signed as a true record. There were no matters arising.

2. Declarations of Interest

There were no declarations of interest.

RECOMMENDATIONS

3. Designation of the Coventry Canal as a Conservation Area

The Cabinet considered a report of the Director of City Services and Development which indicated that, following the completion of a Conservation Area Appraisal and Management Plan, public consultation had demonstrated overwhelming support from local people, canal users and landowners for designating the Coventry Canal as a Conservation Area. The report summarised the Conservation Area proposals along with the responses from the consultation and recommended that the Conservation Area be formally designated.

The Coventry Canal runs through the City for five and a half miles from Hawkesbury Junction to the Canal Basin in the City Centre. Started in 1768, it is one of Britain's earliest canals and along its length are numerous important buildings related to Coventry's industrial heritage, details of which were contained in Appendix 1 to the report.

Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 allows for local planning authorities to designate parts of their area as Conservation Areas if they believe them to have special character, appearance, architectural interest or historic interest. The Local Planning Authority will then ensure that the designated area is preserved and enhanced. Designation of a Conservation Area gives the local planning authority additional controls over the demolition of buildings and the removal of trees, but Conservation Areas are not about preserving places in aspic for the sake of it. Rather they are to ensure that development which takes place is sympathetic to the character and appearance of the surroundings and re-uses important historic buildings in a sustainable way.

Paragraph 127 of the National Planning Policy Framework which was published and came into force on the 27th March 2012, is clear that "when considering the designation of Conservation areas, Local Planning Authorities should ensure that an area justifies such status because of its special architectural or historic interest and that the concept of conservation is not devalued through the designation of areas that lack special interest". The special architectural and historic interest of the Coventry Canal is demonstrated in the Conservation Area Appraisal which supports this proposal.

Enhancement is a major factor behind the proposals to designate the Canal Conservation Area as there are numerous development sites along the canal including; Central Depot, Paragon Park, the former Bell Green Goods Yard and the Acetate Products site. It is important that new developments on sites like these are integrated with and maximise the potential of their canal side setting. In the past many developments have failed to do this resulting in poorly thought out schemes that face away from the canal. The proposal to designate the canal as a Conservation Area had already resulted in improvements being made to a housing scheme in Longford, repairs to boundary walls along Cash's Lane and had proved to be a useful tool when negotiating with developers on other canal side sites. These examples demonstrated how the Conservation Area would have a positive impact on the future of the canal and its environs.

A further Appendix to the report detailed the 10 week public consultation exercise, to which the Council received 43 responses and which identified the following principal issues:-

- There was support for the proposed boundaries but suggestions were made to include additional areas at Longford, which were accepted.
- Several responses felt that a greater effort should be made to maintain the Canal Art Trail, which was accepted.
- There was support for the protection of green spaces and wildlife such as water voles but that these need to be balanced with the need for development which, was accepted.
- Several responses highlighted that there is a need for more secure mooring sites for boaters along the canal and that this would encourage greater use of the canal and visitors to the City Centre, which were accepted.

No fundamental objections to the proposals were received.

It was noted that investigations would take place into concerns raised at the meeting in relation to security and litter problems along the canal path.

RESOLVED that, after due consideration of the options and proposals within the report and the matters referred to at the meeting, the City Council be recommended to formally designate the Coventry Canal as a Conservation Area.

4. Council Plan – Performance Report 2011/12

The Cabinet considered a report of the Assistant Chief Executive which indicated that the Council Plan, which set out a revised vision and objectives for 2011-2014, had been approved by Council in June 2011. The report was the performance report for 2011/12, which identified baseline performance information for a key set of headline indicators and looked at the progress that had been made during the first year of the Plan. The report detailed the arrangements for reporting progress on the Council Plan and for making performance more accessible to a wider audience including public, partners and senior managers.

The performance report presented a high level summary of the key messages arising from the first year review of the Council Plan. The information was presented through the summary scorecards of which there was one for each of a number of Council priorities. The performance report was appended to the report.

The summary scorecards presented the latest available performance data and also highlighted anything that was new over the previous six months. Where previous year's data was available and/or comparisons with the national/regional rate exist, this had been used to assess progress. Where the indicator was a new measure for 2011/12, it would set the baseline for future comparison. The summary scorecards contained links to web based report cards which provided more detail below the headline indicators and included performance trends and targets. There were also links to other performance reports which were published for Cabinet Members, Scrutiny Boards and for Central Government. These were made available through a Calendar of Performance Reports and gave context and the story behind the headline indicators. The web based information was

being published for the first time in June 2012 and more information would be added over the next twelve months.

The end of year report included an assessment of progress in relation to the Council's values; these were: being honest, fair and transparent when we make decisions; working with residents and partners to get things done; celebrating all that's good about our city and its future. One of the objectives was that information would be readily available and easy to understand, and the development of the performance reporting arrangements outlined above contributed to this objective.

The Council Plan aimed to promote equality of opportunity through all four of its priorities and one of these priorities specifically aimed to protect the city's most vulnerable residents. The Council had twenty two objectives in its Council Plan and the majority of these had a significant impact on equality in the city, as a result these had been determined to be the Council's equality objectives for the three years of the current Plan. To measure progress on these equality objectives, in addition to the overall performance indicators that had been identified to track progress on the Council Plan, progress on specific equality measures had been included and summarised in the end of year performance report 2011/12, Appendix A.

The Cabinet noted that an Annual Performance Seminar had been held for all Members on 18th June, 2012.

RESOLVED that, after due consideration of the options and proposals within the report and the matters referred to at the meeting, the City Council be recommended to approve the end of year performance report.

Cabinet
Council

19th June 2012
3rd July 2012

Name of Cabinet Member:

Cabinet Member (City Development) - Councillor Kelly

Director Approving Submission of the report:

Director of City Services and Development

Ward(s) affected:

Radford, Foleshill, Longford, St Michael's.

Title: Designation of the Coventry Canal as a Conservation Area

Is this a key decision?

Yes – This matter may have a significant impact on businesses and residents in three electoral wards within the City.

Executive Summary:

A Local Planning Authority can, under Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, designate areas as Conservation Areas if they believe them to have special architectural interest, historic interest, appearance or character. The Local Planning Authority will then look to preserve and enhance these areas. Following the completion of a Conservation Area Appraisal and Management Plan, a public consultation has demonstrated overwhelming support from local people, canal users and landowners for designating the Coventry Canal as a Conservation Area. This report summarises the Conservation Area proposals along with the responses from the consultation and recommends that the Conservation Area is formally designated.

Recommendations:

The Cabinet is requested to:

Recommend that the Council formally designates the Coventry Canal as a Conservation Area.

The Council is requested to:

Approve the formal designation of the Coventry Canal as a Conservation Area.

List of Appendices included:

Appendix 1: A Map of the proposed Coventry Canal Conservation Area.

Appendix 2: Summary report on the public consultation.

Other useful background papers:

The Coventry Canal Conservation Area Draft Conservation Area Appraisal
The Coventry Canal Conservation Area Draft Management Plan

Available from Governance Services – telephone 024 7683 3237

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes – 3rd July 2012

Report title: Designation of the Coventry Canal as a Conservation Area

1. Context (or background)

- 1.1 The Coventry Canal runs through the city for five and a half miles from Hawkesbury Junction to the Canal Basin in the city centre. Started in 1768 it is one of Britain's earliest canals and along its length are numerous important buildings related to Coventry's industrial heritage (Appendix 1).
- 1.2 Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 allows for local planning authorities to designate parts of their area as Conservation Areas if they believe them to have special character, appearance, architectural interest or historic interest. The Local Planning Authority will then ensure that the designated area is preserved and enhanced. Designation of a Conservation Area gives the local planning authority additional controls over the demolition of buildings and the removal of trees, but Conservation Areas are not about preserving places in aspic for the sake of it. Rather they are to ensure that development which takes place is sympathetic to the character and appearance of the surroundings and re-uses important historic buildings in a sustainable way.
- 1.3 Paragraph 127 of the National Planning Policy Framework which was published and came into force on the 27th March 2012 is clear that "when considering the designation of Conservation areas, Local Planning Authorities should ensure that an area justifies such status because of its special architectural or historic interest and that the concept of conservation is not devalued through the designation of areas that lack special interest". The special architectural and historic interest of the Coventry Canal is demonstrated in the Conservation Area Appraisal which supports this proposal.
- 1.4 Enhancement is a major factor behind the proposals to designate the Canal Conservation Area as there are numerous development sites along the canal including; Central Depot, Paragon Park, the former Bell Green Goods Yard and the Acetate Products site. It is important that new developments on sites like these are integrated with and maximise the potential of their canal side setting. In the past many developments have failed to do this resulting in poorly thought out schemes that face away from the canal.
- 1.5 The proposal to designate the canal as a Conservation Area has already resulted in improvements being made to a housing scheme in Longford, repairs to boundary walls along Cash's Lane and has proved to be a useful tool when negotiating with developers on other canal side sites. These examples demonstrate how the Conservation Area will have a positive impact on the future of the canal and its environs.

2. Options considered and recommended proposal

- 2.1 By doing nothing and deciding not to declare a Conservation Area for the Coventry Canal may result in the loss of historic buildings and features, eroding the areas special interest and character. In addition it will make it more difficult for the local planning authority to achieve high quality development schemes alongside the canal that specifically maximise the waterside setting and thereby improving the local environment. This will be a lost opportunity for the canal and the city.
- 2.2 By designating the canal as a Conservation Area based on the draft appraisal document it was felt that it would have a beneficial impact, but that the designation would be stronger if it was revised to include the suggestions made during the consultation.
- 2.3 Amending the proposals for the Conservation Area in line with the responses received from the consultation will achieve the greatest benefit for the canal by offering the greatest protection to historic buildings and features while offering the best opportunities to enhance the canal with new development. This is the recommended proposal.

3. Results of consultation undertaken

A public consultation on the proposals took place between the 26th September and the 25th November 2011, the results of which are to be integrated into the final proposals (Appendix 2). The ten weeks consultation exercise included

- Posters advertising the proposals on sites close to the canal and in Council buildings including libraries.
- An article on the proposal was included in Citivision magazine which is sent to every household in Coventry.
- Copies of the draft Conservation Area Appraisal and Management Plan were made available for the public to inspect in public libraries and Council Buildings.
- Copies of the documents could also be downloaded from a dedicated page on the Council's website, where there was also a link to an online survey.
- Presentations and workshops on the proposals were given to local community groups and stakeholder groups including; Longford CAN, The Coventry Society, Longford Ward Forum and the Warwickshire branch of the Inlands Waterways Association.
- Information was sent to consultees including British Waterways, the principal landowner, whose contribution was felt to be vital, inviting them to comment on the proposals.

3.1 The Council received 43 responses to the consultation which identified the following principal issues;

- There was support for the proposed boundaries but suggestions were made to include additional areas at Longford which were accepted.
- Several responses felt that a greater effort should be made to maintain the Canal Art Trail which was accepted.
- There was support for the protection of green spaces and wildlife such as water voles but that these need to be balanced with the need for development which was accepted.
- Several responses highlighted that there is a need for more secure mooring sites for boaters along the canal and that this would encourage greater use of the canal and visitors to the city centre, which were accepted.

No fundamental objections to the proposals were received.

4. Timetable for implementing this decision

4.1 Once designated the Conservation Area will come into immediate effect and will be implemented through the Development Management process.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications.

There are no financial implications for the Council.

5.2 Legal implications.

The declaration of a Conservation Area is a statutory designation under Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 giving authority to every local planning authority (a) from time to time to determine which parts of their area or areas are of special architectural or historic interest, the character or appearance of which it is

desirable to preserve or enhance, and (b) shall designate those areas as conservation areas.

The designation of any area as a conservation area is registered as a local land charge and any land and property owners wishing to demolish buildings will be required to apply to the local planning authority for Conservation Area Consent.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The proposed Conservation Area will contribute to the Council's Core Aims as follows:

- A prosperous Coventry: The Conservation Area will ensure that quality developments take place which maximise the potential of the canal and the waterside setting and encouraging the use of the canal by tourists.
- Citizens living longer, healthier, independent lives; The Conservation Area will contribute to improving the environment of the tow path and provide an improved environment for walking, cycling and water based leisure activities like canoeing.
- Provide a good choice of housing; The Conservation Area will encourage the development of quality housing in an attractive environment with links to green space.
- Encourage a creative, active and vibrant city; the Coventry Canal is a major asset to the city which is not currently used to its maximum potential. It is intended that the Conservation Area will form an important link between existing developments such as Electric Wharf and proposed developments at Bishop's Gate, revitalising areas such as the Canal Basin by drawing more people into them.
- Improving the environment and tackling climate change; the Conservation Area will encourage the reuse of historic buildings to use the energy embedded within them to help tackle climate change.

6.2 How is risk being managed?

There is a risk that the designation could be challenged, but the correct procedures have been followed and the Conservation Area Appraisal and Management Plan documents provide a robust basis for declaring the Conservation Area and have been the subject of a ten week consultation process.

6.3 What is the impact on the organisation?

Theoretical increase on the workloads of the staff concerned, but likely that this will be low and easy to absorb into existing workloads.

6.4 Equalities / EIA

Not considered to be relevant.

6.5 Implications for (or impact on) the environment

It is felt that the proposals will have a positive impact on the environment by encouraging re-use of buildings and their embedded energy, enhancement of the built environment, the enhancement of green spaces and nature conservation and encouraging use and access to the canal tow path for cycling and walking.

6.6 Implications for partner organisations?

The proposals will impact upon British Waterways who are the principal landowner within the proposed Conservation Area, but they have indicated their strong support for the proposals.

Report author(s): Chris Patrick

Name and job title: Conservation and Archaeology Officer

Directorate: City Services and Development

Tel and email contact: 024 76831271, Christopher.patrick@coventry.gov.uk

Enquiries should be directed to the above person.

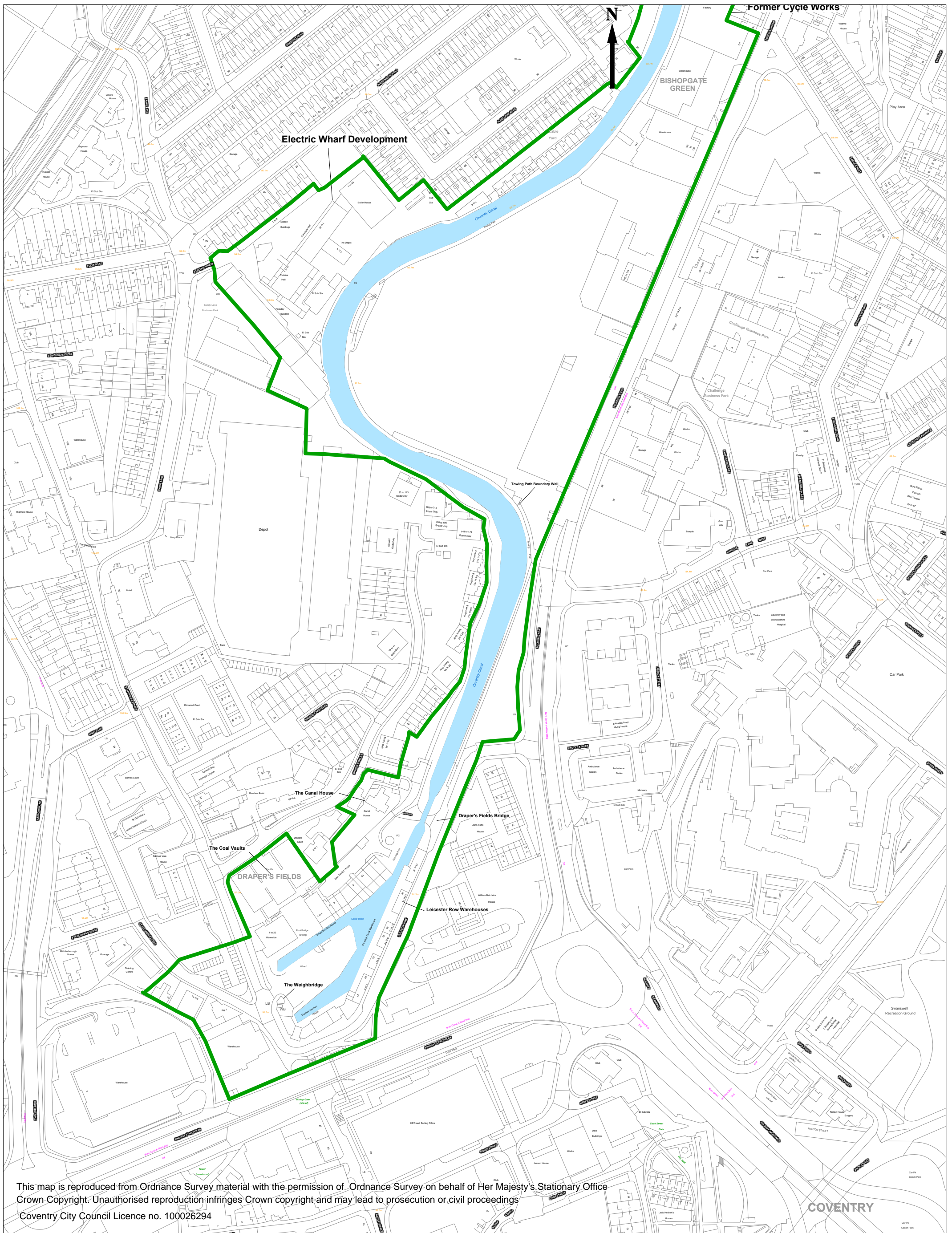
Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Tracy Darke	Group Manager for Planning and Building Control	City Services and Development.	30 th March 2012	3 rd April 2012
Colin Knight	Assistant Director	Planning, Transportation and Highways	4 th April 2012	16 th April 2012
Jaz Bilen		Customer and Workforce Services	4 th April 2012	4 th April 2012
Helen Abrahams	Assistant Director for Democratic Services	Customer and Workforce Services	23 rd May 2012	30 th May 2012
Other members				
Names of approvers for submission: (officers and members)				
Finance: Phil Helm		Finance & legal services	4 th April 2012	12 th April 2012
Legal: Julie Sprayson		Finance & legal services	4 th April 2012	5 th April 2012
Director: Martin Yardley	Director	City Services and Development	17 th April 2012	20 th April 2012
Members: Cllr Kelly	Cabinet Member (City Development)		17 th May 2012	17 th May 2012

This report is published on the council's website:
www.coventry.gov.uk/councilmeetings

Appendices

Appendix 1: A Map of the proposed Coventry Canal Conservation Area.

Appendix 2: Summary report on the public consultation.



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COVENTRY

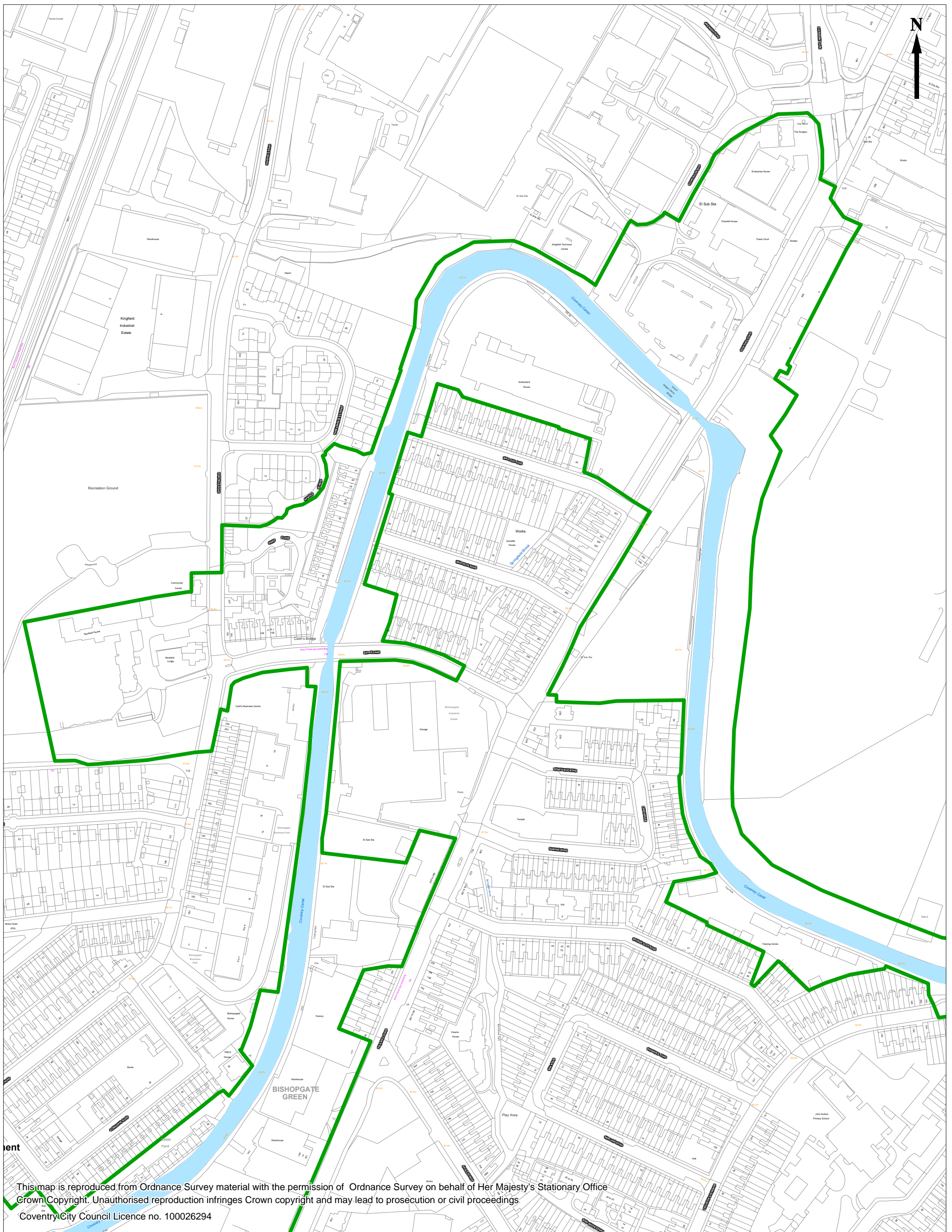
Coventry Canal Conservation Area - Canal Basin

- Proposed conservation area boundary
- Water

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 Tel 024 76 831271
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Scale 1:2,500





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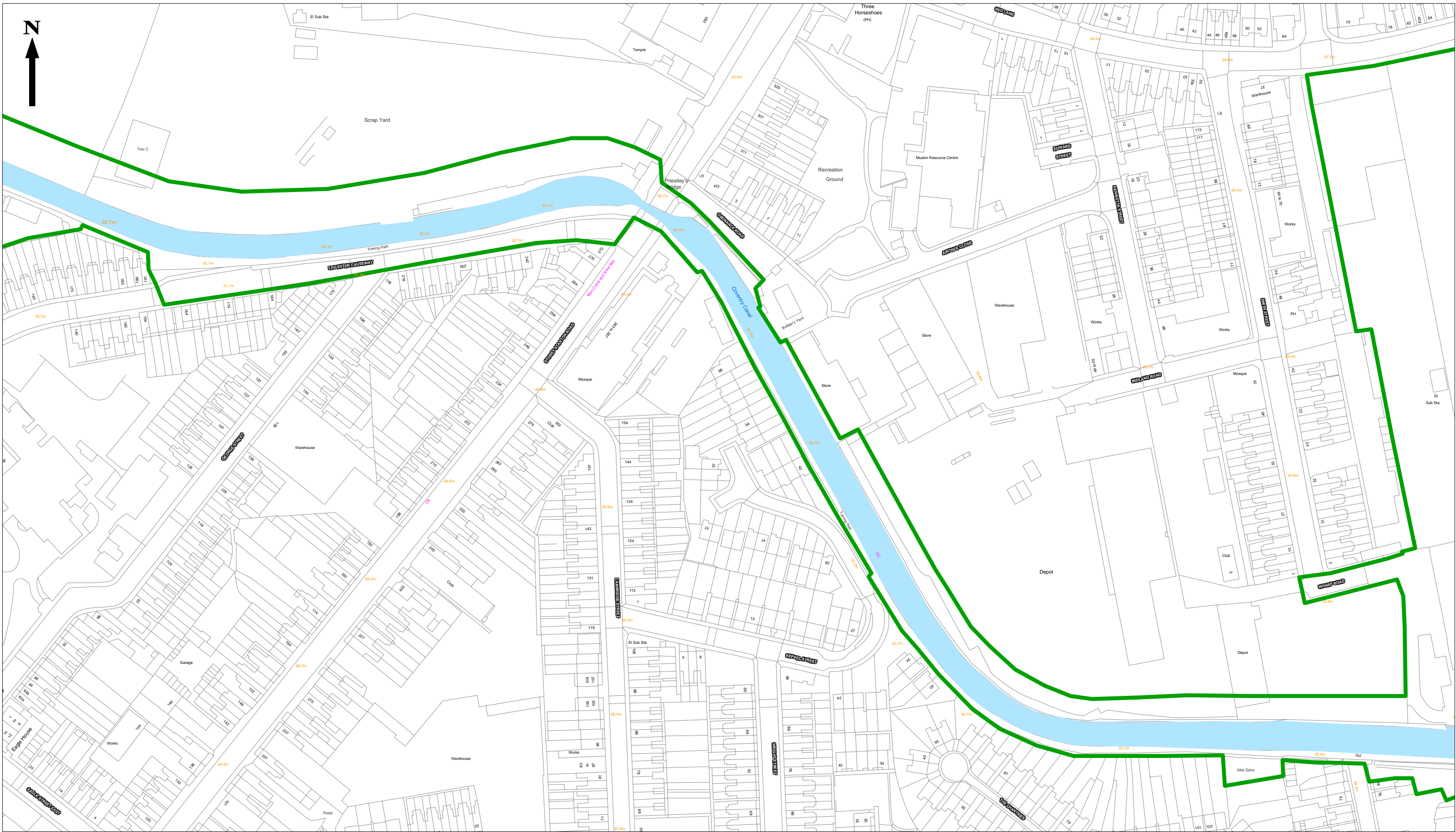
Coventry Canal Conservation Area - Bishopgate

-  Proposed conservation area boundary
-  Water



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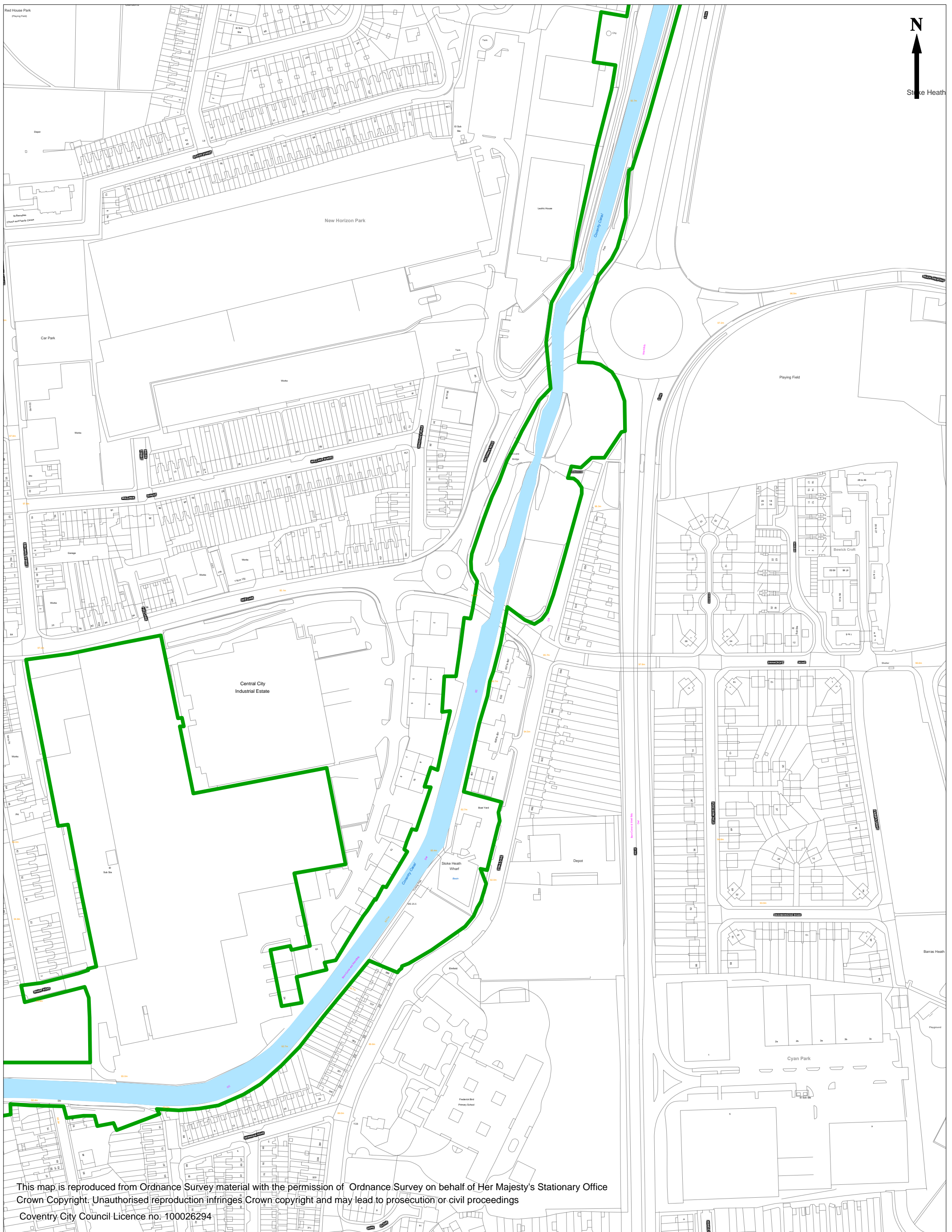
Coventry Canal Conservation Area - Stoney Stanton Road

-  Proposed conservation area boundary
-  Water

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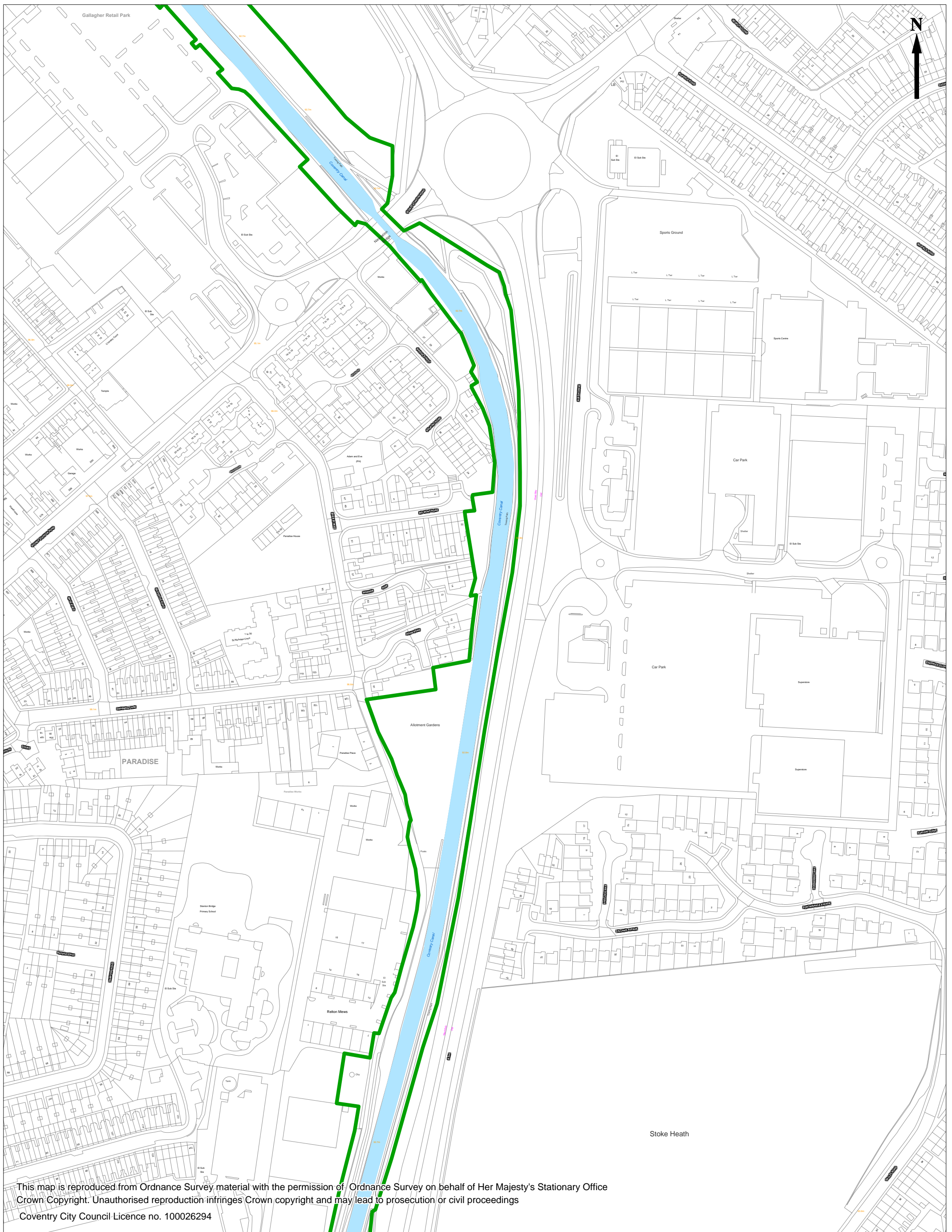
Coventry Canal Conservation Area - Stoke Heath

-  Proposed conservation area boundary
-  Water

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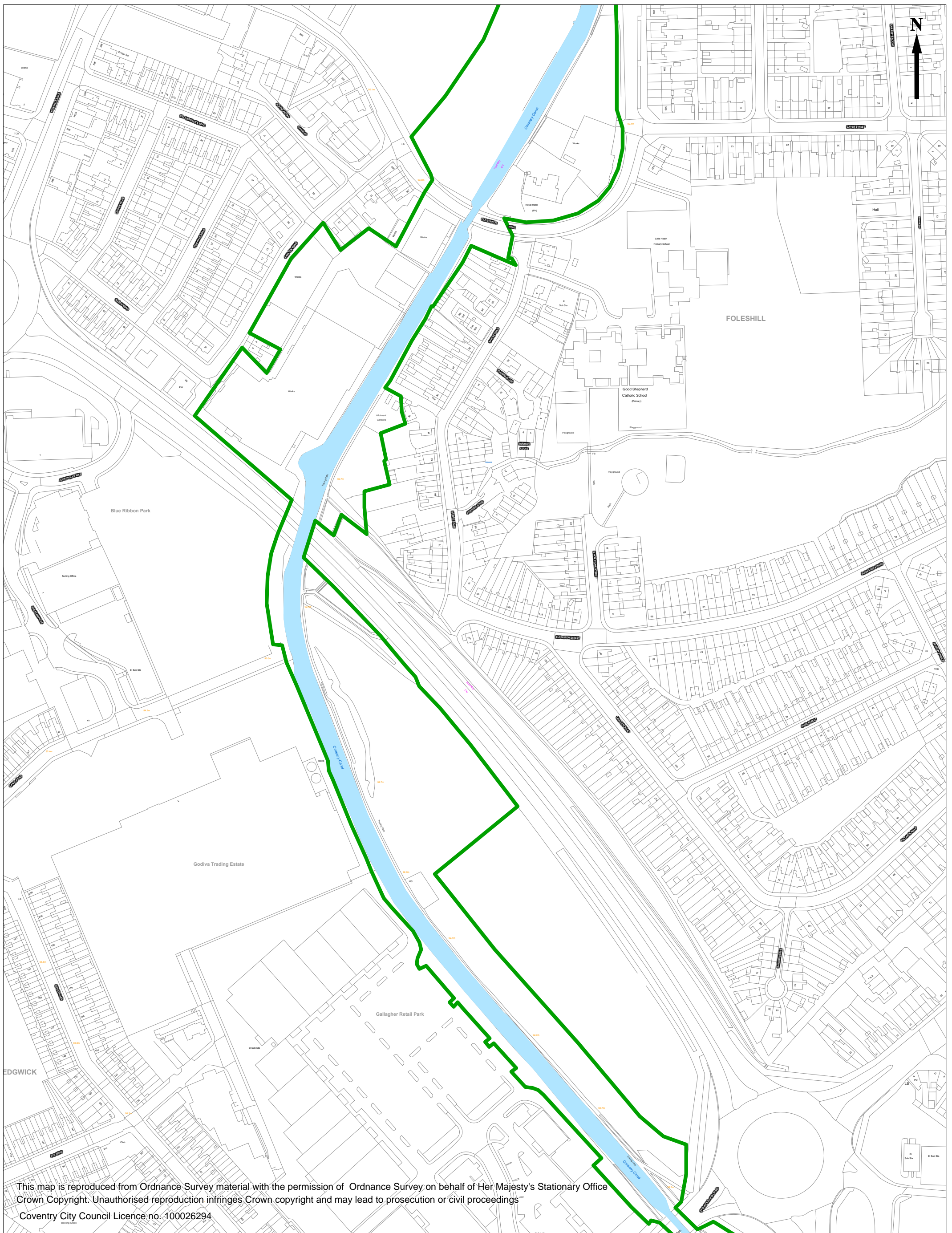
Coventry Canal Conservation Area - Paradise

-  Proposed conservation area boundary
-  Water

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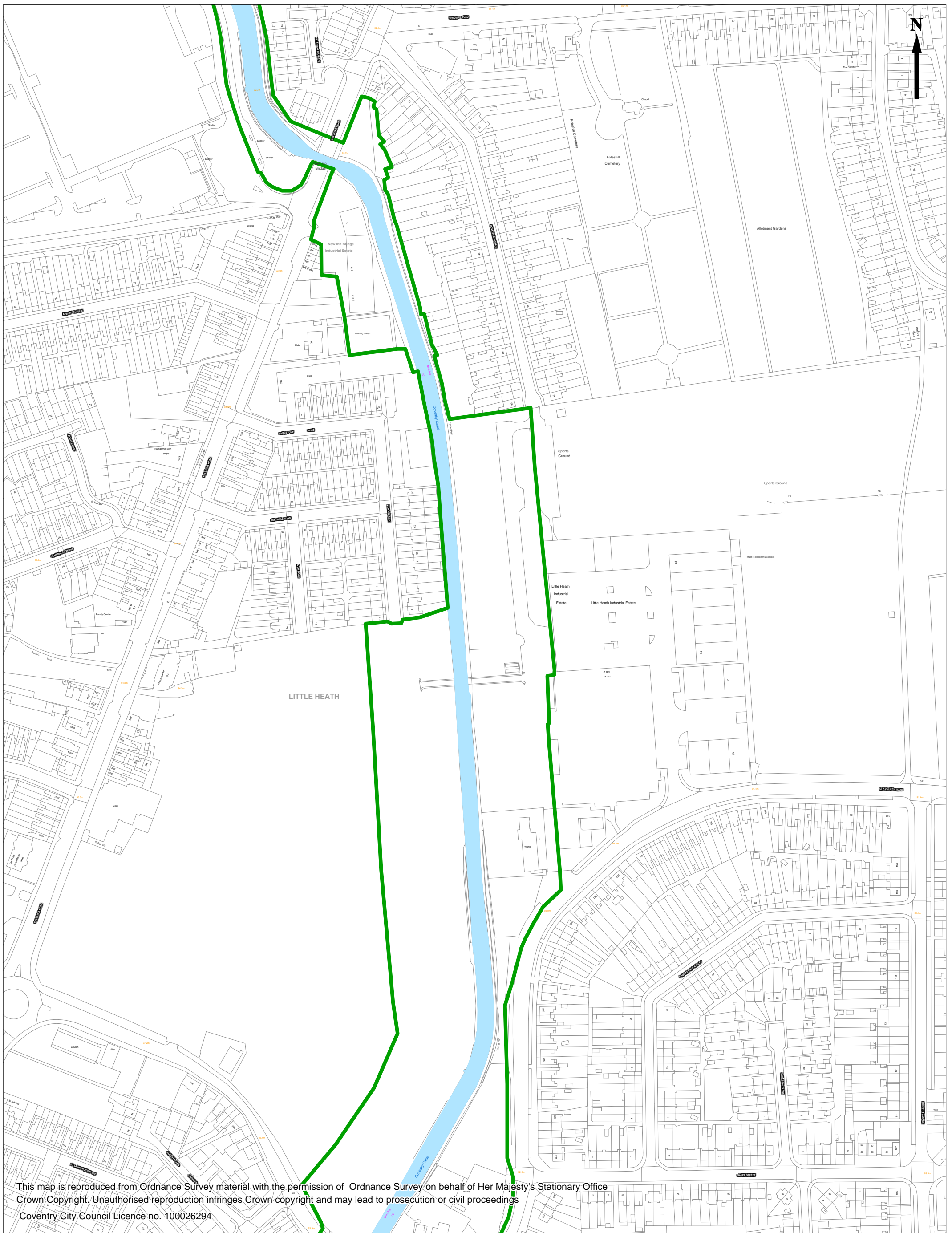
Coventry Canal Conservation Area - Foleshill

-  Proposed conservation area boundary
-  Water

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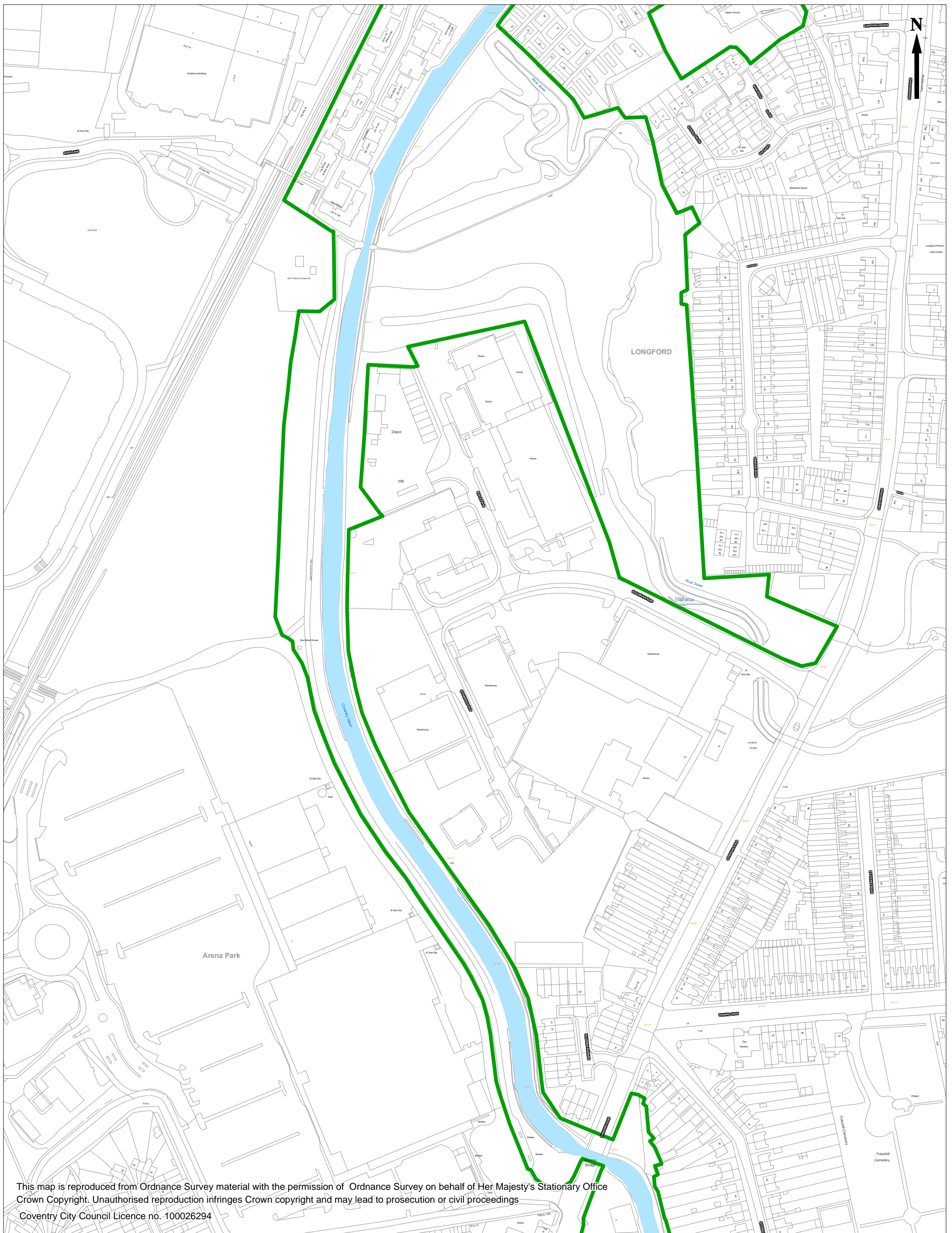
Coventry Canal Conservation Area - Little Heath

-  Proposed conservation area boundary
-  Water

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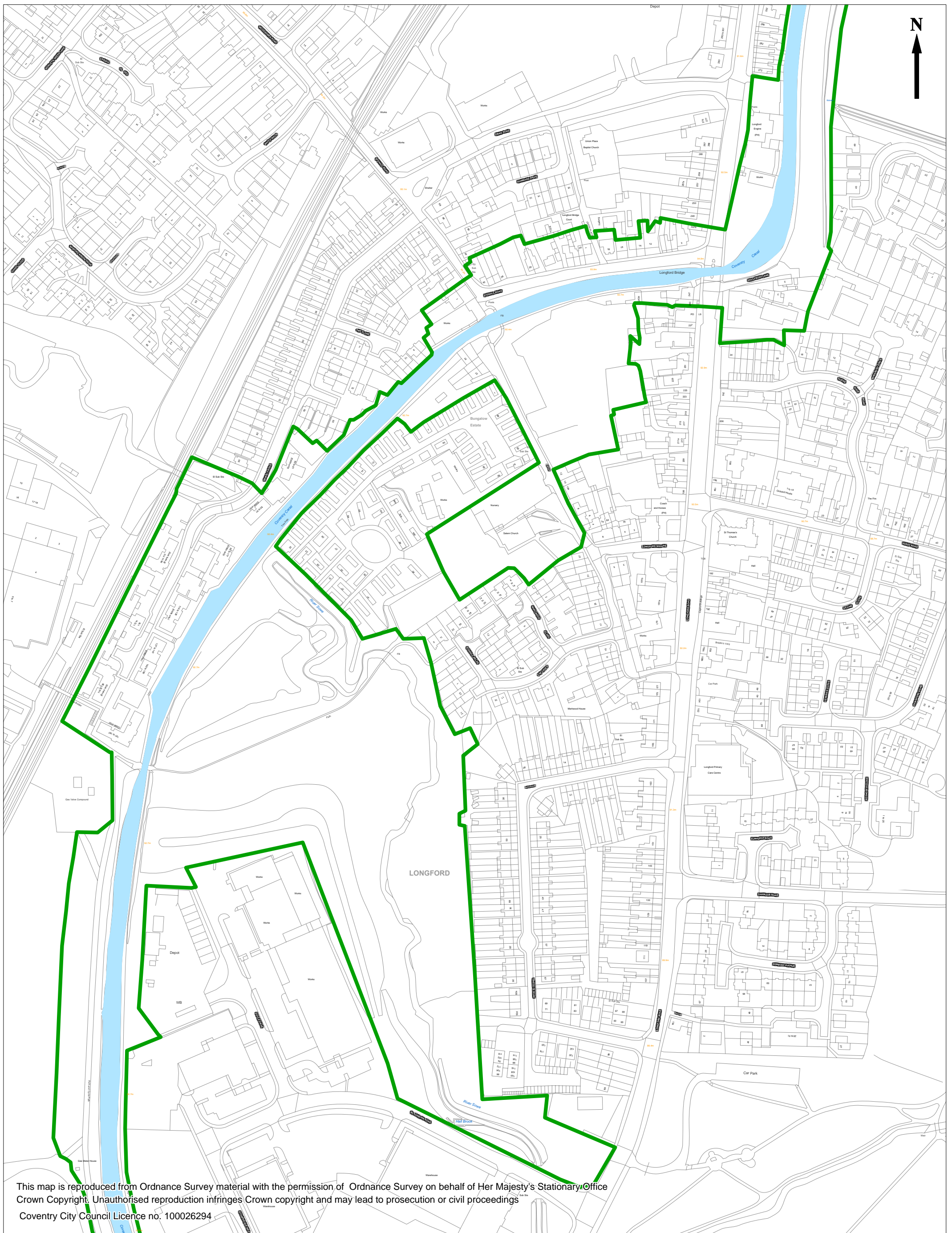
Coventry Canal Conservation Area - Longford

-  Proposed conservation area boundary
-  Water

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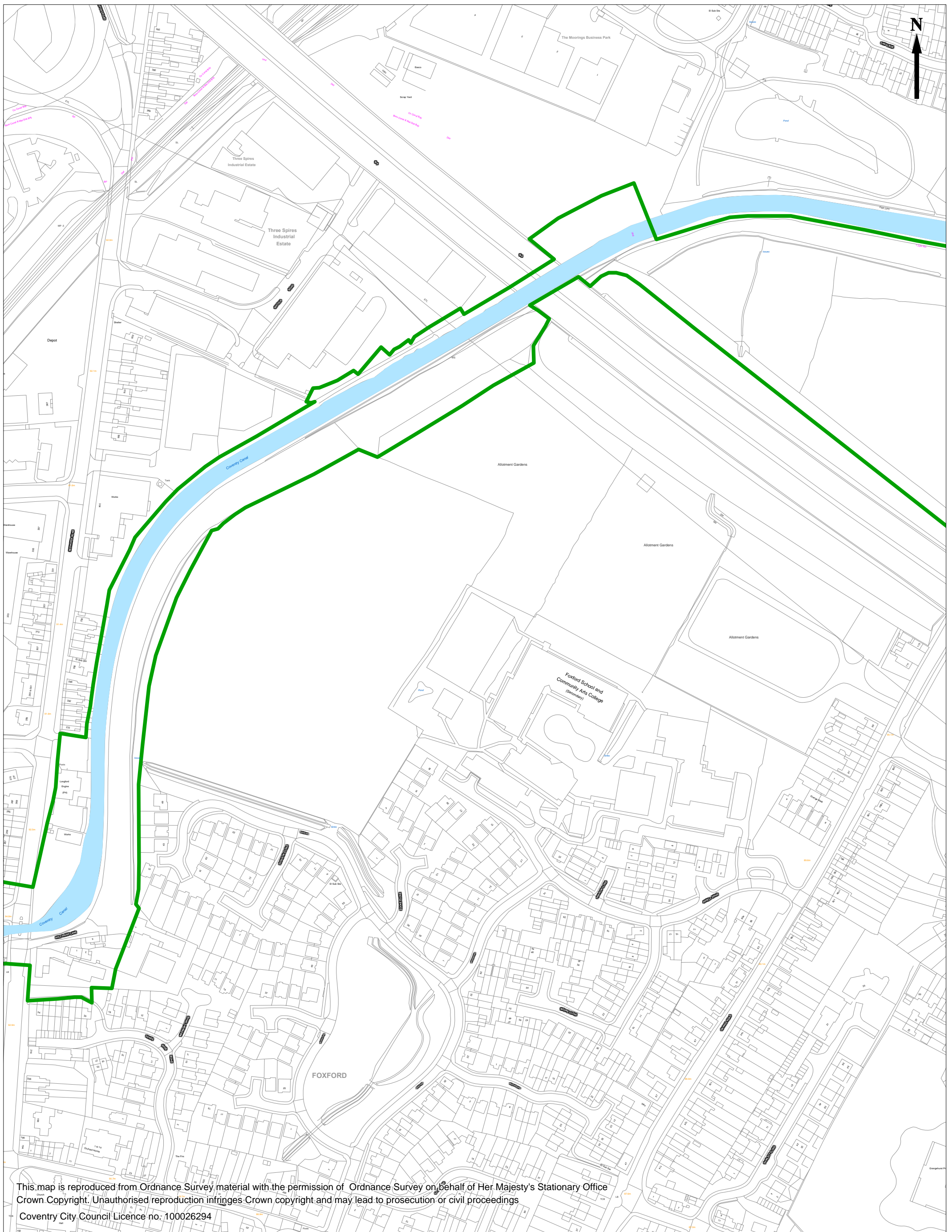
Coventry Canal Conservation Area - Sydnall Road

-  Proposed conservation area boundary
-  Water

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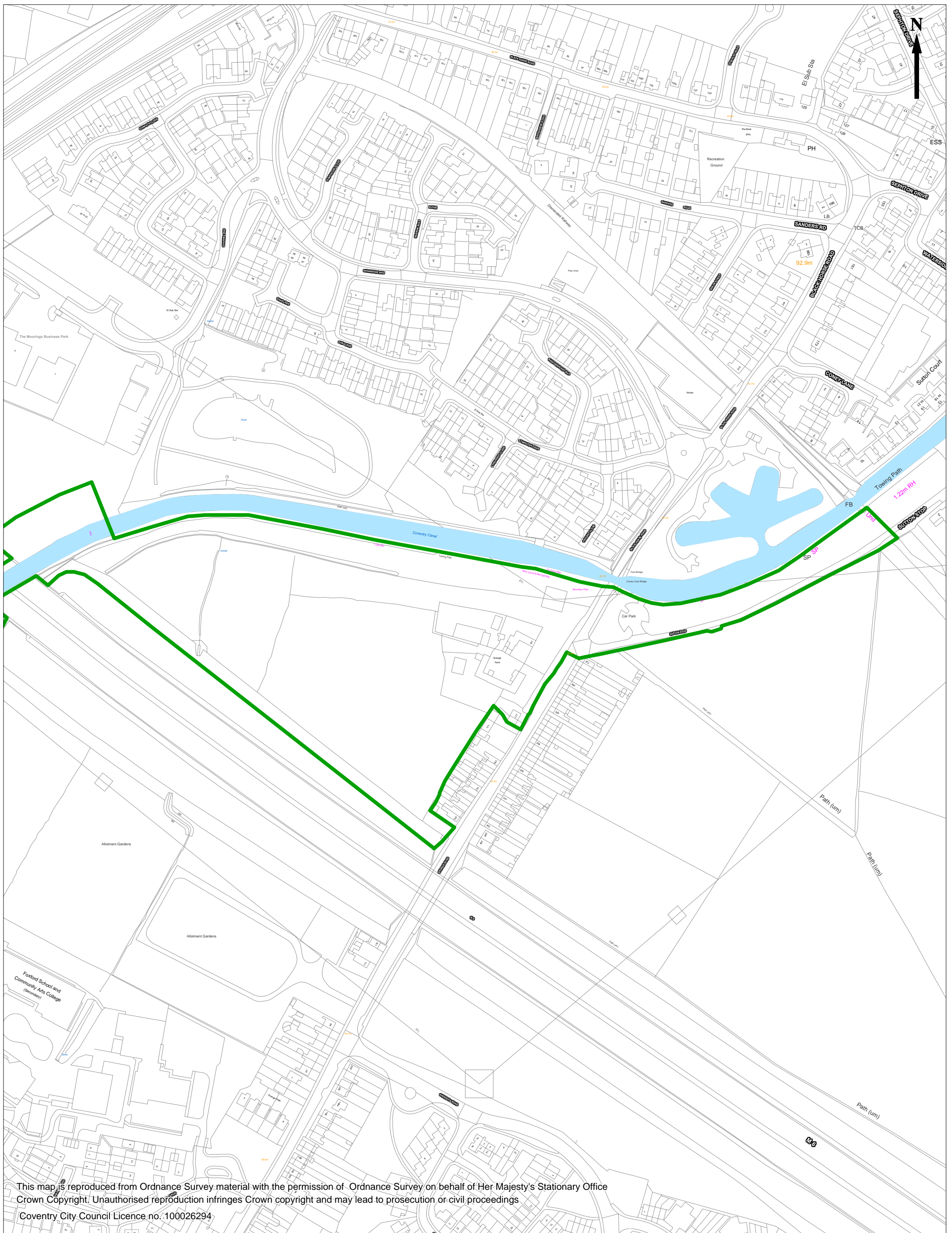
Coventry Canal Conservation Area - Bedworth Road

-  Proposed conservation area boundary
-  Water

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Coventry Canal Conservation Area - Hawkesbury Junction

-  Proposed conservation area boundary
-  Water

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Coventry Canal Conservation Area

Report on the Public Consultation.

Coventry City Council is proposing to designate the Coventry Canal between Hawkesbury Junction and the Canal Basin in the city centre as a Conservation Area. A draft Conservation Area Appraisal has been produced along with a draft Management Plan. A public consultation on the proposals took place between the 26th September and the 25th November 2011, the results of which are to be integrated into the final proposals. It is hoped that the Conservation Area will be designated in the summer of 2012.

The 10 week consultation exercise included

- Posters advertising the proposals on sites close to the canal and in Council buildings including libraries.
- An article on the proposal was included in City Vision magazine which is sent to every household in Coventry.
- Copies of the draft Conservation Area Appraisal and Management Plan were made available for the public to consult in public libraries and Council Buildings.
- Copies of the documents could also be downloaded from a dedicated page on the Council's website where there was also a link to an online survey.
- Presentations and workshops on the proposals were given to local community groups and stakeholder groups including Longford CAN, Longford Ward Forum, The Coventry Society and the Warwickshire Branch of the Inland Waterways Association.
- Information was sent to a selection of consultees such as British Waterways, whose contribution was felt to be vital, inviting them to comment on the proposals.

In total the Council received 43 responses to the consultation, 28 responses came from the internet survey while 15 further responses were received by post or email.

Of the 43 responses 11 were received from individuals responding on behalf of an organisation while the remaining 32 responses were from members of the public with no acknowledged affiliations.

Organisations responding to the consultation included;

- British Waterways
- Coventry Canal Basin Trust
- The Coventry Society
- The Coventry Canal Society
- The Inland Waterways Association
- The Warwickshire Wildlife Trust
- Warwickshire County Council Museum Field Services
- The Coventry and District Archaeology Society
- English Heritage
- Complex Development Projects
- Coventry City Council Commercial Property Management

The internet survey asked three questions

1. *How far do you agree that the Coventry Canal Conservation Area has a special character that should be conserved and enhanced?*

Of the 28 survey respondents, 22 strongly agreed with that the area has special character, 3 agreed and 3 skipped the question. None of the respondents disagreed.

The written and emailed responses mostly agreed that the area has special character with the exception of one respondent who disagreed.

2. *Do you support the proposed Coventry Canal Conservation Area boundaries shown in the Character Appraisal document?*

Of the 28 respondents, 19 said yes, 1 said no and 8 skipped the question.

Several of the written and emailed responses made suggestions for revising the boundary to include additional sites.

3. *Do you support the Management Proposals contained in the Management Plan?*

Of the 28 respondents, 18 supported the proposals, 1 did not support the proposals and 9 respondents skipped the question.

The written and emailed responses were supportive of the proposals and several made further suggestions which are listed below.

Consultee: British Waterways

British Waterways welcomes the research and assessment undertaken in the appraisal and many of its recommendations. British Waterways (BW) has the following comments to make in regard to the consultation document.

Comment: Appraisal Section 1.6 Ecology. The canal should not be viewed in purely environmental terms. There is a real risk that this could lead to the development of restrictive planning policies which would affect the sustainability of the waterway network and waterways' ability to deliver economic and social benefits, as well as environmental benefits.

Officer Response: The Council's wishes to encourage high quality development are one of the principal drivers behind the proposal to designate the Conservation Area and it is not intended to be restrictive. Most of the development sites along the canal are of low ecological interest and so we do not anticipate that there will be any conflict between development and ecology.

Recommendation: Rejected.

Comment: Appraisal Section 1.7 Green Infrastructure. British Waterways considers Green Infrastructure is a network of multifunctional open spaces and natural assets. The definition of green infrastructure encompasses 'blue infrastructure and blue spaces' such as waterways, towing paths and their environs. The inland waterways form part of strategic and local green infrastructure networks.

Officer Re sponse: We accept that the definition of 'Green Infrastructure' should be expanded to include 'blue infrastructure and blue spaces'.

Recommendation: Accepted, amend Section 1.7 accordingly.

Comment: Section 3.0. Key Issues. Many of the bullet points reflect BW's guiding principles for waterside developments. Individual waterways and water spaces need to be viewed as an integral part of a wider network, and not in isolation. Water should not be treated as just a setting or backdrop for development but as a space and leisure and commercial resource in its own right. The 'added value' of the water space needs to be fully explored. Waterways themselves should be the starting point for consideration of the development and use of the water and waterside land – look from the water outwards, as well as from the land to the water. A waterway's towing path and its environs should form an integral part of the public realm in terms of both design and management. It is important that the siting, configuration and orientation of buildings optimise views of the water, generate natural surveillance of water space, and encourage and improve access to, along and from the water. New waterside development needs to be considered holistically with the opportunities for water-based development, use and enhancement. Improve the appearance of the site from the towing path and from the water at boat level, and enhance the environmental quality of the waterway corridor. It should be recognised that appropriate boundary treatment and access issues are often different for the towing path side and the offside.

Officer Re sponse: We agree that waterside development needs to be considered holistically.

Recommendation: Accepted, Section 2.1 of the Conservation Area Management Plan will be amended so as to reflect this.

Comment: BW would like to question who would be responsible for maintaining an (heritage) interpretation scheme? It is likely that the interpretation signs/structures would have to be sited on BW land which would require agreement with BW. Future maintenance of these would have to be secured and content agreed with BW. BW would need input on the location and type of interpretation. Interpretation signs/structures should be sited so as not to narrow the towpath restricting access for pedestrians and our machinery etc.

Officer Response: Any heritage interpretation schemes that may be installed along the canal are likely to be funded by either Section 106 Agreements or by external grants. The Council will ensure that these funding streams include funds for on-going maintenance. The installation of heritage interpretation features will only be carried out with the full agreement of British Waterways.

Recommendation: Accepted, Section 3.8 of the Conservation Area Management Plan will be revised accordingly.

Comment: Many historic canal structures have been affected by graffiti which detracts from the attractiveness of the canal and creates an atmosphere of neglect. Potential funding sources/delivery mechanisms would need to be identified to combat this issue unfortunately BW do are unable to currently commit to graffiti removal programmes. As you will aware the Government has backed BW's calls to move its waterways in England and Wales out of direct state control and into a new independent charity. This moves the waterways closer to those who use, love and live alongside them giving enthusiasts and

communities a greater role in running and getting involved in the waterways. However, while this move opens up new opportunities for charitable fundraising and tax relief benefit, this does alter BW's position in regard to delivery and funding which should be recognised within the Area Action Plan.

Officer Response: The Council appreciates that British Waterways face limitations in what they can achieve but remains committed to minimising graffiti as stated in Section 3.7 of the Conservation Area Management Plan.

Recommendation: Reject need to amend Management Plan.

Comment: The trees and green spaces along the canal provide an important green corridor in the City which should be protected and enhanced. As a statutory undertaker there are a number of exemptions from the requirement for consent in Conservation Areas or for trees covered by TPOs which apply to these works by BW. However, BW's approach is to ensure there is prior notification to the local authority clarifying the need for and workmanship of the programme.

Officer Response: The Council acknowledge the statutory undertaker exemptions that British Waterways have.

Recommendation: Amend Section 3.9 of the Conservation Area Management Plan accordingly.

Consultee: Coventry Canal Society

Comment: The Art Trail, whilst a recent addition to the canal corridor, deserves far more significant mention than that in the draft appraisal document. Save for references to a few of the installations that have been vandalised the trail is only referred to at a bullet point on page 67 albeit as a key issue.

Officer Response: We accept that greater mention should be made of the Art Trail and the works should be included as 'Features of Value' in each section of the canal.

Recommendation: Accepted amend Conservation Area Appraisal accordingly and insert a new section into the Management Plan to cover the retention and maintenance of the Art Trail.

Comment: The proposed boundary at Lady Lane should be extended to include the Salem Baptist Chapel as it had a unique association with the canal. From 1769 to 1865 adult baptisms were carried out in the canal before a baptistry was built in the chapel grounds

Officer Comment: The Salem Baptist Chapel is a Locally Listed Building which is worthy of being included in the Conservation Area.

Recommendation: Accepted, amend the Conservation Area boundary accordingly to include the chapel.

Comment: Wherever possible towpath improvements should retain, or provide where not present, a strip of soft landscaping not less than 0.5 metre wide at the water edge to allow for mooring pins to be used and to provide marginal habitat. If hard surfacing to the edge cannot be avoided then mooring rings should be installed. Without the soft strip or rings mooring boaters have no option but to put lines across the towpath causing a hazard to walkers and cyclists.

Officer response: It is important that places are provided for boaters to moor and soft verges or mooring rings should be provided.

Recommendation: Accepted, a new section will be added to the Management Plan covering the provision of moorings.

Comment: The impression is given that there is no interpretation material in place which is not correct. As part of the Greenway project completed in 2006 an interpretation scheme was installed from Coventry Basin to Sutton Stop. It includes gateway panels, access/egress point panels and heritage plaques all supported by a leaflet. This scheme can and should be retained and used as the basis for ongoing interpretation improvements keeping to the same style and format which works well. It is regrettable that as with most other canal side furniture the scheme has suffered from vandalism including destruction of some items. The management plan should address this with ongoing maintenance and replacement as necessary including the provision of adequate ongoing resources. The Coventry Canal Society, as a member of the original project team, would be more than happy to provide details of the Greenway interpretation scheme including copies of the graphics if required.

Officer response: The Conservation Area Appraisal and Management Plan need to refer to the existing interpretation material and future schemes need to build on what already exists.

Recommendation: Accepted, amend Conservation Area Appraisal and Management Plan accordingly.

Consultee: 1

Comment: To encourage the preferred development and visitors the council should identify a PRIORITY STRATEGY. My priority would be to ENHANCE UNSIGHTLY EXISTING CANAL BOUNDARIES with cost effective solutions including planting to hide ugly fencing.

Officer Response: Section 1.7 of the Management Plan covers the retention of traditional walls and hedges but a section needs to be added to the Public Realm to cover boundary treatments. The appraisal also needs to highlight areas where the boundary treatments are particularly poor.

Recommendation: Accept; revise the Conservation Area Appraisal and Management Plan accordingly.

Consultee: 2

Comment: Despite the Art Trail project, completed some years ago, Coventry Canal remains one of the city's great under-sold assets. I am supportive of any move to raise its

profile and enhance its qualities. I would urge the Council, however, to go out of its way to encourage development (of the right kind) along its banks. Without that it will never become the well-known and much valued heritage asset that it should be.

Officer response: The objective of declaring the Conservation Area is to conserve and enhance the canal and to promote it as an asset to the city.

Recommendation: Accept.

Consultee: 3

Comment: Taylor John's house, located in the Coal Vaults, is basically Coventry's 'Cavern' and brings artists of world-standing into Coventry as well as being a focus for live music/film/poetry & drama in an exciting setting. This is fundamentally an arts centre and education facility with bar not the "bar and nightclub" mentioned in the document.

Officer Response: It is incorrect for the Conservation Area Appraisal to refer to the Coal Vaults as a nightclub and this should be amended to reflect its use as an arts venue.

Recommendation: Accept, revise Conservation Area Appraisal.

Consultee: CDP

Comment: The canal area has survived more by chance than design, yet there have been some poor quality development and inappropriate alterations. This proposal is long overdue. I think they should be extended to include the site of the former Daimler factory, including the offices on Sandy Lane, Merrick Lodge Hotel and the houses next door up to Elmwood Court.

Officer response: The former Daimler site only has a relatively small frontage on to the canal and this has already been included within the Conservation Area. We feel that including the whole of the Daimler site is not appropriate to conserving and enhancing the canal as it does not directly affect its setting. The buildings on Sandy Lane and St Nicholas Street which are also mentioned have architectural merit but are some distance from the canal and are not historically linked to it and we do not feel these buildings can be included. However the area adjacent to the Daimler Power House, which is next to the canal should however be expanded slightly to protect the setting of the Locally Listed Building.

Recommendation: Partly accept; expand area around the Daimler Power House.

Consultee: 4

Comment: In new developments public access to the off-side of the canal should NOT be provided. This should be kept as private gardens to provide a good view for those on the tow path (rather than just looking at another path). If public access to the canal is required from new developments on the off-side this should be by a foot bridge to the tow path.

Officer response: The creation of new areas of attractive public realm on the off-side of the canal as part of new developments is one of the key aspirations of the Conservation Area. It is intended that new homes and businesses maximises the potential of the canal side location.

Recommendation: Reject.

Comment: End of garden moorings should be provided where possible for residents to give life to the canal - but no other long-term moorings.

Officer response: The provision of mooring sites along the canal is to be encouraged.

Recommendation: Accept, amend Management Plan accordingly.

Consultee: 5

Comment: I don't feel that they (elements of the Management Plan) are strong enough. For instance, it still allows developers to demolish buildings of interest and it seems it may be allowed so long as pictures etc have been taken. Planners have a habit of thinking the proposed building is in character and of value to an area and they are often not. Also, there is not enough positive action to remove things that are pointed out as inappropriate, such as the large advertising hoardings near the canal basin on the Foleshill Road and metal boundary panels.

Officer Response: Section 1.6 of the Management Plan does state that the demolition of buildings will only be allowed where they are not of interest, while Section 1.9 states that buildings of interest should be recorded prior to demolition. We accept that this does seem contradictory and should be amended so that it is clear that just because a building can be recorded does not mean that it can be demolished. The Council should also pursue the removal of advertising hoardings where permission has expired.

Recommendation: Accept, Section 1.9 of the Management Plan should be revised and Section 3.6 should be amended to cover the removal of advertising hoardings.

Consultee: Inland Waterways Association

The Warwickshire Branch of The Inland Waterways Association is pleased to give its support to the proposal from the council Conservation department that the City of Coventry should create a Conservation Area along The Coventry Canal and adjacent areas of architectural, social and natural historical importance. We feel this proposal would be an important first step in improving the city environment when approached from the Hawkesbury Conservation area to the north. Following on from the creation of a conservation area we would hope that other council departments such as Tourism and Business Development, together with other concerned parties and developers would continue to support the proposal with sympathetic development, new uses and publicity, without which the canal would become little more than a linear water feature.

Following an excellent presentation from Christopher Patrick and reading the appraisal document and management plan many of our members were pleasantly surprised to see just how much excellent redevelopment, green space creation and new construction, much of quite high architectural merit, had already taken place over the five and a half miles to Hawkesbury.

Comment: Unfortunately there is little to attract boaters for long term or regular use of the terminal basin. In the past, a quick dash to the basin, purchase a commemorative plaque from the then Rangers Hut and possibly a short visit to the city centre was all that would be attempted before returning to the more congenial and populous Hawkesbury Junction/Greyhound Inn area for a longer stay. We feel that much more could be made of

this area and hope the Bishop Street redevelopment will go some way to achieve this end. A good connection to the city centre is urgently required, the present bridge being unsatisfactory for many potential users. We feel a road-level crossing will not work nor be safe or attractive to pedestrians over such a busy and congested road. Also clearly signed and well lit walks to the city gates, Motor Museum, Herbert gallery and also the theatre and sports centre would benefit this rather, at present, unattractive area. The basin area also needs bringing back to life, perhaps with a pub/restaurant to rival the iconic "Greyhound" at the other end of the corridor. A building such as "The Admiral Codrington" which is crying out for redevelopment could, with the right management, fulfil this requirement. There are many bars and cafes in the city centre but many of these are aimed at the student or young professional market or have rather unsavoury reputations.

Officer response: The Council accepts that the Canal Basin needs to be a vital and active area and currently it is currently under performing. It is intended that the Bishop Gate development will help link the basin to the rest of the city centre drawing more people into the area. The current bridge across the ring-road is unpopular and that the at-grade crossing proposed as part of the Bishops Gate scheme would provide a safe and attractive alternative in order to link the basin to the city centre.

Recommendation: Accept that new businesses are needed in the basin to draw visitors in and that linkages to the rest of the city centre need to be improved.

Comment: This scheme would present an ideal opportunity to work with Sustrans to convert some or all of the towpath into a safe and environmentally friendly cycle route into the city from the north to link up to the National Routes that already exist in the northern half of the area. Should this occur and hard surfacing be laid down we would request either soft strips into which boaters could drive the steel pins used for mooring or that rings or bollards be provided at suitable intervals. Long lengths of the Grand Union Canal at Leamington Spa are completely hard surfaced with no rings etc. making them unusable for boats to moor and so preventing many more visits to the town centre by passing boaters. Likewise the lack of offside moorings and clear pedestrian routes makes access to Tesco and the other stores by the Ricoh Arena an unattractive prospect and must reduce possible trade. Had the original plans for this area been followed through this would have been an easy market for boaters who have limited shopping access in many towns and cities that turn their backs on their waterways.

Officer response: The Council's Transportation Officers are currently pursuing options to upgrade the tow path from Stoney Stanton Road to the Canal Basin. Any upgrading will be designed so as to allow steel pins for mooring to be used or provide mooring rings. New developments on the off-side of the canal will be encouraged to provide moorings for boaters.

Recommendation: Accepted, a new section will be added to the Management Plan to cover the provision of moorings.

Comment: Apart from the poor amenities in the basin and into the adjacent Bishop Street area, a major factor that deters boaters from using to basin more is the lack of secure moorings south of Hawkesbury. Whilst it may be impractical to provide safe, fenced, moorings in the basin it would not be difficult or expensive to include secure mooring as "safe-havens" with limited time stays to prevent any unwanted long term usage, at offside (non-towpath) developments or existing wharves at regular distances along the route. Say approximately $\frac{1}{4}$, $\frac{1}{2}$ and $\frac{3}{4}$ distance from the basin. Areas such as Gas Street in Birmingham and in the centre of Droitwich on the newly opened canal are well used by

boaters who have a safe place to leave their, often very expensive, boats and provide a colourful and vibrant tone to the townscape for residents and tourists alike.

Officer response: The Council accepts that there is a need for secure moorings to encourage the usage of the canal.

Recommendation: Accept, a new section will be added to the Management Plan on the provision of moorings.

Consultee: The Coventry Society

The Coventry Society applauds the City Council for producing this draft plan. The canal corridor is a valuable resource for various reasons and our response albeit brief, comments on some of its aspects.

Comments: We endorse the Council's wish to retain the historic character of the canal. Its heritage is largely industry based and while there are clearly areas where nature has taken over, we consider that the right balance should be taken. Otherwise industrial/commercial sites will often be overwhelmed by the greenery.

Officer Response: We accept that there is a need to balance green infrastructure and ecological requirements with the need for development along the canal.

Recommendation: Accept.

Comment: We agree the towpath needs to be made more accessible and safer. There appear to be opportunities to make the canal more pedestrian friendly from Foleshill Road through to Cash's Lane.

Officer response: The Council are currently investigating the potential of upgrading this section of tow path to a cycle route.

Recommendation: Accepted.

Comment: We agree that the former Central Depot site at Bishopsgate Green should be within the Conservation Area. It is hoped this will lead to an appropriate residential development to complement the industrial atmosphere of Electric Wharf.

Officer response: The area between the canal and the Foleshill Road has been specifically included within the Conservation Area with the intention of securing a development to complement Electric Wharf and the canal.

Recommendation: Accepted.

Comment: We agree that large advertisement hoardings spoil the canal setting at key points, like the Foleshill Road near to Drapers' Field bridge.

Officer response: The Council will look to prevent the erection of further hoardings and investigate the removal of those currently insitu which are felt to have a negative impact on the areas.

Recommendation: Accept.

Comment: Landowners and residents need to be aware of the historic nature of their area. This might prevent the despoiling of architecturally significant buildings and their setting. The suggested heritage interpretation scheme should be brought forward at the first opportunity to help raise awareness of the possibilities to enhance properties and streets adjacent to the canal.

Officer response: Section 3.8 of the Management Plan relates to interpretations schemes; it is likely that any schemes would be dependent on grant funding or S106 contributions from developers.

Recommendation: Accept.

Comment: We are surprised that some buildings like the Daimler Powerhouse are not on the Statutory List.

Officer response: Section 1.8 of the Management Plan states that significant buildings will be put forward to EH for Statutory Listing.

Recommendation: Accept.

Comment: The Society is in general agreement with the draft proposals. However, just as the Canal Society many years ago worked hard to make the waterway navigable through its voluntary workforce, to a large degree the future success of the proposals will require local people to formally and informally become guardians of this important heritage resource.

Officer response: The work of groups like the Coventry Canal Society is crucial in maintaining the canal and we will continue to seek their input to inform the future of the Canal Conservation Area. In the present financial climate the work of volunteers as guardians of heritage and the environment takes on even greater importance and is to be encouraged

Recommendation: Accept; add a section to the Management Plan on community participation.

Consultee: Canal Basin Trust

Comment: The Trust continues to maintain that part of the canal basin which we control – the warehouses and the public garden area that the toilet block is situated on. There are a great many birds nesting in the ivy that covers the containing wall (extension of the bridge). The ivy is very thick now and we are planning to trim it back at some stage, taking care not to disturb the nesting birds. We currently have several volunteers who look after that public garden and a company ‘Beechwood’ carry out maintenance work on the garden over many years. If the conservation area scheme is likely to impact on the basin garden in any way I would be grateful if you could let me know.

Officer response: The work carried out by the Canal Basin Trust is an exemplar of what the Council would like to see elsewhere along the canal

Recommendation: Accept.

Consultee: English Heritage

Comment: In this case I would judge that the Canal within the Coventry City boundary is most certainly an area of special architectural or historic interest and that it is desirable to preserve or enhance its qualities and significance. Brindley's canal is of historic significance in itself and the canal side includes some of Coventry's most important historic industrial buildings and sites along with some examples of good recent architecture and urban design. The Canal's architectural and historic significance and quality compare well with other canals in the West Midlands that have been designated as conservation areas.

A further element that I would suggest makes the Coventry Canal significant is the association of the part of Coventry through which it runs with George Eliot. Her novel *Middlemarch* is regarded as one of the highest achievements of English literature and is a picture of a town in the 1830s on the cusp of industrial growth and change. Eliot must have known the Canal well and it is not fanciful to suggest that it is part of the imaginative landscape of that great novel.

English Heritage supports the designation of the Coventry Canal as a conservation area.

Officer response: The presence of George Elliot's home in close proximity to the canal is noted and will be mentioned in the history section of the Conservation Area Appraisal.

Recommendation: Accepted, the Conservation Area Appraisal will be amended accordingly.

Consultee: Warwickshire Wildlife Trust

Comment: Warwickshire Wildlife Trust and Coventry City Council (Park Rangers) have been working on a partnership project over the last 4 years focussed on water vole conservation. The water vole (*Arvicola amphibius*) is a wetland mammal that is now very rare and protected by law in the UK (it is also an LBAP Priority Species). One of the strongest colonies left in Warwickshire is on the Ashby Canal – this colony now stretches past the Marston Junction and onto the Coventry Canal (in both directions). Water voles are now present very near to the Hawkesbury Junction and the proposed Conservation Area. We also think that water voles are still present (albeit in very low densities) on several watercourses in the city centre, including the River Sowe at Longford Park.

The Coventry Water Vole Project has so far seen habitat improvements on watercourses with volunteers, through practical days run jointly between the Trust and the Council (i.e. controlling the invasive non-native plant Himalayan balsam), but we are also monitoring wetland mammals, especially the invasive non-native American mink, in order to protect water voles. It is widely accepted that both the presence of mink and habitat loss / fragmentation are the main reasons for the decline in water voles. Mink are present in Coventry and we have found signs of this animal on the Coventry Canal.

We have recently been awarded some funding by the Environment Agency to carry out work on the River Sowe at Longford Park and potentially on the canal to look at some low-cost habitat improvements, as well as to work with landowners / land managers to help coordinate mink monitoring and control. The Coventry Canal is an important corridor and link for wildlife, especially water voles, and the Coventry Canal between Hawkesbury Junction and Longford (where the River Sowe and the canal cross) is therefore a vital

area for water vole conservation and key to the survival of this endangered species (i.e. linking populations on the canal with ones on watercourses in Coventry and further a field on the River Avon). We would therefore really like to see something in the appraisal about how important this area is for water voles, as well as some practical management objectives in the management plan. Objectives that looked at setting up / promoting mink monitoring and control along this stretch of the canal, as well as work that would re-naturalise some artificial sections of the canal bank (through the removal of concrete or installation of coir rolls along areas of hard piling) would help to reduce habitat fragmentation and improve the green / blue corridor for water voles and other wildlife, as well as increasing the botanical diversity and aesthetics of the canal side.

Officer Response: References will be added to the Conservation Area Appraisal on the potential for water voles in the Longford area. A section will be added to the Management Plan supporting the naturalising of the canal bank with coir rolls.

Recommendation: Accepted.

Comment: Perhaps give an example of the range of species present, such as protected and LBAP Priority Species (for example, otters are present on the canal).

Officer response: Section 1.6 of the Conservation Area Appraisal will be amended to include information on the species present along the canal.

Recommendation: Accepted.

Comment: Sections 1.3 / 1.6 - 1.7 / 2.10 - 2.11: there could be a reference to the link and connectivity between the canal and the River Sowe and more of a reference to the canal as an important migratory route and corridor for wildlife (especially the bank side vegetation and hedgerows) and why it's important. Also a mention about invasive non-native species such as American mink and Himalayan balsam.

Officer response: The Conservation Area Appraisal will be amended to include information on the role played by the canal as a migratory route for wildlife and about invasive species.

Recommendation: Accepted, revised appraisal document accordingly.

Comment: At the moment there are proposals for wildlife under (3) The Public Realm, but we would like to see more of an emphasis on this, for example a separate section on the protection of the natural environment, as there is for the protection of the historic environment (1). There could also be a reference to the existing Coventry Water Vole Project (in 2011 and 2012 this will be a joint project between the Environment Agency, CCC and Warwickshire Wildlife Trust) and the inclusion of proposals for mink monitoring / control and habitat improvements for water vole conservation (widening the existing project to work with British Waterways and the Living Environment Trust).

Officer response: It would seem appropriate to include a separate section in the Management Plan on the Natural Environment.

Recommendation: Accepted.

Comment: Under (2) The Design of New Development, it states that new developments should enhance the amenity value of the canal – could new developments also aim to enhance the ecological value of the canal? (e.g. through work to re-naturalise sections of unsightly concrete / metal banks).

Officer response: Section 2.2 of the Management Plan will be amended to include the enhancement of the canals ecological value.

Recommendation: Accept.

Comment: Perhaps there could be proposals to set up an independent Friends of the Coventry Canal Group, carry out educational / community work, or further improve access, interpretation and publicity regarding the canal and its natural and historic environment.

Officer response: A section will be added to the Management Plan supporting community involvement.

Recommendation: Accept.

Consultee: 6

Comment:

At no point in the documents is it stated why the conservation of the industrial heritage of the canal is the best option to ensure a bright future for it. No alternatives are given, let alone a cost-benefit analysis of different options. The canals' history is based upon industry, but this was superseded by the railways and roads a century or more ago, leading to its long term decline. The retention of the historical buildings and industrial usage around the canal has not led to an improvement in its fortunes up to now, so why will they suddenly be beneficial in the future? If the current buildings etc had appeal or were of use, they would surely have been reused by now? If historic buildings can be adapted cost-efficiently so as to be as functional and efficient as modern buildings and generate commercial interest then they should be retained. If not, they should be removed so as to make way for modern developments to breath life into an under-utilised jewel. Which is more important for the city of Coventry – building a future or keeping reminders of glory days long gone? It appears to me that this is preservation for the sake of preservation, without any long term plan as to how it will improve or enhance the economy of the city/region. It would appear that by aiming to conserve the canal as a monument to its history, the long-term plan is to spend a great deal of money preserving structures for very little, if any, actual benefit.

Officer Res ponse: The purpose of declaring the Conservation Area is not to preserve areas in aspic, but to preserve those elements that make a positive contribution to the environment and then enhance them with new development. It is not about old versus new, it is about integrating them to create attractive and locally distinctive places. The industrial buildings along the canal clearly contribute strongly to the distinctive local character of the canal and play an important role in telling the story of Coventry's industrial heritage. The majority of the buildings along the canal are in use or have been successfully adapted to new uses such as Electric Wharf.

Recommendation: Reject.

Comment: A great deal of the land surrounding the canal remains industrial in use. Many successful redevelopments of waterways have moved away from industry to find a viable usage. For example, the London Docklands has moved into offices for finance and Birmingham's Brindley Place focuses upon entertainment. Many of the older canal buildings are not ideal for such usages. Coventry, being landlocked with few natural watercourses, should consider the canal an extremely important amenity, but at the moment it is vastly under-utilised and is nowhere near reaching its potential. Proximity to watercourses can be a big attraction for developments and utilising much of the canal-side for quality, desirable housing and apartments, such as Electric Wharf, could bring many benefits. It would be a good selling point to entice higher earners working in Coventry, but living outside the city in towns like Warwick and Leamington, to move into the city and thus improve Coventry's demographics. This then entices a greater variety and better standard of amenities and services to the city. It would reduce the economic disparity between the north and south of the city if higher earners could be enticed to live in the northern areas where the canal is situated, helping alleviate some of the social issues this area faces. It would also help towards providing new homes without the need to build on virgin land, as well as give the canal a new lease of life. Not all the canal-side could be utilised in this way due to the canal being at a different elevation to its surroundings in some places, and awkward plots of lands created by the contours of the canal, but much of it would be viable.

Officer response: It is intended that the Conservation Area promotes new development as by combining historic buildings with innovative new development as illustrated with examples like Brindley Place and Electric Wharf.

Recommendation: Accept.

Comment: Features such as mileposts, rubbing posts, art installations and possibly old chimneys could be retained as historical reminders and visual markers as they don't take up a great deal of floor space. However, as the chimneys would not be in use, if they were to start to fall into disrepair restoring them would not make economic sense. Should this occur it could be more cost-efficient to use the space the chimney occupied for art installations or floral displays etc, indicating the history of the canal, than to repair the chimneys. Some of the brick boundary walls cut off the canal visually and abet anti-social behaviour. In these areas the walls should be considered for removal to make the area

Officer response: Features like those listed contribute to the local distinctiveness of the canal and

Comment: Items along roads and bridges such as the advertising hoardings are very unsightly and should be removed if possible, as should unattractive boundary markers like metal fencing and palisades, and barbed wire.

Officer response: The Conservation Area will seek to ensure that boundary treatments are attractive and contribute to the character of the canal.

Recommendation: Agreed.

Comment: The old brick bridges are on the whole much more aesthetically pleasing than newer metal ones and should be cleaned and retained. In some cases the city would benefit from roads (such as the Foleshill Road) being widened to improve traffic flow to/from the city centre ring road to the A444 or M6. The bridges would be too narrow for this widening and would create bottlenecks. Therefore new bridges would be needed

to be constructed next to existing ones to keep traffic flowing, although these could easily be designed so as to be sympathetic with the older ones.

Officer response: Historic bridges are to be retained and any new bridges would be required to be built in a sympathetic style.

Recommendation: Accepted.

Comment: There are complaints within the document about certain old buildings being unsympathetically modified with items such as satellite dishes, uPVC glazing and concrete roof tiles. It is worth noting as a general rule that those buildings with modifications are still in use, whereas those without are not. Is it better for them to be adapted and in use, or original and derelict? Imposing such constraints will almost surely lead to many more of the older buildings falling further into disrepair and dereliction as fewer people will be willing to try and utilise them, favouring newer builds elsewhere. Using similar materials etc. for repairs will cost more to source and buy; be more expensive to fit as they will need more specialist skills; more expensive and time-consuming bureaucratically with the need to check that the repairs are acceptable; more expensive to run as the materials would be less efficient than modern materials, more likely to result in the building not being ideal for the desired purpose due to restrictions on interior changes. No such restrictions are in place on houses built between the 1930's and 1950's because it is impractical and inefficient to do so. If such housing were suddenly not allowed double glazing/central heating etc. because they were not original features, many residents would look to move into more modern housing where they could benefit from these 'mod-cons', leaving huge numbers of houses unoccupied and unsellable. Other long-standing historic structures, especially things such as stately homes, have seen changes over the centuries to take advantage of modern technology and reflect modern trends and this has extended their useful life greatly.

Officer response: The Conservation Area does not mean that we are expecting people to live as Victorians without central heating, but to encourage properties to be modified in ways that preserve the historic character and improve their performance as buildings. For example traditionally built buildings need to be able to breathe and evaporate moisture from their walls, non-breathable renders and pebble-dashing frequently result in exacerbating the damp problem they were intended to solve. Concrete tiles are heavier than the clay tiles or slates they replaced and often result in sagging roofs or structural problems as the building cannot support the extra weight. Perfectly good timber windows are frequently taken out when they have many years of life left in them and are replaced by upvc windows which have short lifespans, are made from oils and cannot be recycled. There is no evidence to support the assertion that sympathetic modifications would be more expensive, harder to do or more bureaucratic for home owners.

Recommendation: Reject.

Cabinet
Council

19 June 2012
3 July 2012

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources) - Councillor Duggins

Director Approving Submission of the report:

Assistant Chief Executive

Ward(s) affected:

None

Title:

Council Plan – Performance Report 2011/12

Is this a key decision?

No

Executive Summary:

The Council Plan, setting out a revised vision and objectives for 2011 – 2014 was approved by Council in June 2011. This is the performance report for 2011/12 which identifies baseline performance information for a key set of headline indicators and looks at the progress that has been made during the first year of the plan.

Recommendations:

Cabinet is asked to:

- (i) Provide feedback on the style of the summary report and the links to related performance information so that further improvements can be made.
- (ii) Recommend to Council to approve the end of year performance report.

Council is asked to:

- (i) Approve the recommendations from Cabinet.

List of Appendices included:

Appendix A – Council Plan, End Year Performance Report 2011/12

Other useful background papers:

Council Plan 2011-2014

<http://cmis.coventry.gov.uk/CMISWebPublic/Binary.ashx?Document=19066>

Progressing the Council Vision and Objectives – First half year performance report
<http://cmis.coventry.gov.uk/CMISWebPublic/Binary.ashx?Document=20214>

Equality Act Specific Duty and Measuring Equality Outcomes
<http://cmis.coventry.gov.uk/CMISWebPublic/Binary.ashx?Document=21088>

Has it been or will it be considered by Scrutiny?

No

The content of this report will be discussed at the Annual Performance Seminar for all elected members on 18 June 2012. The report will be reviewed by Scrutiny Members to identify implications for their work programmes during 2012/13.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes – 3rd July 2012

Report title: Progressing the Council vision and objectives – first year performance report

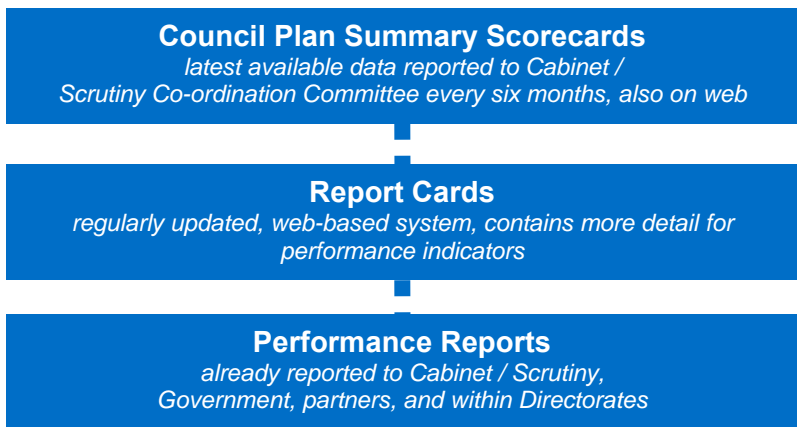
1. Context (or background)

1.1 The Council Plan, setting out a revised vision and objectives for 2011 – 2014 was approved by Council in June 2011. This report identifies baseline performance information for a key set of headline indicators and looks at the progress that has been made during the first year of the plan. This builds upon the half year progress report presented to Cabinet in November 2011.

2. Options considered and recommended proposal

2.1 This report sets out the arrangements endorsed by Cabinet in November 2011 for reporting progress on the Council Plan and for making performance information more accessible to a wider audience including public, partners and senior managers.

2.2 The reporting arrangements consist of three levels.



2.3 The performance report presents a high level summary of the key messages arising from the first year review of the Council Plan. The information is presented through the summary scorecards of which there is one for each of the following Council priorities; for jobs and growth; for better streets and pavements; to protect our most vulnerable residents; to support and celebrate our young people and we will transform the council to enable us to deliver our vision and objectives. The performance report is attached as appendix A.

2.4 The summary scorecards present the latest available performance data and also highlight anything that is new over the previous six months. Where previous year's data is available and/or comparisons with the national/ regional rate exist, this has been used to assess progress. Where the indicator is a new measure for 2011/12, it will set the baseline for future comparison.

2.5 The summary scorecards contain links to web based report cards; these provide more detail below the headline indicators and include performance trends and targets. There are also links to other performance reports which are published for Cabinet Members, Scrutiny Boards and for Central Government; these are made available through a Calendar of Performance Reports and give context and the story behind the headline indicators. The web based information is being published for the first time in June 2012 and more information will be added over the next twelve months.

- 2.6 The end of year report includes an assessment of progress in relation to the Council's values; these are: being honest, fair and transparent when we make decisions; working with residents and partners to get things done; celebrating all that's good about our city and its future. One of the objectives is that information will be readily available and easy to understand, the development of the performance reporting arrangements described above contribute to this objective.
- 2.7 Under the specific duty requirements of the new Equality Act, the Council was required to set equality objectives which were specific and measurable and set out how these would be reported. The approach below was approved by Cabinet Member, Community Safety and Equalities on 22 March 2012.
- 2.8 The Council Plan aims to promote equality of opportunity through all four of its priorities and one of these priorities specifically aims to protect the city's most vulnerable residents. The Council has twenty two objectives in its Council Plan and the majority of these have a significant impact on equality in the city, as a result these have been determined to be the Council's equality objectives for the three years of the current Plan. To measure progress on these equality objectives, in addition to the overall performance indicators that have been identified to track progress on the Council Plan, progress on specific equality measures has been included and summarised in the end of year performance report 2011/12, appendix A.

3. Results of consultation undertaken

- 3.1 The reporting framework is being developed in response to feedback from elected members, managers and employees. A recent evaluation of the performance management framework using individual interviews, focus groups and questionnaires has helped to identify areas for further development to help to make sure that performance information is available to the right people at the right level and that information is collected as effectively as possible.

4. Timetable for implementing this decision

- 4.1 This report is the top level summary of the reporting framework. Feedback on the content and format will be welcomed so that improvements can be identified for future reports. The next half year progress summary report will be presented in November/ December 2012, the web based reporting system will be updated on a regular basis so that it contains the most up to date performance information.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

The reporting arrangements are being developed around the existing performance management system. Whilst there will be some ICT changes needed to improve web access to performance information it is unlikely that this will be at additional cost.

5.2 Legal implications

The Council Plan forms part of the Council's Policy Framework and Cabinet are required to ensure that it is appropriately implemented and monitored. In October 2010 the Government announced changes to the national performance framework for local government, removing the requirement to monitor and produce Local Area Agreements and replacing the National Indicator Set with a single comprehensive list of all the data that it expects local government to provide to central government. This has meant that there is now more flexibility to select performance measures and to determine arrangements that meet the Council's priorities at a local level. This report describes the way in which the reporting arrangements are being developed for the Council Plan. These arrangements will need to take account of the Government's Code of Recommended Practice for Local Authorities on Data Transparency.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / council priorities (council plan/scorecard) / organisational blueprint / (or Coventry Sustainable Community Strategy)?

This report measures progress in relation to the Council Plan 2011- 2014 vision, objectives, values and ways of working.

6.2 How is risk being managed?

The performance management framework helps the Council to manage risk by systematically measuring progress in relation to the priorities of the Council Plan. This means that areas where good progress is being made can be identified, as well as those areas where progress is not as expected and where corrective action may be needed.

6.3 What is the impact on the organisation?

The Council Plan vision and objectives impact on all of the Council's Directorates. Effective performance management arrangements at all levels will help to ensure that the Council's priorities are delivered.

6.4 Equalities / EIA

Planning and reporting on the Council priorities and objectives will have due regard to the duty under section 149 of the Equality Act 2010 and the need to; eliminate unlawful discrimination, harassment, victimisation; meet the needs of people regardless of their background and encourage all people to participate in public life or in other activities where their participation is low. The equality objectives and reporting arrangements are described in paragraph 2.7. The Council consulted with local Equality groups when setting the equality measures linked to the Council Plan.

6.5 Implications for (or impact on) the environment

The Council Plan includes the objective...we will make the best use of all our resources and the council's carbon footprint is reduced. Progress will be measured through energy use in council buildings and schools and the CO2 emissions over the Local Authority Operations.

6.6 Implications for partner organisations?

The reporting arrangements will also be developed to support the monitoring of progress of the Sustainable Community Strategy. Whilst this report reflects progress against the Council's priorities, it also includes actions and measures where the contribution of partners is key to their delivery. The contribution of partners is reflected in individual summary scorecards.

Report author(s):

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Contributor/approver name	Title Directorate	or organisation	Date doc sent out	Date response received or approved
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Surindar Nagra	Policy and Communities Officer	Chief Executive's	8 May 2012	8 May 2012
Martin Yardley	Director	City Services and Development	18 May 2012	
Colin Green	Director	Children Learning Young People	18 May 2012	
Bev Messinger	Director	Customer and Workforce	18 May 2012	
Brian Walsh	Director	Community Services	18 May 2012	
Chris West	Director	Finance and Legal	18 May 2012	
Fran Collingham	Assistant Director	Chief Executive's	18 May 2012	23 May 2012
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Other members				
Names of approvers for submission: (officers and members)				

Finance: Neil Chamberlain	Finance Manager	Finance & legal	9 May 2012	9 May 2012
Legal: Clarissa Evans	Commercial Team Manager	Finance & legal	9 May 2012	10 May 2012
Director: Jos Parry	Assistant Chief Executive	Chief Executive's	18 May 2012	
Members: Cllr G. Duggins	Cabinet Member		18 May 2012	18 May 2012

This report is published on the council's website:
www.coventry.gov.uk/councilmeetings





Council Plan End of Year Performance Report 2011/12

Corporate Performance Team
Policy, Partnership and Performance
Chief Executive's Directorate
Coventry City Council

19 June 2012

Key

A number of symbols are used in this Performance Report to illustrate the progress made by the Council, and the Council's performance towards the targets set against each of the headline indicators. The symbols and their meaning are set out below.

Symbol	Progress	Target
	Indicator progressing in the right direction (towards target)	On-target
	Indicator moving in the wrong direction (away from target)	Off-target
	Indicator progress is similar or unchanged	
	Not available	

Coventry, proud to be a city that works...

The Council Plan 2011 to 2014 was approved by Council in June 2011. The end year report consists of a high level summary of the key messages arising from the first review of the Council Plan; and a summary scorecard for each priority that presents the latest available performance data, and highlight activity undertaken over the year. Where the previous year's data is available, or where a comparison with national/regional data can be made, this has been used to assess progress. Where the indicator is new this year, this will set the baseline for future comparison.

... for jobs and growth

Preliminary data from the Office of National Statistics shows that the UK economy shrunk for two consecutive quarters in October – December and in January – March. This was true across almost every sector of the economy. The Council is working to boost confidence in the local economy. It is promoting inward investment and supporting the development of local enterprises to achieve jobs and growth in Coventry, despite year on year cuts to Council budgets. The £7m of Coventry 2012 public realm works (£3.5m funded by the Council) is nearing completion and plans are being made to redevelop the City Centre South. The Coventry Job Strategy 2011-14 aims to secure job opportunities through investment; help people get jobs; and help people improve their skills. Many of the targets in the job strategy have already been achieved and work is underway to review targets for the next two years.

... for better pavements, streets and roads

Some 79 miles of the city's roads were resurfaced during 2011/12 and the coming year will see the treatment of a further 74 miles of carriageway. The planned footway repair programme to treat 57 sites also represents a significant investment in footway maintenance for the coming year. Despite a general increase in litter in 2011/12 the level of street cleanliness was maintained although the improvement target was not met. There was a 5% increase in fly tipping as compared with last year, whilst commercial fly tipping remained static the increase was seen in domestic fly tipping. The amount of household waste recycling and composting remained similar to last years performance and the target to increase has not been achieved, on the other hand the amount of residual waste collected has reduced and performance was better than expected.

... to support and celebrate our young people

Young people in Coventry have made good progress in their GCSEs. Results for 2011 show that 54.7% of Coventry's young people achieved five good GCSEs, that is 5 A*-Cs including English and Maths. Coventry's results have improved at a faster rate than the England average and the gap has narrowed to 3.5% in 2011 from 6.8% in 2007. The number of teenage conceptions is showing a reduction based upon 2010 figures. The Council has set a target to reduce the number of looked after children in Coventry over a three year period, to between 450 and 500 by September 2015. During 2011/12, the number of looked after children did fall to 565 at the end of December 2011 from 585 on 1 April 2011. However since then numbers have again risen to 595 at 31 March 2012, reflecting continuing high levels of need to protect children in the city. The fundamental service review and service changes including improving early interventions and prevention services should help the Council achieve the reduction in looked after children.

... to protect our most vulnerable residents

The lack of growth in the national economy and employment along with the government's fiscal policies are impacting on the income of Coventry residents. The impact of welfare reform, including changes to housing benefits, is also having a negative impact on the income of households in the city. The Council is continuing to assess the impact of these economic and policy changes on Coventry residents and any increased demand on its services. The Council has been working closely with NHS Coventry on the transfer of the responsibility for Public Health to the Council. Data shows that the gap between the life expectancy at birth between 10% most deprived areas and 10% least deprived areas was 11.7 years for males and 7.9 years for females. Coventry's programme of stopping smoking services has increased the number of quitters and has been targeting groups more resistant to stopping. The level of adult obesity is a major public health concern and the Healthy weight programme is now in its third year and supported by the Coventry Health Improvement Programme. Overall crime has reduced by 10.9%, and has reduced in every category except most serious violence which has increased by 4.7%.

The way we work: we will transform the Council to deliver our vision and objectives

The Council has to respond to a number of major challenges over the next three years. This includes the introduction of new government legislation which will impact on the way in which services are delivered in the future; changes in the way local government is financed; and the continuing need to make large financial savings in order to achieve a balanced budget in future years. In 2011/12 the revenue expenditure has been £0.5m less than the budget and capital expenditure has also been lower than expected, leading to less borrowing than originally planned. The budget report on 21 February 2012 set a balanced budget for 2012/13. It is anticipated that the target savings of £12.6 million from the Council's Fundamental Review Programme have been delivered. Further services have been migrated into the Contact Centre making it easier for customers to access services through a single contact point. The sickness absence figure of 9.13 days per full time employee in 2011/12 is just short of the target of 9 days, this is the lowest reported outturn position for the Council.



Coventry, proud to be a city that works for...

Jobs and growth

Executive summary

This Scorecard sets out the Council's performance at the end of 2011/12 on a range of headline indicators. The key messages section focuses on performance information released in October 2011 to March 2012. Further details can be found on the Report Cards available online at: www.coventry.gov.uk/performance/

Key messages

Preliminary data from the Office for National Statistics¹ shows that the UK economy shrunk for two consecutive quarters; in October-December and in January-March. This was true across almost every sector of the economy, with a contraction in production, manufacturing and construction; and stagnation in services. This signalled that the UK economy is back in recession.

The Council is working to boost confidence in the local economy. It is promoting inward investment and supporting the development of local enterprises to achieve jobs and growth in Coventry despite year-on-year cuts to the Council's budget. To promote economic growth and attract inward investment, the Council has invested in the city's infrastructure. The £7m of Coventry 2012 public realm works (£3.5m funded by the Council, and £3.5m funded by the European Regional Development Fund) is nearing completion; and plans are being made to redevelop the City Centre South.

The Coventry Jobs Strategy 2011-14 aims to secure job opportunities through investment; help people get jobs; and help people improve their skills. The Council has, in many cases, exceeded the Jobs Strategy targets agreed by elected members. However, a lot more work remains to be done as economy remains fragile. Work is underway to review the Jobs Strategy, with revised targets for 2012/13 and 2013/14. The Council's own Apprenticeship Strategy aims to create more apprenticeships in its own workforce.

There are some encouraging signs in the local economy: the January-March Quarterly Economic Survey conducted by the local Chamber of Commerce² suggests that local business confidence is improving, with around 6 in 10 firms predicting a rise in turnover in the next year; and 2 in 5 firms looking to increase their workforce – compared to just 1 in 5 at the end of last year. Unemployment has remained relatively stable.


The Council is looking to strike a City Deal with the Government, which will give the city additional powers and funding streams to stimulate local growth; and reinvest local business rates into the economy.

Flash Facts

Actions to support jobs and growth

£212m

investment secured
(target: £20 million)

1,650 

jobs supported/safeguarded
(target: 1,000 jobs)

4,080 

unemployed people supported
(target: 1,200 people)

49 

apprentices in the Council
(target: 55 apprentices)

351 

affordable homes delivered
(target: 301 homes)

201 

empty homes brought into use
(target: 120 homes)

¹ Office for National Statistics Gross Domestic Product: Preliminary Estimate, Q1 2012 (25 April 2012)

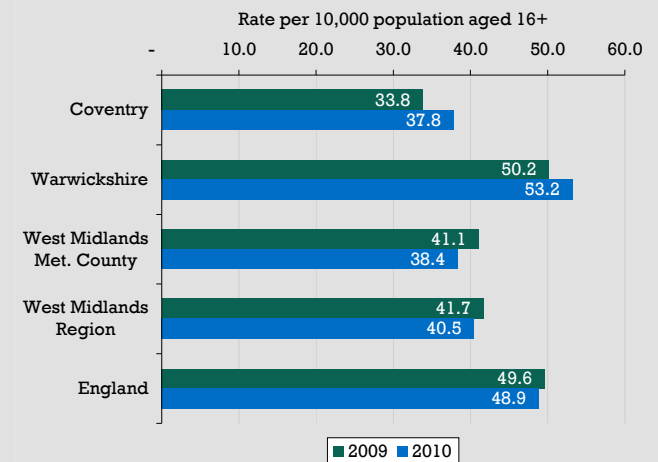
² Coventry & Warwickshire Chamber of Commerce Quarterly Economic Survey, 23 April 2012

Objective 1.1: To create jobs through the growth of business & investment in the city

The Council is ensuring that businesses continue to recognise Coventry as the right place to invest and grow. A target of £20m of investment each year has been set for 2011-14. In 2011/12, a total of £212m of investment has been secured for the benefit of the city. The Council has supported firms across the sub-region in creating some 1,650 jobs, against a target of 1,000 jobs. Whilst wider economic conditions have remained difficult, the Council helped secure investment and create new jobs by focussing on key growth sectors and ensuring that businesses continue to see Coventry as the right location for growth. Outcomes have been significantly ahead of expectations, especially in advanced manufacturing: the investment of some £130m in the Manufacturing Technology Centre out of the £212m illustrates this point.

A proxy for the birth of new enterprises is the rate of new business registrations per 10,000 people aged 16+. In Coventry, the rate has increased from 33.8 in 2009 (855 firms) to 37.8 (965 firms) in 2010; and in Warwickshire, the rate has increased from 50.2 to 53.2. This is an improvement at a time when business registrations have decreased across the West Midlands Metropolitan Area (41.1 to 38.4), the West Midlands Region (41.7 to 40.5) and England (49.6 to 48.9). The rate in Coventry, however, remains lower than regionally and nationally.

New business VAT registrations



Indicator	Coventry	W.Mids Met. Area	Progress & Target	
Business investment secured 2011/12	£212m	N/A		
Jobs supported 2011/12	1,650	N/A		
New business VAT registrations 2010; rate per 10,000 population aged 16+	37.8	38.4		

Data on business VAT registrations for 2011 expected in December 2012.

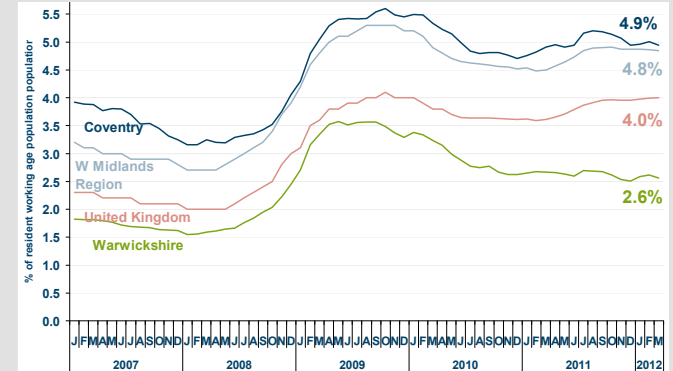
Objective 1.2: To help more residents get jobs

Coventry's Jobseeker's Allowance (JSA) claimant count was 4.9% (10,320 people) in March 2012. This is better than the figure at half-year (5.2% last September), but about the same as last year (4.9% last March). Coventry has narrowed the gap with the West Midlands Region and the UK in the number of people claiming JSA. Between March 2011 and 2012, the gap with the West Midlands narrowed from 0.4% to 0.1% (JSA claimants in the West Midlands increased from 4.5% to 4.8%); while the gap with the UK has narrowed from 1.3% to 0.9% (JSA claimants increased from 3.6% to 4.0% in the UK).

The average employment rate in the year to September 2011 in Coventry is 64.3% (136,500 people), down from 66.2% (140,500 people) in the year to March 2011.

The Jobs Strategy targets agreed by elected members last year were exceeded: the Council supported 4,080 people into employment, against a target of 1,200; and helped 1,210 people into employment, against a target of 500. Competition for jobs remains high and a City Centre Job Shop was opened so that local people have a base to gain advice and support to find work. A Youth Zone has also been established with hundreds of young people attending the shop to discuss their options with specialist NEETS advisors as well as providing access to placement and apprenticeship opportunities.

Jobseeker's Allowance claimant count



Indicator	Coventry	West Midlands Region	Progress & Target	
Jobseeker's Allowance claimant count March 2012, seasonally-adjusted	4.9%	4.8%		
Average employment rate year to September 2011	64.3%	67.0%		
Unemployed people supported 2011/12	4,080	N/A		
People helped into a job 2011/12	1,210	N/A		

The Council recognises that people with disabilities face additional barriers when seeking employment. In line with our equality objectives, the number of people supported into employment is monitored: this year, 36 people with disabilities were supported into employment.

Objective 1.3: To help residents improve their skills

In 2010, nearly one-third of the working age population aged 19+ in Coventry have a degree or equivalent (NVQ 4); over half are qualified to A-Level standard or above (NVQ 3); and over two-thirds are qualified to GCSE level or above (NVQ 2). The Coventry and Warwickshire Local Enterprise Partnership Skills and Employability Group is developing initiatives to tackle skills issues faced by local employers, to support future economic development.

Indicator	Coventry	West Midlands Region	Progress &	
			Target	
Working age population aged 19+ qualified to...				
NVQ Level 2 or higher	69.9%	67.8%	=	=
NVQ Level 3 or higher	51.9%	47.4%	=	=
NVQ Level 4 or higher	31.3%	28.2%	✓	✓

Annual Population Survey 2010, via the Data Service

Objective 1.4: Young people stay in education or find work or training

NEET aged 16-18

In December 2010, 680 young people aged 16-18 were not in education, employment or training (NEET), equating to 6% of the population. The target of 5% was missed. Coventry is, however, doing better than the West Midlands (6.2% NEET) and the England average (6.1% NEET). The number of people in Coventry aged 16-18 who are NEET has worsened from the baseline figure of 610 young people (5.8%) in December 2010.

Department for Education, 26 April 2012

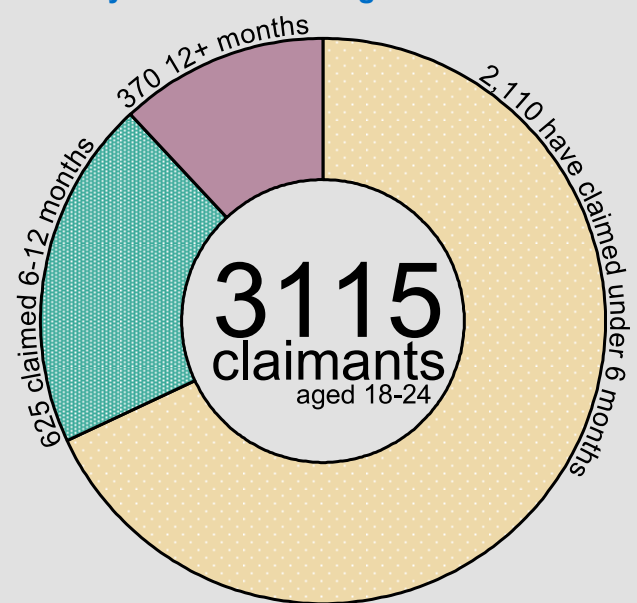
JSA claimants aged 18-24

In March 2012, 7.2% of Coventry people aged 18-24 (3,105 people) were claiming JSA. This has worsened from 6.7% (2,895 people) in December 2011; and 6.1% (2,670 people) in December 2010. Coventry's JSA claimants aged 18-24, however, remains lower than the region, which has risen from 8.5% in December 2010 to 9.8% in December 2011, and as at March 2012, it is at 10.2%. JSA is used as a proxy for NEET, as there is no reliable estimate or survey of NEETs aged 18-24.

Recognising that there are still far too many NEETs in the city, the Council and its partners are encouraging the creation of apprenticeship positions to get young people into education, employment and training. The Coventry Apprenticeship Strategy set out a target of 120 apprenticeships in 2011 to 2014, including 55 in 2011/12. 49 apprentices have been placed across the Council this year. The shortfall in achieving the target of 55 is due to delays associated with staff shortages and deciding the most appropriate places for apprentices. The Council have 9 confirmed apprenticeships due to start in the first half of 2012/13 so there is every confidence that the three-year target will be met. As part of the Strategy, there is a commitment to convert 60 entry-level posts into apprenticeships over a three year period. This year, 17 posts were converted into Apprentice posts and a further minimum of 23 are in the pipeline for 2012/13.

In partnership with the National Careers Service, the City Centre Jobs Shop has brought together a range of services for young people looking for work, through the Youth Zone.

Coventry JSA claimants aged 18-24



Target to reduce NEETs aged 16-24 by 2014 (against Dec 2010 baseline)



Indicator	Coventry	West Midlands Region	Progress &	
			Target	
% of 16-18 year olds not in education, employment or training <small>December 2011, annual survey</small>	6.0% 680	6.2%	✗	✗
% of 18-24 year olds claiming Jobseeker's Allowance <small>March 2012, monthly</small>	7.2% 3,105	10.2%	✗	✗
Apprentices on the Council's Corporate Apprenticeship Scheme	49	N/A	✓	✗
Apprenticeships with local employers and placements <small>job placements and construction apprenticeships</small>	74	N/A	✓	✓

Objective 1.5: The provision of housing to meet the needs of residents

The Council can influence housing provision to ensure that the city has both affordable and aspirational housing.

Overall housing provision

Following on from last year's *Strategic Housing Land Availability Assessment*, which set out the land supply available for housing, consultants have been working on a *Strategic Housing Market Assessment* that estimates the housing need for Coventry up to 2028. This will inform the Core Strategy, and is a crucial evidence document. Three options have gone out for public consultation from March to May 2012: 9,690 new houses (570 per year) based on trends in 1991-2011; 11,373 new houses (669 per year) based on economic growth projections; and 20,655 new houses (1,215 per year) based on Office for National Statistics household predictions.

Lower cost housing

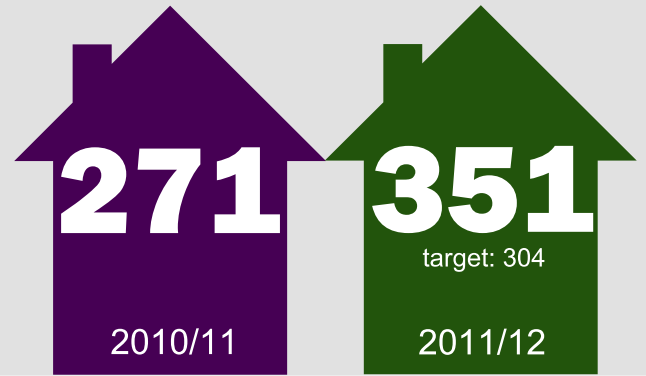
In 2012, 351 affordable homes were delivered (against a target of 304). In addition, 201 empty properties were brought back into use (against a target of 120); including 73 that have been empty for two or more years and attracting nuisance (against a target of 50).

Strategic Housing Market Assessment options



Indicator	Coventry	West Midlands	Progress & Target	
Number of affordable housing delivered	351	N/A		
Empty properties brought back into use	201	N/A		

Affordable housing delivered



Objective 1.6: To increase Coventry's share of the low carbon industry

This year, 63 businesses were supported in the low carbon sector, supporting 229 jobs and bringing in £20 million of investment. Under the Future Cities initiative, Coventry is determined to be a competitive, innovative, low carbon city of the future. The initiative encompasses integrated solutions, resource efficiency programmes, new and robust community engagement technologies, smart systems and state of the art transport.

The city is developing a district heating network, retrofitting the energy from waste plant and utilising the waste heat generated to heat civic and university buildings in the city centre. Project Heatline will initially deliver renewable low carbon energy to 16 buildings in the city centre, saving approximately 5,000 tonnes of carbon per annum. Working in partnership with COFELY District Energy, the University and others, the scheme is expected to triple in size over the first 25 years.

Indicator	Coventry	West Midlands	Progress & Target	
Number of businesses supported in the low carbon sector	63	N/A		Baseline Year
Pounds of investment in the low carbon sector	£20m	N/A		



Objective 1.7: To produce a Core Strategy for the future spatial planning of Coventry

Every Local Authority is required to produce a Core Strategy. The Strategy provides a foundation for developing important new planning policies for the city, and guides all development for the next 15 years. The Hub and Spokes plan seeks to promote: efficient use of previously developed land; innovative urban design to enhance the environment and protect urban green spaces; greater access to, and improves the viability of, health facilities and schools; focusing investment on transport routes to make sure people have safe access and can travel easily around the city; and focuses on areas in need of regeneration.

Evidence is currently being gathered from the Strategic Housing Land Availability Assessment and the Strategic Housing Market Assessment.



Coventry, proud to be a city that works for...

Better pavements, streets and roads

Executive summary

This Scorecard sets out the Council's performance at the end of 2011/12 on a range of headline indicators. The key messages section focuses on performance information released in 2011/12. Further details can be found on the Report Cards available online at: www.coventry.gov.uk/performance/

Key messages

The 2011/12 highway maintenance programme was successfully delivered to ensure some 79 miles of Coventry City's roads were resurfaced. This was achieved by the Council's own workforce, as well as, and complemented by, new joint partnership working with Warwickshire County Council via their Highway Maintenance Contract arrangements with Balfour Beatty. This delivers a more efficient and value for money service. The 2012/13 capital programme of work was approved by Cabinet in March 2012 and the coming financial year will see the improvement of a further 74 miles of carriageways. The planned footway repair programme to treat 57 sites also represents a significant increase in the Council's investment in footway maintenance. Work programmes have already commenced and will continue over the summer months to contribute to the objective of providing both well maintained roads and footways across the city.

Inspections of street cleanliness showed the levels of litter in Coventry remained the same as 2010/11: 93% of sites inspected were acceptable and 7% fell below the acceptable level of litter.

In 2011/12 the city saw a 5% increase in fly tipping compared to the previous year. This increase was due to domestic fly tipping as commercial fly tipping remained static. Fly tipping is a local problem and it is really important that local people work with the Council to identify offenders so that enforcement action can be taken. The wards in the City most affected by fly tipping are St. Michael's (Hillfields), Foleshill and Upper Stoke. St. Michael's ward has the highest incidence of fly tipping with a 28% increase compared to the same period last year and now accounts for 47% of the city's total fly tipping.

Two projects are being piloted in the city, which are designed to tackle 'domestic' fly tipping by changing behaviour. Results to date are encouraging and therefore it is intended to roll this work out to areas within the St Michael's ward.

Provisional data shows household waste recycling and composting remained similar to the 2010/11 performance at 37.1%. Whilst the amounts of residual household waste per household is down 4.2% at 572 kg per household.

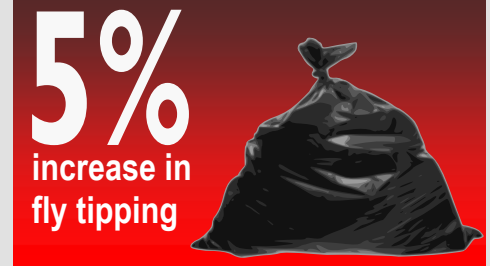
Carriageway Maintenance



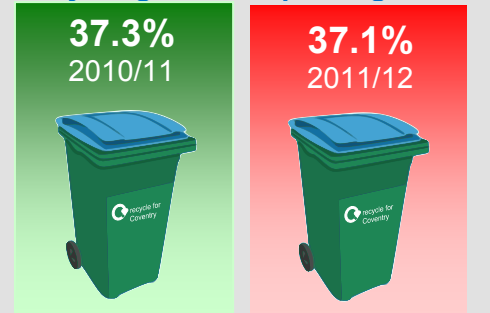
Pothole service requests reduced by



Fly tipping



Recycling and composting










Residual household waste per household



Objective 2.1: Roads and pavements will be in good condition and be well maintained

Carriageway maintenance – A small amount of the original sites identified were not treated in 2011/12 due to the roads being occupied by utility companies carrying out their work and overrunning on their programme time. This work will be rescheduled and completed in 2012/13.






Annual surveys on the network – a full survey was completed in 2011/12 and the resulting data has been used to provide the actual 2011/12 figures within this report. The most notable and pleasing improvement has been an increase of 10% on unclassified roads. This reflects the continued investment of funds on the more local roads in the city. Survey results were also used to provide information of the condition of the city's roads (both bad and good) and has been put to good use when selecting and prioritising the 2012/13 sites for treatment. In 2011/12, 22 footway sites were maintained and 4 miles of footways improved. This, together with the planned increase in footway maintenance in 2012/13, should help to improve future survey results.

Indicator	Coventry	Progress & Target	
		Progress	Target
Carriageway maintenance completed	98%		
Roads and footways which are good or acceptable condition...(updated annually)			
...principal roads (A roads)	93%		Baseline Year
...non principal roads (B and C roads)	85%		
...unclassified roads	81%		
...footways	42%		
Residents surveyed who are satisfied with roads and pavements March 2012, four-quarter rolling average telephone survey	49%		

Objective 2.2: Streets will be cleaner and there will be less fly tipping

Street cleanliness: litter – Despite a general increase in litter in 2011/12 the level of street cleanliness was maintained, although the improvement target was not met. Street cleanliness is measured by the percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level, based on surveys carried out over three four-month periods. The result for 2011/12 showed overall 7% of the inspected sites fell below the acceptable level of litter, the same as in 2010/11. There was a slight reduction in the level of litter in priority neighbourhoods to 9.7% but an increase in the gap between priority and non priority neighbourhoods from 2% in 2010/11 to 3.8% in 2011/12. Rounds have been rescheduled in order to target hotspots and areas of concern, and work is ongoing with residents and neighbouring authorities to tackle problem areas.

Fly tipping – This year the city saw a 5% increase in fly tipping compared with last year. Whilst commercial fly tipping remained static the increase was seen in domestic fly tipping.









Indicator	Coventry	Progress & Target	
		Progress	Target
Improved street cleanliness - litter	7%		
Reduction in fly tipping in the city	105%		
Residents surveyed satisfied that the Council keeps the land clear of litter and refuse March 2012, four-quarter rolling average telephone survey	72%		

Objective 2.3: Recycling levels will increase and the amount of waste will be reduced

Household waste recycled and composted – Recycling and composting performance has remained similar to 2010/11 and the improvement target of 38% was not achieved. Analysis demonstrates that recycling performance has fallen in three areas:

- garden waste;
- metal white goods presented for recycling; and
- street sweepings and gully emptying.

Residual household waste collected per household – the target of less than 617 kg per household has been achieved. Performance was better than expected. A contributing factor is thought to be the reduction in the volume of waste produced, which has fallen in line with the current economic climate.

Indicator	Coventry	Progress & Target	
		Progress	Target
Household waste recycled and composted	37.1% Provisional		
Residual household waste collected per household	572 kg Provisional		
Cost of household waste collection per household (2010/11 annual -August)	£43.90		
Residents surveyed satisfied with refuse collection & recycling March 2012, four-quarter rolling average telephone survey	90% Refuse Collection 91% Recycling		



Coventry, proud to be a city that works to ...

Support and celebrate our young people

Executive summary

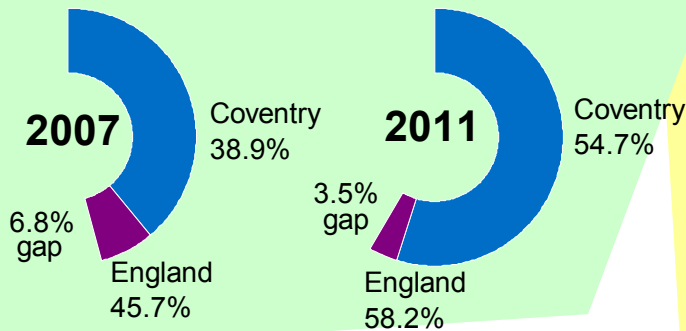
This Scorecard sets out the Council's performance at the end of 2011/12 on a range of headline indicators. The key messages section focuses on performance information released in October 2011 to March 2012. Further details can be found on the Report Cards available online at: www.coventry.gov.uk/performance/

Key messages

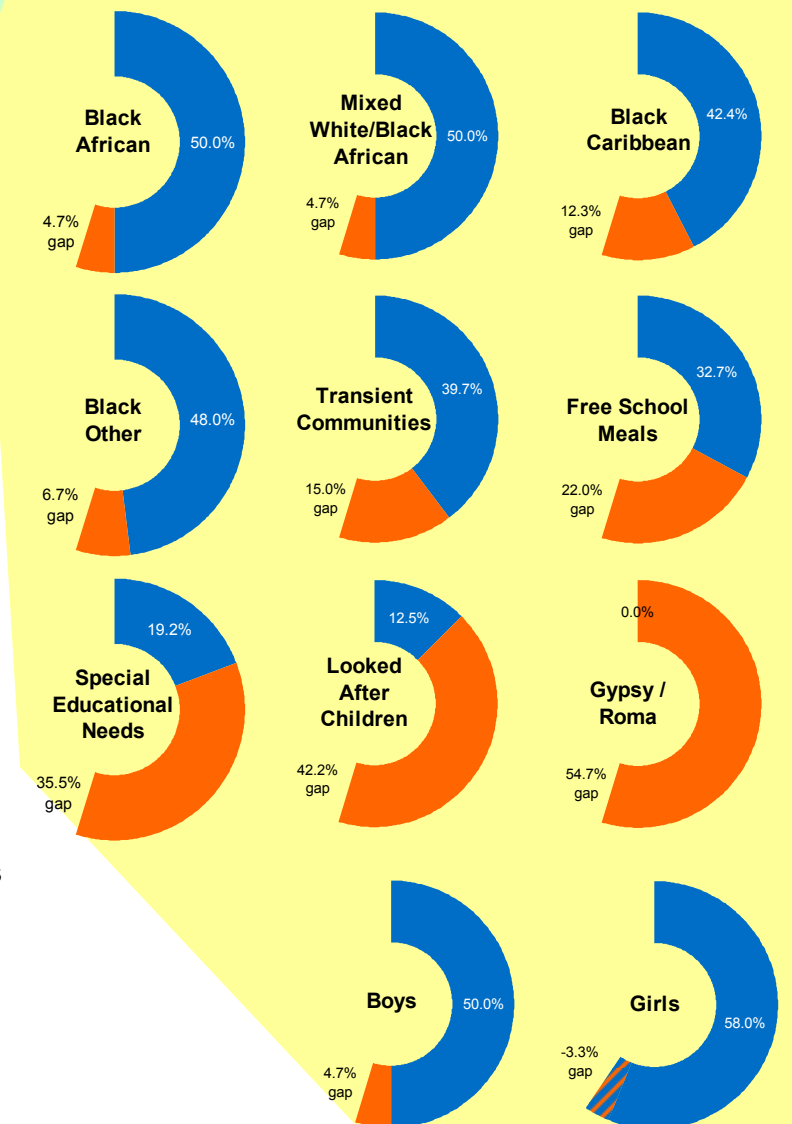
Young people in Coventry have made good progress in their GCSEs. Results for 2011 show that 54.7% of Coventry's young people achieved five good GCSEs, that is, 5 A*-Cs including English and Maths.

The city's GCSE results have improved at a faster rate than the England average: between 2007 and 2011, the gap with the England average narrowed from 6.8% (38.9% in Coventry against 45.7% nationally) to 3.5% (54.7% in Coventry against 58.2% nationally). As part of the Council's equality objectives, the Overcoming Barriers to Learning programme is working to narrow the gap in performance of key underachieving and vulnerable groups. These are set out in the charts below:

5+ GCSEs A*-C (including English and Maths): Coventry has narrowed the gap with England...



...but there are still variations in GCSE results for key underachieving and vulnerable groups



Data on conceptions to girls aged under 18 for 2010 showed that the rate in Coventry has fallen from 59.7 per 1,000 girls aged 15-17 in 2009 to **50.5** in 2010. This is the lowest it has been since the original target was set in 1998, when the rate was 60.5.

In terms of supporting children to live safe from harm, the Council has set a target to safely reduce the number of looked after children in Coventry over a three year period, to between 450 and 500 by September 2015. During 2011/12, the number of looked after children did fall to 565 at the end of December 2011 from 585 on 1 April 2011. However since then numbers have again risen to 595 at 31 March 2012, reflecting continuing high levels of need to protect children in the City. The fundamental service review and the programme of service changes including improving early intervention and prevention services should help the Council achieve the reduction in looked after children.

Objective 3.1: The impact of poverty on children and their families is reduced



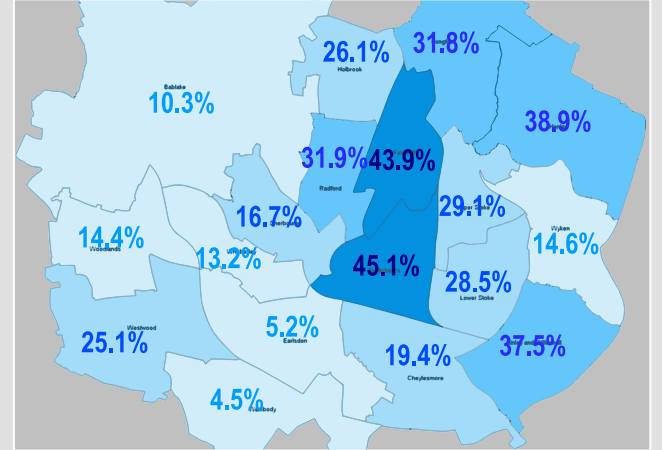
More than 1 in 4 children in Coventry live in relative poverty

Children in poverty achieve less well; are more likely to be obese; have poor dental health; and have a substantially higher risk of teenage pregnancy. In 2010, 27.5% (16,680 children) in Coventry were in relative poverty; compared to 27.6% (16,610) in 2009 and 28% (17,360) in 2008. Children in poverty declined from 2009 to 2010 across the West Midlands (24% to 23.8%) and England (20.9% to 20.7%).

Official 2011 data on child poverty is not yet available, but the Centre for Research in Social Policy has developed estimates at a local level, published by the Child Poverty Action Group. The overall rate is 26.7% in Coventry and 20.9% in England. This, however, masks significant variations at ward level, ranging from 4.5% in Wainbody to 45.1% in St Michael's.

Indicator	Coventry	England	Progress & Target	
Children in relative poverty (2010; under 16s living in households with incomes under 60% of the national median before housing costs)	27.5%	20.7%		

Child poverty estimates (2011) by ward



Objective 3.2: Children and young people's level of achievement improves

Early Years Foundation Stage – the % of pupils with a good overall level of achievement has increased by 6%, from 53.3% in 2010 to 59.3% in 2011; exceeding the target of 55% and the national average of 59%.

Key Stage 2 – 71% achieved level 4+ in both English and Maths; down from 73% last year when the national average was equalled. The local target (80%) was missed.

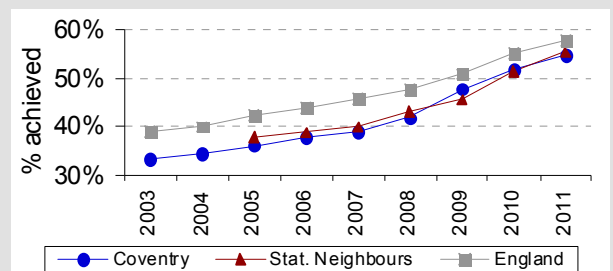
GCSE – 86% achieved five good GCSEs (A*-C); up 3.8% points from last year; doubled in the last 10 years. 54.7% got five good GCSEs including English and Maths; up 3.0%. Coventry has closed the gap to 3.5% points on the national average. However, the city dropped from 6th to 8th place against 11 statistical neighbours, as others improved more quickly; but remains close to their average of 55.7%.

A-Levels – 97.4% pass rate (A* to E) compared to 97.8% nationally. 40.9% achieved A* to B; an improvement from 39% last year; but lower than 52.6% nationally.

The Overcoming Barriers to Learning programme helps achieve the Council's equality objectives by targeting resources to narrow the gap in attainment for key under-achieving and vulnerable groups. Multidisciplinary groups are now established to bring together schools, children's centres and social care to further support improvements.

Attendance and persistent absence – attendance at primary schools has remained stable; and has increased in secondary and special schools. Attendance at primary and secondary is comparable to the national average and statistical neighbours, but attendance at special schools is lower than the national average by 3.36%. Persistent absence at primary schools in 2010/11 was 1.6%, same as last year. At secondary schools, this decreased from 4.6% in 2009/10 to 3.9% in 2010/11.

GCSE 5+ A*-C including English and Maths



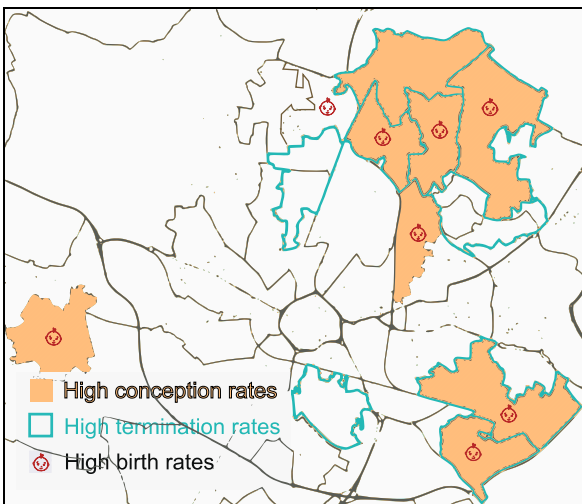
Indicator	Coventry	England	Progress & Target	
% making expected progress between Key Stage 1 and 2 2011	84%	84%		
English	82%	83%		
Maths	71%	74%		
Level 4+ in both English and Maths at KS2 2011	71%	74%		
5+ GCSEs A*-C incl. English and Maths 2011	54.7%	58.2%		
5+ GCSEs A*-C in any subject 2011	86.0%	80.5%		
% making expected progress between Key Stage 2 and 4 2011	69.0%	70.4%		
English	62.8%	62.9%		
Maths	62.8%	62.9%		
A-Level pass rate (A* to E) 2011	97.4%	97.8%		
% inspected by Ofsted rated good / outstanding: 2011/12				
Nursery and primary	42.2% 35/83	N/A		
Secondary schools	78.9% 15/19	N/A		
Post-16 provision	68.4% 13/19	N/A		
Special schools & Pupil Referral Units	75.0% 6/8	N/A		

Objective 3.3: Children and young people's health and well-being improves

Immunisations – the percentage of Coventry's child population immunised by their 2nd birthday is better than the national average. Coventry's Measles, Mumps and Rubella (MMR) uptake has increased from 94.2% last year to 95.1%. This is better than the West Midlands (already the best of the English regions), and the England average of 89.1%. Coventry met the World Health Organisation target of more than 95%. The percentage of Coventry's child population immunised against Diphtheria, Tetanus, Polio, Pertussis and Hib (DTaP/IPV/Hib) has increased from last year's 97.6% to 98.5%. That is better than the West Midlands (97.3%) and England (96%).

Breastfeeding has positive health benefits for both mother and baby. In 2011/12 Q3, 39.2% of babies were partially or fully breastfed 6-8 weeks after birth; compared to 41.1% in Q2 and 39.7% in Q1. This compares to 40.4% in the West Midlands at 2011/12 Q3; and 47.0% in England.

Teenage pregnancy – the number of conceptions to girls aged under 18 has fallen from 335 in 2009 to 273 in 2010. This represents a rate of 50.2 per 1,000 girls, down from 59.7 in 2009. This is the first time that the number of conceptions has fallen below 300 since the original target was set in 1998. Reducing teenage pregnancy is one of the Council's key objectives, and is also an equality measure. The map below illustrates teenage pregnancy by area:

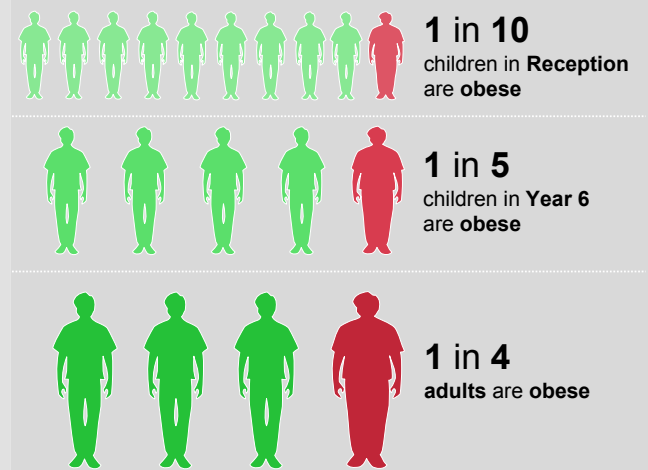


Research evidence demonstrates that good relationship and sexual education, accessible contraception and sexual health advice helps reduce teenage pregnancies. Coventry has launched a c-card scheme, which allows anyone aged between 13 and 25 to get free condoms and advice. The Council has developed a core relationship and sexual education package for primary and secondary schools, consisting of standard curriculum lessons, training for teachers and support staff to deliver the lessons. It is also offering one-to-one support and on-site delivery of the c-card. A tailored package of support is in development for children with special educational needs and extended learning centres.

Indicator	Coventry	West Midlands Region	Progress &	
			Target	Actual
% immunised against MMR by their 2 nd birthday (2010/11)	95.1%	91.5%	✓	✓
% immunised against DTaP/IPV/Hib by their 2 nd birthday (2010/11)	98.5%	97.3%	✓	✓
Breastfeeding prevalence at 6-8 weeks (2011/12 Q3)	39.2%	40.4%	=	=
Conceptions to girls aged under 18 expressed as a rate per 1,000 girls aged 15-17 (2010; annual)	50.2	40.5	✓	✗
Obese children at Reception (2010/11 school year)	10.7%	10.1%	=	=
Obese children at Year 6 (2010/11 school year)	20.2%	20.5%	=	=

Childhood obesity in Coventry is higher than the national average of 9.4% for children at reception and 19.0% for at Year 6. It is, however, broadly similar to the West Midlands region. Research demonstrates a link between obesity and preventable illnesses, such as diabetes, heart disease and some cancers. Coventry is working to reduce childhood obesity, by promoting healthier food choices, and encouraging physical activity by creating attractive play environments.

National Child Measurement Programme 2010/11, 14 December 2011



Objective 3.4: Families are given the early help and support they need

Coventry strives to support families through early intervention, as it helps keep families together, and represents better value for money. Official estimates from the Department for Education suggest that there are between 890 to 920 families with multiple problems in Coventry, with around 350 to 360 with a child with Special Educational Needs or behavioural problems.

In 2011/12, 1,391 Common Assessment Framework (CAF) assessments were completed. The CAF is a single assessment shared between social care, education and health. It helps ensure that children receive co-ordinated support from different services. Increasing the number of CAFs completed is an indicator of more children and families receiving the support and early help they need.

Coventry offers a range of free support for parents and carers to help make raising children easier, including Positive Parenting courses. There has been a big increase in take up of Positive Parenting courses from 2010/11 to 2011/12. Parents' self-esteem is tracked before and after each course using the *Being A Parent Scale (BAPS)*. BAPS indicates parental self-esteem on two scales: *satisfaction* (frustration, anxiety, and motivation) and *efficacy* (competence, ability, and capability), with a top score of 96. Data from the 2010/11 academic group indicate an increase of 12.59 point scores upon course completion (from 58.48 to 71.07).

Indicator	Coventry
Number of Common Assessment Framework referrals (2011/12)	1,391
Difference in point scores on the Being a Parent scale following completion of parenting course (2010/11 data for the Triple-P programme)	12.59

Parents completing a Positive Parenting Programme course in...



259



495*

* There are an additional 92 parents who have completed a 1-to-1 Triple-P session, making a total of 587 parents taking part in some type of Triple P work.

Objective 3.5: Children are supported to live safe from harm

Social care referrals – Measuring performance helps the Council determine whether social care referrals and safeguarding thresholds are appropriate. The following data represents provisional data for 2011/12: There were 3,618 social care referrals in 2011/12, an estimated rate of 530 per 10,000 population under 18 (calculated against 2010 mid-year estimates). This is slightly less than last year's total of 3,655 referrals (rate of 535.42 per 10,000). Repeat referrals have fallen from 24.4% in 2010/11 to 21.4% in 2011/12. 65.8% of looked after children remained in the same placement for two or more years; and 11.7% had three or more placements during a year.

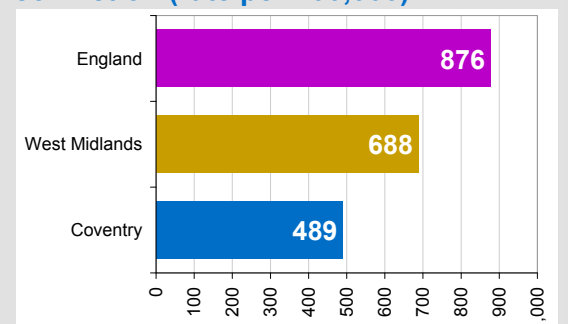
Looked after children and child protection – provisional data shows that as of March 2012, there were 595 looked after children; and 431 children subject to a Child Protection Plan. The number of looked after children is still higher than similar areas. Strategies are being put in place to help reduce the number of young people coming into care or custody and to support foster carers. This year, government funding of £300,000 was secured to help implement *Multi Systemic Therapy (MST)* and *Keeping Foster and Kinship Carers Trained and Supported (KEEP)*; thus helping to sustain families and reduce placement breakdowns.

Young offenders – Youth Justice Board data on the rates of young people aged 10-17 receiving their first reprimand, warning or conviction per 100,000 10-17 year olds in the population shows a rate of **489** in Coventry for 2010/11, down from 1,027 in 2009/10. Coventry has the lowest rate in the West Midlands (average of 688); and compares well to the England rate of 876.

Indicator	Coventry	Progress & Target	
		Progress	Target
N ^o . of looked after children March 2012	595*		
N ^o . of Children subject to a Child Protection Plan March 2012	431*		
Social care referrals per 10,000 under-18 population 2011/12	530* 3,618		
Repeat referrals to social care 2011/12	21.4%*		
Stability of Looked After placements lasting 2+ years 2011/12	65.8%*		
Young people aged 10-17 receiving their first reprimand, warning or conviction rate per 100,000 10-17 year olds (2010/11)	489		

* provisional data

Young people aged 10-17 receiving their first reprimand, warning or conviction (rate per 100,000)





Coventry, proud to be a city that works to ...

Protect our most vulnerable residents

Executive summary

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Key messages

The lack of growth in the national economy and employment along with the government's fiscal policies are impacting on the income of Coventry residents particularly low-middle income households, which are also hardest hit by increases in female unemployment. The impact of welfare reform, including changes to housing benefits, is also having a negative impact on the income of households in the city and this is expected to continue with the introduction of Universal Credit in 2013. The Council is continuing to assess the impact of these economic and policy changes on Coventry residents and any increased demand on its services.

Health inequality in the city – The Council has been working closely with NHS Coventry on the transfer of the responsibility for Public Health to the Council, including health inequalities. The inequality in life expectancy is a key equality indicator and the gap between the life expectancy at birth of the 10% most deprived areas and the 10% least deprived areas was 11.7 years for males and 7.9 years for females. The rate of smoking obtained from the latest Household Survey remained at about the same level as the previous year, but there was a wide variation between the areas: the rate of smoking in the 20% most deprived areas was 35% and in the least deprived areas was 7%. Coventry's programme of stop-smoking services has increased the number of quitters, and through a two-tier tariff, suppliers have been encouraged to target groups more resistant to quitting smoking. The level of adult obesity remains a major public health concern. The healthy weight programme is now in its third year and has been supported by the Coventry Health Improvement Programme. The Cook and Eat Well healthy eating project saw £192,000 allocated to 40 food and health projects across Coventry, and 31 cooking clubs have been set up, allowing over 2,500 people to learn or develop cooking skills.

Crime and anti-social behaviour – Overall crime has reduced by 10.9%, with above-target reductions in most categories except most serious violence which increased by 4.7% (405 offences). There have been encouraging reductions in burglary dwelling of 7.8%. Whilst the overall percentage of people feeling safe at night remains at about the same level as the previous year, there is considerable difference between areas: in the 20% most deprived areas, 68% felt safe at night but in the 20% least deprived areas, 89% felt safe.

Obesity

1 in 4 adults are obese;
2 in 3 adults are overweight
or obese



In a room with **12 Coventrians**,
four will have a healthy weight,
five will be overweight, and
three will be obese.

Life expectancy at birth

Coventry, 2008-10



The average life expectancy at birth for Coventry women is **four years longer** than men.



Objective 4.1: Older people and disabled adults live independently and safely and have more control over their health and social care

Self-directed support

Research has shown that personal budgets have a positive effect in terms of impact on well-being, increased choice and control and improving outcomes. The 2011/12 target of 58.2% was not achieved but performance was an improvement on 33% in 2010/11, which was in line with the CIPFA comparator authorities average. Certain types of service are not appropriate to be provided through a personal budget and therefore a 100% take up is not possible. The aim is to achieve 100% take up in respect of those people eligible for appropriate services by the end of April 2013. Using this new measure, current performance would be 51%.

Quality of life

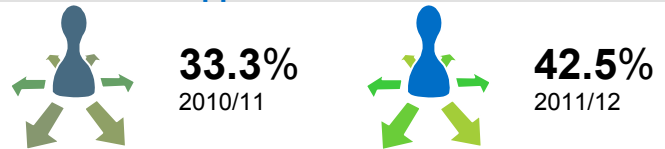
Social care-related quality of life is a composite measure obtained from responses to the Adult Social Care Survey covering eight domains: control, dignity, personal care, food and nutrition, safety, occupation, social participation and accommodation.

Coventry outturn of 19 is similar to the 2010/11 England and comparator authorities' average outturn. Further analysis will be undertaken on this indicator when the latest benchmarking data is available in the Autumn.

Both adult social care indicators are equalities indicators in their own right and can be analysed by equality groups. A full analysis of the data will be carried out by the end of June 2012, which will be used to inform future plans and priorities.

Indicator	Coventry	CIPFA	England	Progress &	
				Target	Baseline Year
People receiving self directed support April 2011 to end March 2012	42.5% Provisional	32.8% 2010/11	30.1% 2010/11		
Social care-related quality of life 2011/12, annual	19	18.7 2010/11	18.6 2010/11	N/A	Baseline Year
N° of safeguarding alerts April 2011 to end March 2012	813	N/A	N/A		
% satisfied that safeguarding outcome met April 2011 to end March 2012	81.5%	N/A	N/A	N/A	

Self-directed support



Safeguarding

In 2011/12, people in Coventry raised **813 alerts** highlighting concerns about vulnerable adults in the city.

As part of a safeguarding investigation, the desired outcomes for an adult at risk are identified. At the end of the process, the adult at risk is asked whether these outcomes have been met. This is the first attempt to measure the quality and effectiveness of the safeguarding process and this indicator will be redefined from 2012/13 to measure achievement against the three most important outcomes identified by the adult at risk.

Objective 4.2: Support those in transition from child to adult social care

Effective transition from child to adult social care is crucial to the well-being of the young people concerned. A new indicator is being developed, which measures the quality of the transition by counting the number of transitions with an identifiable transition plan, inclusive of employment options/training, with key outcomes identified at the point of transition. At this stage, it has only been possible to count the number of transitions with an identifiable transition plan. All children moving to adult social care had a transition plan but the criteria against which the quality of these were to be assessed have not been fully developed. This work was held up by problems with recording data which have now been resolved.

Indicator	Coventry	Progress &	
		Target	Baseline Year
Effective transition to adult social care ¹ (number of transitions in 2011/12) Local indicator	N/A (23 transitions)	N/A	Baseline Year

¹This indicator is new for 2011/12 which will be identified as the baseline year

A target will be developed and agreed in June 2012 for next two years, although targets may be revised each year to reflect changes in planned strategy.

Objective 4.3: Health inequality in the city is addressed

Life expectancy at birth 2008-10 has lengthened for both males and females and both are not far off the West Midlands and England figures. Reducing the inequality in life expectancy between the 10% most deprived areas of the city and the 10% least deprived is a key equality indicator for the Council. Using the data for 2006-10, the difference in life expectancy is 11.7 years for males and 7.9 years for females. For males the gap is over two years larger than the gap for both the West Midlands and England, and for females it is two years or just under. The gap for Coventry females is smaller than that for males by 3.8 years.

An exercise is currently taking place to ensure that the wider social determinants of health are being monitored by relevant services across the Council and this is being co-ordinated by Public Health.

Smoking is the greatest cause of preventable death and is one of the city's biggest causes of health inequality. The overall smoking rate was about the same as for the previous year but the rate for the 20% most deprived areas was 35%, and 7% for the least deprived 20%. From the latest comparator data, Coventry's performance on four-week smoking quitters was better than its comparators. A two-tier tariff system under which a higher tariff is payable for a quitter from a group likely to be more resistant to giving up, has helped to target resources at these groups. Of the 3,126 people who were four-week smoking quitters, 971 were from a deprived area, 817 were routine or manual workers and 126 were pregnant. (NB a person could fall into more than one category.)

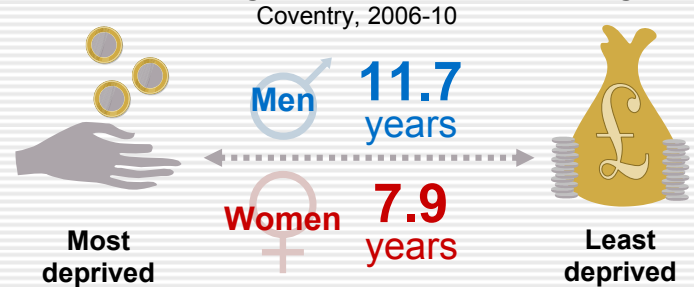
Around a quarter of Coventry adults are classed as obese. Taking part in exercise and eating sensibly help in reaching and maintaining a healthy weight. *Participating in physical activity at least five times a week* increased by 6% points over the previous year, although it did not reach the level reported in 2009 (43%) and *eating at least five portions of fruit and vegetables a day* increased by 3% points.

The Healthy Weight programme is now in its third year and has been supported by a large investment of funding from the Coventry Health Improvement Programme. As well as schemes supporting people to increase the exercise they take, the Cook and Eat Well healthy eating project saw £192,000 allocated to 40 food and health projects across Coventry. 31 cooking clubs have been set up allowing over 2,500 people to learn or develop cooking skills.

Indicator	Coventry	West Midlands Region	England	Progress & Target	
				Target	Target
Male life expectancy at birth in years 2008-10	77.2	77.9	78.6	✓	✓
Inequality in male life expectancy at birth in years 2006-10	11.7	9.0	8.9	✗	✗
Inequality in male disability-free life expectancy at birth 1999-2003	16.6	11.3	10.9	N/A	N/A
Female life expectancy at birth in years 2008-10	81.6	82.2	82.6	✓	✓
Inequality in female life expectancy at birth in years 2006-10	7.9	5.8	5.9	✗	✗
Inequality in disability-free female life expectancy at birth 1999-2003	14.5	9.2	9.2	N/A	N/A

Data obtained from Marmot Indicators for Local Authorities in England 2012 - published February 2012: Health Outcomes

Inequality in life expectancy



Life expectancy for Coventrians living in the most deprived areas is, on average, **ten years shorter** than for people living in the least deprived areas.

Indicator	Coventry	West Midlands	Progress & Target	
			Target	Target
Four-week smoking quitters – the rate per 100,000 population aged 16 or over (number of people) April 2011 to end March 2012	1,229 Provisional (3,126 people)	671 ¹ 775 ²	✓	✓

Household survey 2012

The number of residents who say they...

...smoke	25%	N/A	=	=
...eat five or more portions of fruit & vegetables every day	28%	N/A	✓	✓
...participate in physical activity five or more times a week	39%	N/A	✓	✓

Significance test applied to assess progress.

¹ Average for the West Midlands Region, all Primary Care Trusts, April to December 2011

² Average of rates for six West Midlands Primary Care Trusts involved in any qualified provider commissioning; data available April to December 2011

Objective 4.4: Harm caused by crime and antisocial behaviour is reduced

There was a reduction of 10.9% in the total number of crimes, thus achieving the target of a reduction of 6%. Above target reductions were achieved for robbery, vehicle crime and business crime however, most serious violence (405 offences) increased by 4.7%. Additionally, there have been encouraging reductions in burglary dwelling of 7.8%.

The level of hate crime is an equality indicator. In the 2011 calendar year, there were 458 hate crimes reported across the five categories; a reduction on the previous year and reflected in both the West Midlands and the rest of the country. There will be continued encouragement to report hate crime to the police or one of the 33 hate crime reporting centres, particularly homophobic and transphobic incidents, which are lower than expected. Disability hate crime resources aimed at young people have been produced to inform them of their rights and encourage reporting. Hate crime awareness sessions will be delivered during the coming year.

In order to reduce the number of victims of crime and disorder, seven areas of the city have been identified in the Community Safety Strategic Assessment. Detailed profiling of each of the identified areas is currently taking place. The profiles will inform the new Priority Locations Group which will meet for the first time at the end of May 2012.

The overall percentage of households feeling safe at night was about the same as for the previous year but there was a significant difference between the 20% most deprived areas (68%) and the 20% least deprived (89%). It estimated that there are 40,000 incidents of anti-social behaviour a year in Coventry with 1,100 cases being managed by agencies at any one time.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Total number of crimes April 2011 to end March 2012	25,734		
% of households feeling safe in neighbourhood at night¹ Local indicator	80%		

¹ From the **Household survey 2012**.

Significance test applied to assess progress.



Objective 4.5: Domestic violence is not tolerated; support and intervention is effective

Domestic violence and abuse (DVA) is any violence or abusive behaviour, whether physical, sexual, psychological, emotional, financial or verbal, which is used by one person to control and dominate another with whom they have or have had an intimate or family type relationship.

To reduce harm caused by DVA, the Council is undertaking a review of existing approaches and services and developing a city wide multi-agency model which will ensure agencies work more effectively together to prevent and respond to DVA. In 2011, it was estimated that there were 3,182 victims of DVA. It is acknowledged that there is substantial under-reporting in this area.

The Coventry Domestic Violence and Abuse Partnership website provides information, support and advice on domestic violence and abuse.





Indicator	Coventry	Progress & Target	
		Coventry	Target
Victims of DVA known to police (crime and incidents) 2011 estimate	3,182		

Safe to Talk website (www.safetotalk.org.uk)

Objective 4.6: People are prevented from being homeless and supported if they do

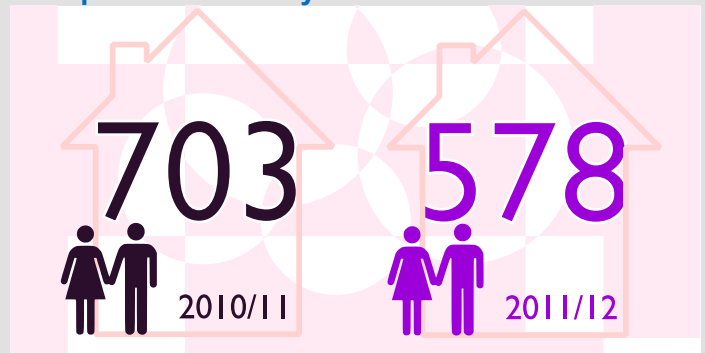
Following the fundamental service review of housing, the housing options team has been redesigned in order to improve the customer experience and make savings. Crucial to achieving both objectives, is an increased emphasis on preventing people becoming homeless and, in particular, reducing the use of Bed and Breakfast (B&B) accommodation. Homelessness can be prevented in a number of ways including debt advice, resolving rent arrears, mortgage intervention, advice regarding illegal notice to quit, private rented tenancies and housing people through Coventry Homefinder.

Of the 914 cases of homelessness prevented, 165 were due to advice and support to enable them to keep their current accommodation and 70 were due to rehousing in private sector accommodation. The balance was due to households being rehoused through Coventry Homefinder. Increasing the amount of private sector accommodation available is a priority for the future and in the summer a new team is to be set up to develop the supply of such accommodation.

Indicator	Coventry	Progress & Target	
		Coventry	Target
No. of homelessness cases prevented 2011/12	914		
No. of households accepted as statutory homeless 2011/12	578		

Following clarification of what should be included, figures for prevention of homelessness cases for both 2010/11 and 2011/12 have been reworked and consequently reduced. The target was based on incorrect data and will be revised for 2012/13.

Accepted as statutory homeless







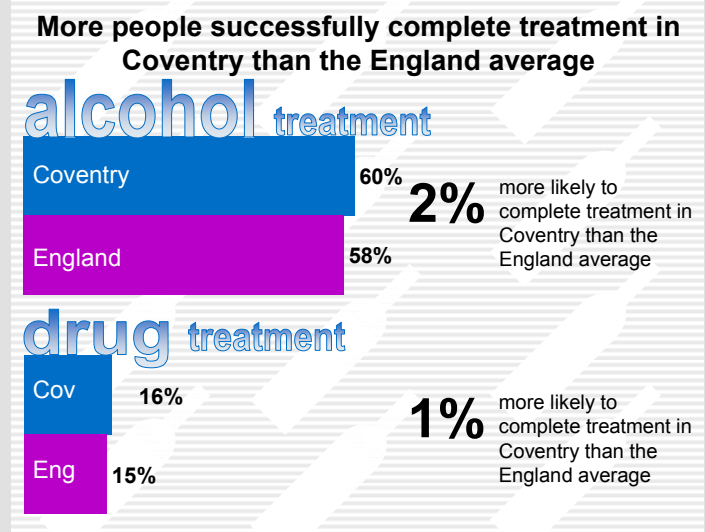
Objective 4.7: People receive the treatment they need to help them recover from drug and alcohol misuse

The focus of drug treatment has moved towards recovery, and away from simply getting people into treatment. For treatment to be counted as successful, heroin/crack cocaine users must be abstinent from these substances, and use of other drugs must be under control. In the twelve months to the end of March 2012, 16% of all drug users successfully completed treatment, which was less than previous year's performance of 18.3% but slightly above the England average of 15%. Of those exiting treatment successfully in the period April to end of March 2012, the rate of re-presentation for treatment in the same period was 10%, which was better than the England average of 9%. Average length of time in treatment was 2.8 years; just below the England average.

The percentage of alcohol users completing a planned discharge to the satisfaction of a clinician (abstinence not necessarily required) was 60%; better than the previous year's performance (with quarterly rates ranging between 51% and 59%) and better than the England average of 58%.

Coventry and Warwickshire jointly awarded a contract to the charity *Addaction* to provide specialist drug and alcohol treatment services (the Recovery Partnership) from December 2011.

Indicator	Coventry	England	Progress & Target	
			Coventry	Target
Drugs: % successfully exiting treatment 2011/12	16%	15%		
Alcohol: % completing care planned discharge 2011/12	60%	58%		



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Performance reports

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Values

Executive summary

This Summary Scorecard sets out the Council's progress towards the three values by which it conducts its business. The values are: being honest, fair and transparent when we make decisions; working with residents, communities and partners to get things done; and celebrating all that is good about our city and its future.

The values describe the way in which the Council will work to deliver its priorities. The following pages give examples to describe the way in which the Council does this and the impact that it has made.

We're proud to do this by...

... being honest, fair and transparent when we make decisions

This means that the Council will use sound evidence, explain its decisions, make information easy to understand, and consult with local people. The Council Plan priorities and objectives were developed following wide consultation to make sure that they took account of local views. The Council has also identified equality objectives in line with the objectives of the Council Plan and these have been consulted on with local community groups. Equality measures have been identified based upon analysis of the impact on specific groups and these are reported as part of the Council Plan's performance report.

... working with residents, communities and partners to get things done

The Council works with residents, communities and partners to achieve its strategic objectives, improve services and solve local problems. At a strategic level the Council has been working with local businesses and other partners to develop a new economic narrative for Coventry and Warwickshire which will provide a clear direction for how the city and area should change and grow, and what makes it distinctive.

... celebrating all that's good about our city and its future

The Council wants Coventry to be a welcoming city that people are proud of. This year has seen a lot of activity to make sure that the city benefits from hosting Olympic football this summer. More than 300 local volunteers are being trained to act as Coventry Ambassadors to welcome people to the city. In the longer term, it is expected that the increased public awareness of what the city has to offer will increase levels of tourism and inward investment as well as encourage people to participate in its cultural and sporting activities.

Got a smartphone?

Download your FREE London 2012 in Coventry app



Search for Coventry - 2012 Games



www.coventry.gov.uk/smartapp

Coventry will be the first English city to host an Olympic event this year. To ensure residents and visitors to the city experience as much as possible during Games-time, the Council has developed a mobile application to help people plan and make the most of their 2012 Games experience in Coventry. Download the app at www.coventry.gov.uk/smartapp/

The Council communicates widely with residents, communities and partners through social media, including:

Facebook: www.facebook.com/coventrycc/

Flickr: www.flickr.com/coventrycc/

Twitter: www.twitter.com/coventrycc/

YouTube: www.youtube.com/coventrycc/

For example, pictures and promotional material are made available on the Flickr site under a Creative Commons licence.



94%

agree that their neighbourhood was a place where people from different backgrounds get on well together

Source: Coventry Partnership Household Survey 2012

5 We're proud to do this by...
... being honest, fair and transparent when we make decisions

Decisions will be based on sound evidence and analysis of local needs

We will explain the reasons for our decisions

Information will be readily available and easy to understand

We will feed back findings from consultations and what has changed as a result

... using sound evidence – the Council collects a wide range of information through specific pieces of research and consultation activities and in the Council's day-to-day business, engaging and working with local people. This information is used by officers to assist councillors in making decisions. For example, population statistics and demographic trends are used to identify the implications on planning and finances; while statistics on deprivation are used to target resources at areas that most need it. The Council works to ensure that, where possible, information is made available to the public and partner organisations.

www.coventry.gov.uk/infoandstats/

... explaining our decisions – almost three-quarters (70%) agree that the Council treats all people fairly, and 62% of residents surveyed agree that the Council is fair in its decision making. The Council holds a wide range of meetings each week as part of the democratic running of the city, many of which are open to the public. On the Council's committee information pages, the public can view all forthcoming meeting dates, and access information about meetings including agendas, minutes and reports. In addition, meetings of the Full Council are made available via live and on-demand webcasts, and all decisions made at Planning Committee are tweeted live.

www.coventry.gov.uk/councilmeetings/

... making information easy to understand – 62% of residents surveyed feel informed about services provided by the Council. This year, the Council simplified the way in which it reported on progress towards its vision and objectives. The new summary scorecard sets out performance on a range of headline indicators, using graphical representation of data to help people visualise information. More detailed information is also available, including performance trends and targets, in addition to contextual information to help explain the data. The Council's Facebook page provides easy-to-access information; and with nearly 23,000 followers, is the most popular Council Facebook page in the country.

www.coventry.gov.uk/performance/

... consulting local people – over half (54%) of residents surveyed think that the Council promotes the interests of local residents. The Council consults with local people at all stages of its decision making process, from the design of new services, to the commissioning of providers, as well as when services are reconfigured or rationalised. The Council consults with representatives from local communities, voluntary and community organisations and local businesses. Information on current consultations, as well as findings and feedback from previous consultations, are published online. Examples of consultations held in 2011/12 include the:

- future use and design of Allesley Park walled garden;
- spending and savings proposals in the budget consultation;
- climate change strategy;
- future spatial development of the city in the Core Strategy;
- change of Corley Centre from day/residential to day special school;
- options for the future of day care provision; and
- evaluation of the Godiva Festival.

www.coventry.gov.uk/consultations/

Data on residents surveyed is taken from the March 2012 quarterly telephone survey of residents' perceptions, based on a four-quarter rolling average.

Facts about Coventry

Facts about Coventry is an online system containing a wide range of statistical data and performance information about Coventry and its people. It is available on the Coventry Partnership website. The system holds population statistics, health trends, education figures, economic information, etc.

www.facts-about-coventry.com



Petitions and e-Petitions

The Council recognises that it has a duty to listen to the concerns of residents and others who have a stake in the city. People who live, work or study in Coventry can submit petitions to highlight an issue, for instance, traffic calming, road maintenance and anti-social behaviour.

For a petition to be valid, more than five people who live, work or study in Coventry must have signed it.

www.coventry.gov.uk/petitions/

6 We're proud to do this by...
... working with residents, communities and partners to get things done

We will work with a range of organisations to achieve our strategic objectives

We will work with the third sector to develop a better understanding of local needs and improve service delivery

We will work with local communities to solve local problems

... achieving our strategic objectives

A key priority for the city is to improve its economy and increase jobs and skills. The Council is a member of the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) which brings local authorities and businesses together to deliver economic growth. The CWLEP has been focusing on the development of key sectors and infrastructure projects in the sub-region and the creation of apprenticeships.

A memorandum of understanding has been signed by Coventry, Solihull and Warwickshire councils to promote joint working to provide more efficient and effective services. Examples include the joint procurement of highways maintenance; ICT; and the development of a sub-regional CSW resilience team to deal with emergency planning.

... improving service delivery

It is estimated that about 10% of the Council expenditure is commissioned and procured with voluntary and community organisations, which emphasises the important role the third sector plays in delivering a wide range of services.

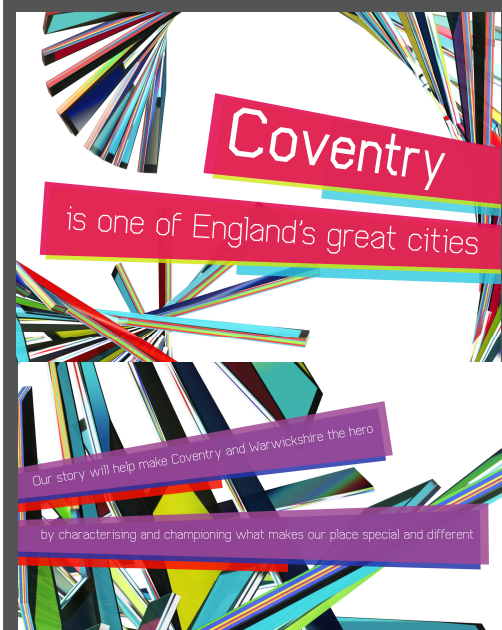
As part of the Council's engagement with the voluntary sector to improve services, representatives from the sector have taken part in the Council's abc programme of reviews, including the reviews of the homelessness service; adult social care; children's services and the advice services review which is looking at how best to provide efficient and effective advice services across the city.

... solving local problems

The Neighbourhood Action team was set up to help those communities that need it most to engage, develop and become more involved with services, projects, issues and problems which affect their neighbourhood. This is done in a variety of ways but the focus is always on supporting partners, community centres and residents to work with each other; from helping community centres offer services to residents to bringing residents and service providers together to find solutions to specific problems in specific areas.

Each ward in the city has a ward forum to connect the Council with local communities and provide opportunities for the community to influence service delivery and Council policy.

From the Coventry Partnership Household Surveys of 2009, 2011 and 2012, there has been a steady increase in the number of respondents who agree that they could influence decisions in their local area: 32% in 2009, 34% in 2011 and 42% in 2012. The number of respondents who responded that they 'definitely disagreed' dropped by half from over a third (36%) in 2009 to fewer than 1 in 5 (18%) in 2012.




Coventry
 is one of England's great cities

Our story will help make Coventry and Warwickshire the hero
 by characterising and championing what makes our place special and different.

The Coventry and Warwickshire Story will provide a shared focus for activity through a new Place Plan.

The CSW Resilience Team is an example of Councils in the sub-region working together.

CSW Resilience Team
 Coventry, Solihull and Warwickshire Councils
 Planning, Preparing and Responding to Emergencies



Ward forums are an important way for local people to get involved and get things done on their doorstep. They are organised by the Council to enable the public to stake a claim for changes to happen locally. Find out more at: www.coventry.gov.uk/wardforums/

7 We're proud to do this by...
... celebrating all that's good about our city and its future

Coventry is a welcoming city where diversity and cohesion is celebrated and valued

The reputation of the city will be enhanced and it will be a place people are proud of

The benefits to the city from hosting the 2012 Olympics will be maximised

... a welcoming city, diversity and cohesion is celebrated and valued – Coventry is proud of its heritage as a city of peace and reconciliation. The Coventry Community Cohesion Awards are aimed at celebrating good community relations in our city. They are designed to celebrate the work of local people and businesses in helping to make Coventry a more cohesive city, by recognising practical activities which demonstrate how applicants have worked towards cohesion by working with different communities, groups, faiths, age groups, and people from different backgrounds, ethnicity and disabilities.

A great day of celebration took place on Sunday, 5 June as neighbourhoods and communities across Coventry took part in the Big Lunch 2011. A total of 19 events were registered. As of May 2012, 31 street party road closures have been confirmed for the Queen's Diamond Jubilee celebrations, with 30 more expressions of interest.

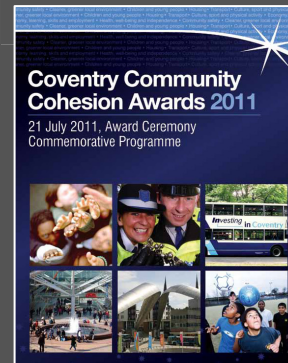
In the Coventry Partnership Household Survey 2012, 94% of people surveyed agreed that their neighbourhood was a place where people from different backgrounds get on well together. This continues to be a very positive response and something that remains a high priority for the Council.

... a place people are proud of – The £7m programme of public realm works (£3.5m funded by the Council) is nearing completion as part of ongoing work to kick-start regeneration in the city centre. Improvements have been made to the look and feel of the city, including more open spaces and de-cluttering of road junctions. The summer will see Broadgate as a central focus for the events programme.

More than 300 people are volunteering as Coventry Ambassadors to represent the city when it hosts the Olympic Football competition in July and August. By the end of March, over a hundred of them have already been trained. Approximately 70% of residents surveyed were proud of Coventry (*March 2012 telephone survey of residents perceptions, based upon a four quarter rolling average*).

... maximising the benefits of 2012 Olympics – The city is already seeing benefits from London 2012 with local businesses benefiting from contracts to manufacture the Olympic Torch and through the Godiva Awakes regional cultural Olympiad project. Community groups are benefiting from the Community Games Fund to put on a range of events and activities such as local sporting events, the Pink Picnic and the Positive Images Festival Coventry Olympics Exhibition 2012.

The Council will ensure that the city benefits from hosting Olympic football this summer and will measure this through for example, additional visitors, spend and press coverage, as well as the longer term legacy in terms of tourism, local participation in sports and cultural activities, inward investment and the reputation of the city.



☞ The annual Community Cohesion Awards celebrates good community relations. Details of the 2011 winners can be found at www.coventrypartnership.com/2011/winners



☞ The Proud of my City campaign celebrated people making a positive difference to Coventry, in preparation for London 2012.

☞ Communities celebrated the Royal Wedding in style, with 22 street parties across the city.



☞ Coventry Ambassadors are the first port of call for anyone needing information and assistance about London 2012 events occurring in the city of Coventry.





Coventry, proud to be a city that works to...

Transform the Council to deliver our vision and objectives

Executive summary

This Scorecard is a high-level summary showing the Council's baseline performance on a range of headline indicators. The key messages section focuses on performance information released in October 2011 to March 2012.

Key messages

The Council has to respond to a number of major challenges over the next three years. This includes the introduction of new government legislation which will impact on the way in which services are delivered in the future and the continuing need to make large financial savings in order to achieve a balanced budget in future years.

In 2011/12 revenue expenditure has been £0.5m less than the budget. Capital expenditure has also been lower than expected, leading to £20m less borrowing than originally planned. The budget report approved on 21 February 2012 set a balanced revenue budget for 2012/13.

It is anticipated that the Council's Fundamental Services Review (FSR) programme will deliver the target savings of £12.6 million for 2011/12. The wider benefits are being tracked through the current FSR projects and the anticipated benefits include improved customer service, sustainability and effectiveness.

Further services have migrated into the Contact Centre making it easier for customers to access services through a single contact point and over extended hours. During 2011/12 new services added were: Public Safety including environmental protection, pest control and animal welfare; Homelessness and Home finder.

The sickness outturn of 9.13 days per full time equivalent employee is the lowest reported outturn position achieved by the Council, although the target of 9 days was narrowly missed.

In March 2012 the Council signed a Memorandum of Understanding with Solihull and Warwickshire Councils. This was a commitment to working together to find new ways of delivering services and achieving better value for money.

Working together for a bolder city

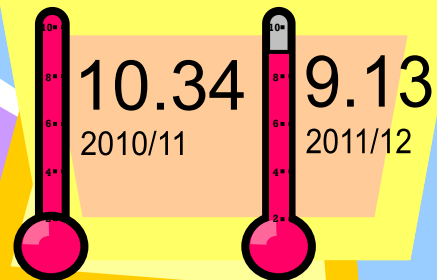


a better council

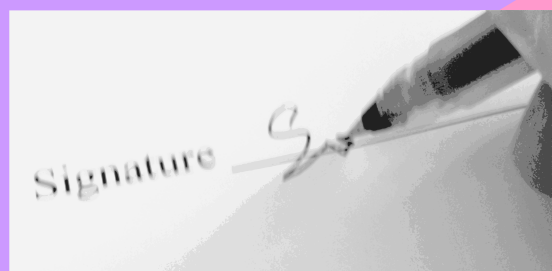
£12.6 million

forecasted savings in 2011/12

Employee sickness
average days per employee




Coventry, Warwickshire and Solihull Councils signed the Memorandum of Understanding 2 March 2012



Objective 8: Reviewing and improving services

8.1 It is easier for people to access the services they need

Further services have migrated into the Contact Centre making it easier for customers to access services through a single contact point and over extended hours including evenings and Saturday mornings. During 2011/12 new services added were: Public Safety including environmental protection, pest control and animal welfare; Homelessness and Home finder. From September 2012 this will also include Council Tax. A Channel Access Strategy has been developed which identifies the different ways in which customers can access services and seeks to increase the number of self service transactions. The aim is to give more choice to customers as well as reducing costs. The strategy will inform the design of services as part of the FSR programme.





Indicator	Coventry	Progress & Target	
		Coventry	Target
Number of self service transactions undertaken <i>* Under development</i>	N/A	N/A	N/A
Residents surveyed who are satisfied with the way the Council runs things March 2012, four-quarter rolling average telephone survey	65%		

* More on-line forms will be made available through the Council's website and the number and take up of these will help to develop a relevant performance measure.

8.2 We review what we do to ensure value for money

Avoidable Customer Contact – In 2011/12 the Contact Centre dealt with 35,484 service requests of which 5,266 (14.84%) have been estimated as potentially 'avoidable'. The majority of the avoidable contact was categorised as "progress chasing" and the remainder as requiring further clarification. By excluding the months April to November 2011, the avoidable contact rises to 26.86% which is likely to be a more accurate reflection of performance. During these months there was less focus on the categorisation of avoidable contacts due to priority being given to the migration of new services into the Contact Centre. Even this revised figure shows improvement from the previous year of 30.4%, improvements are mainly in the area of refuse and recycling processes, including missed bin collections. The Contact Centre will monitor avoidable contacts during 2012/13, however there will be no improvement target set at this stage as the information collected will continue to fluctuate as new services transfer to the Contact Centre. Instead the information will be used to drive service improvements and to inform the customer services work programme.

Savings – The abc Transformation Programme has a savings target of £12.6m for reviews in progress in 2011/12. Savings targets have been allocated to Directorate budgets and are being regularly monitored. The end of year figures will be available shortly, and they are expected to show that the target has been achieved.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Savings delivered during the year – abc Transformation Programme 2011/12	£12.6m target		
Reduction in avoidable customer contact 2011/12	14.84%		
Residents who agree that the Council delivers value for money March 2012, four-quarter rolling average	52%		

8.3 We find ways of doing things better, including working with partners across the city and beyond

The current "live" Fundamental Service Reviews are at various stages, but all are tracking their anticipated benefits. At present 27.5% of those identified are expected to provide better customer service; 30% will ensure sustainable delivery and 42.5% will result in greater efficiency. Most benefits identified are around the provision of services based on customer need; these will be measured by improved satisfaction levels and also reduction in avoidable contacts; followed by improving access for customers to services, information and guidance. This will be achieved by better use of the internet and the Contact Centre. The Benefits tracking process is at an early stage and tangible benefits will mainly emerge as each reviewed service goes live. Post implementation reviews have been completed for Grounds Maintenance Service, Building Cleaning and ICT Service (i-Cov) and further non financial benefits identified.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Service improvements delivered through FSR processes <i>Under development</i>	N/A	N/A	N/A

In March 2012 Coventry City Council signed a Memorandum of Understanding with Solihull and Warwickshire Councils. This was a commitment to working together to find new ways of delivering and improving services. Four work streams have been identified Childrens Services, Adults Services, Assets and Facilities Management and Procurement.

Objective 9: Using resources effectively





9.1 Our Medium Term Financial Strategy provides the resources to meet our priorities, delivers a balanced budget and equips us to face the future with confidence

In 2011/12 revenue expenditure has been £0.5m less than the budget. Capital expenditure has also been lower than expected, leading to £20m less borrowing than originally planned. The budget report approved on 21 February 2012 set a balanced revenue budget for 2012/13. The Council's medium term financial position shows that there are budget gaps in future years and the Council is pursuing the actions set out in the Medium Term Financial Strategy, approved in October 2011, to address this position.

Indicator	Coventry	Progress & Target	
Balanced capital and revenue budget outturn for 2011/12			

9.2 We make best use of all our resources and the council's carbon footprint is reduced



The estimated figures for 2011/12 show that there has been a reduction of 9.2% in energy use and a reduction of 6.9% in CO₂ emissions compared to 2010/11. However caution is needed in drawing this comparison as the estimates are absolute figures and are not adjusted to take account of weather conditions, in particular the milder winter in 2011/12 as compared to the previous year. The implementation of all projects identified in the Carbon Management Plan will deliver estimated annual carbon reduction savings of 7,125 tonnes, equivalent to a 13.0% reduction against the 2009 baseline figure however this falls short of the original 30% target. The Carbon Management Plan will be reviewed and new targets set as part of the Fundamental Services Review, Low Carbon and Sustainability. A range of improvement projects such as the installation of LED lighting in Council Office corridors is helping to deliver savings.

Indicator	Coventry	Progress & Target	
Total energy use in Council buildings and schools 2011/12	147,246,745 kWh estimate		
CO ₂ emissions from Local Authority operations 2011/12	55,879 Tonnes estimate		

Tendering has been completed for the Heatline district heating project which involves a network of underground insulated pipes delivering heat in the form of hot water from the 'Energy from Waste' plant based on London Road through to the city centre, council and university buildings.

9.3 Performance is well managed

This will ensure that the Council's resources are used effectively, targeted towards achieving the Council's objectives and improving services. 48% of the performance measures for the Council Plan priorities show that improvement has been made. An evaluation of the Council's performance management framework was conducted in March 2012 to assess its effectiveness in providing relevant information to the right people in a timely manner; whilst at the same time reducing duplication and bureaucracy. The findings report has identified a small number of actions around communications, guidance and co-ordination that will further improve the way in which performance is managed across the Council.

Indicator	Coventry	Progress & Target	
Percentage of performance measures for the Council Plan priorities where progress has:			
-improved	48%		
-stayed the same	17%		
-got worse	19%		
-can't say	16%		








June 2012

A new competency appraisal process was implemented during 2011/12, managing performance is a key competency and encourages individual behaviours at all levels in the organisation

Objective 10: Supporting Councillors and staff

10.1 Councillors and employees develop the skills, and access the training and support they need





It has not been possible to provide an accurate measure of individual appraisals carried out throughout 2011/12 due to changes to the appraisal process and the reporting system. A large amount of training has been delivered as part of the Fundamental Service Reviews and the Council has delivered 5.36 days per FTE, which is an improvement on last year. At year end, 90% of Councillor's learning and development needs identified had been met thereby exceeding the 80% target.

Indicator	Coventry	Progress & Target	
Percentage of individual appraisals carried out 2011/12			
Average no. of days per employee spent on training and development 2011/12	5.36		
% of Councillors learning and development needs identified that have been met 2011/12	90%		

10.2 Our employees feel valued for their contribution to the organisation and the culture of the organisation is changed

Warwick Business School conducted a two part survey in November 2010 and February 2011 into employees' views on working for the Council. The Council is using these findings to plan improvements and to inform the Leadership Framework. There will be a follow up survey, although the timescale for this has not yet been determined.

The percentage of employees from an ethnic minority background has increased since the half year position of 12.65%. This figure of 12.72% is also an increase on the end of year figure for 2010/11 of 12.54%. The percentage of employees who are disabled is marginally lower than the half year figure of 4.16%; it is also a decrease on the end of year figure for 2010/11 which was 4.31%. Some employees who could declare a disability choose not to do so.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Employee satisfaction with Council and job Employee Survey	N/A	N/A	N/A
Percentage of employees... 2011/12			
- with a disability	3.99%		
- from an ethnic minority	12.72%		

Although no numerical target set for the diversity of the workforce, the Council aims to make its workforce more reflective of the population of Coventry.

10.3 Our managers are excellent leaders







Work is currently underway to develop a new Leadership Framework which will be underpinned by the work already carried out around the launch of the "Coventry Manager", a new appraisal process and a new competency framework. The findings of the Warwick Business School survey have helped to inform changes required for the Leadership framework.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Employee attitude to change Employee Survey	N/A	N/A	N/A

10.4 The health, safety and welfare of the workforce is maintained

The sickness data indicates that the City Council narrowly missed the 9 days target, however the outturn figure of 9.13 days per FTE is the lowest outturn position achieved by the organisation. This reflects the commitment of Managers, Human Resource's Promoting Health at Work team and the Occupational Health and Counselling Service in respect of proactive absence management.

There has been an increase in the number of RIDDOR incidents reported to the Health and Safety Executive during 2011/12 which has also had an impact on the resulting time lost. On the other hand, the total number of accidents reported within the Council continued to fall for the third consecutive year.

Indicator	Coventry	Progress & Target	
		Coventry	Target
Average no. of working days lost to sickness absence 2011/12	9.13 days		
RIDDOR Incidents (accidents and assaults)			
i. Number reported to Health and Safety Executive 2011/12	114		
ii. Number resulting in time lost (per 100 employees) 2011/12	1.02		

























RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences

COUNCIL PLAN INDICATORS: END OF YEAR 2011/12

Council Plan Indicator Summary						
Number	Indicator	2011/12 / Latest Performance	Target 2011/12	Progress	Target Status	Details on...
Our Vision						
Coventry, proud to be a city that works for...						
Jobs and growth						
CP 1.1a	Financial value of private sector investment brought into the city of Coventry	£212m	£20m			Page 6
CP 1.1b	Jobs supported or safeguarded with Council help	1,650	1,000			Page 6
CP 1.1c	New business registrations per 10,000 people aged 16+	37.8 2010				Page 6
CP 1.2a	Jobseekers' Allowance (JSA) claimant count (seasonally adjusted) unemployment	4.9% March 2012				Page 6
CP 1.2b	Average employment rate	64.3% October 2010 to September 2011				Page 6
CP 1.2c	Number of unemployed people supported into jobs in the city by the Council	4,080	1,200			Page 6
CP 1.2d	Number of people helped into a job by the Council	1,210	500			Page 6
CP 1.3	Percentage of working age population (men aged 19-64 and women aged 19-59) qualified to National Vocational Qualification (NVQ) levels...					
CP 1.3(i)	- At least NVQ Level 2 (e.g. GCSE)	69.9% 2010				Page 7
CP 1.3(ii)	- At least NVQ Level 3 (e.g. A-Level)	51.9% 2010				Page 7
CP 1.3(iii)	- At least NVQ Level 4 (e.g. degree)	31.3% 2010				Page 7
CP 1.4a	Percentage of 16-18 year olds not in education employment or training (NEET) (based on survey)	6% 680	5.0%			Page 7
CP 1.4b	Percentage of 18-24 year olds NEET, as measured by Jobseekers' Allowance (JSA) claimant count	7.2% 3105				Page 7
CP 1.4c	Council's Corporate Apprenticeship Scheme	49	55			Page 7
CP 1.4d	Apprenticeships with local employers and placements made by City Services & Development	74 60 placements 14 apprenticeships	60 50 placements 10 apprenticeships			Page 7
CP 1.5a	Number of affordable housing delivered	351	304			Page 8
CP 1.5b	Empty properties brought back into use	201	120			Page 8
CP 1.6a	Number of businesses supported in the low carbon sector	63			Baseline Year	Page 8
CP 1.6b	Pounds of investment in the low carbon sector	£20m			Baseline Year	Page 8

Coventry, proud to be a city that works for...

Better pavements, streets and roads

CP 2.1a	Percentage of carriageway maintenance completed	98%	100%			Page 10
CP 2.1b(i)	Roads which are in good or acceptable condition...principal roads (Band A roads) (Annual Survey)	93%	Baseline Year		Baseline Year	Page 10
CP 2.1b(ii)	Roads which are in good or acceptable condition...non-principal roads (Band C roads) (Annual Survey)	85%	Baseline Year		Baseline Year	Page 10
CP 2.1c	Roads which are in good or acceptable condition...unclassified roads (Annual Survey)	81%	Baseline Year		Baseline Year	Page 10
CP 2.1d	Footways which are in good or acceptable condition (Annual Survey)	42%	Baseline Year		Baseline Year	Page 10
CP 2.1e	Percentage of residents surveyed who are satisfied with roads and pavements (March 2012 four quarter rolling average telephone survey)	49%				Page 10
CP 2.2a	Improve street cleanliness - litter	7%	6%			Page 10
CP 2.2b	Reduction in fly-tipping in the city	105.0%	95%			Page 10
CP 2.2c	Percentage of residents surveyed who are satisfied that Coventry City Council are keeping the land clear of litter and refuse (March 2012 four quarter rolling average telephone survey)	72%				Page 10
CP 2.3a	Household waste recycled and composted	37.1% Provisional	38%			Page 10
CP 2.3b	Residual household waste collected per household	572kg Provisional	617kg			Page 10
CP 2.3c	Cost of household waste collection per household	£43.90 2010/11	£45.00			Page 10
CP 2.3d(i)	Percentage of residents surveyed who are satisfied with refuse collection (March 2012 four quarter rolling average telephone survey)	90%				Page 10
CP 2.3d(ii)	Percentage of residents surveyed who are satisfied with recycling (March 2012 four quarter rolling average telephone survey)	91%				Page 10

**Coventry, proud to be a city that works to...
Support and celebrate our young people**

CP 3.1	Children in relative poverty (under 16s living in households where incomes are under 60% of the national median before housing costs)	27.5% 2010	▼			Page 12
CP 3.2a(i)	Percentage making expected progress between Key Stage 1 and 2 - English	84%	91%			Page 12
CP 3.2a(ii)	Percentage making expected progress between Key Stage 1 and 2 - Maths	82%	89%			Page 12
CP 3.2b	Level 4+ in both English and Maths	71%	80%			Page 12
CP 3.2c	Five good GCSEs (A* to C) including English and Maths	54.7%	58%			Page 12
CP 3.2d	Five good GCSEs (A* to C) any subject	86.0%	80.0%			Page 12
CP 3.2e(i)	Percentage making expected progress between Key Stage 2 and 4 - English	69.0%	▲			Page 12
CP 3.2e(ii)	Percentage making expected progress between Key Stage 2 and 4 - Maths	62.8%	▲			Page 12
CP 3.2f	A-Level pass rate (A* to E)	97.4%	▲			Page 12
CP 3.2g(i)	Percentage of schools inspected by Ofsted rated as good or outstanding - Nursery & Primary schools	42.2%	65%			Page 12
CP 3.2g(ii)	Percentage of schools inspected by Ofsted rated as good or outstanding - Secondary schools	35/83 78.9%	65%			Page 12
CP 3.2g(iii)	Percentage of schools inspected by Ofsted rated as good or outstanding - Post-16 provision	15/19 68.4%	65%			Page 12
CP 3.2g(iv)	Percentage of schools inspected by Ofsted rated as good or outstanding - Special schools & Pupil Referral Units	13/19 75%	65%			Page 12
CP 3.3a(i)	Percentage of children immunised against Measles, Mumps and Rubella (MMR) by their 2nd birthday	95.1% 2010/11	95%			Page 13
CP 3.3a(ii)	Percentage of children immunised against Diphtheria, Tetanus Polio, Pertussis & Hib (DTaP/IPV/Hib) by their 2nd birthday	98.5% 2010/11	95%			Page 13
CP 3.3c	Prevalence of breastfeeding at 6-8 weeks	39.2% Q3 2011/12	▲			Page 13
CP 3.3d	Under 18 conception rate per 1,000 population	50.2 2010	45.4 by 2010			Page 13
CP 3.3e	Obese children at Reception	10.7%	▼			Page 13

Council Plan Indicators: End of Year 2011/12

CP 3.3f	Obese children at Year 6	20.2%				Page 13
CP 3.4a	Number of Common Assessment Framework (CAF) referrals	1391				Page 14
CP 3.4b	Difference in point scores on the Being a Parent scale following completion of parenting course	12.59 2010/11				Page 14
CP 3.5a	Number of Looked After Children (LAC) (updated monthly)	595 March 2012 Provisional				Page 14
CP 3.5b	Number of children subject to a Child Protection Plan (updated monthly)	431 March 2012 Provisional				Page 14
CP 3.5c	Social care referrals per 10,000 under-18 population	530 3618 Provisional				Page 14
CP 3.5d	Repeat referrals to social care	21.4% Provisional				Page 14
CP 3.5e	Stability of Looked After placements (lasting 2+ years)	65.8% Provisional				Page 14
CP 3.5f	Young people aged 10-17 receiving their first reprimand, warning or conviction - rate per 100,000 population aged 10-17	489 2010/11				Page 14
Coventry, proud to be a city that works to... Protect our most vulnerable residents						
CP 4.1a	People receiving self directed support (ASCOF 1C)	42.5% Provisional	58.2%			Page 16
CP 4.1b	Social care-related quality of life (ASCOF 1A score 0-24) <i>new measure 2011/12</i>	19			Baseline Year	Page 16
CP 4.1c	Number of safeguarding alerts	813	≥800			Page 16
CP 4.1d	Percentage satisfied that safeguarding outcome met	81.5%	88%			Page 16
CP 4.2	Effective transition from child to adult social care (number of transitions in 2011/12)	 (23)			Baseline Year	Page 16
CP 4.3a(i)	Male life expectancy at birth in years	77.2 2008-10				Page 17
CP 4.3a(i)(e) i	Inequality in male life expectancy at birth in years	11.7 2006-10				Page 17
CP 4.3a(i)(e) ii	Inequality in male disability-free life expectancy at birth	16.6 1999-2003				Page 17
CP 4.3a(ii)	Female life expectancy at birth in years	81.6 2008-10				Page 17
CP 4.3a(ii)(e) i	Inequality in female life expectancy at birth in years	7.9 2006-10				Page 17
4.3a(ii)(e)(ii)	Inequality in female disability-free life expectancy at birth	14.5 1999-2003				Page 17
CP 4.3b	4-week smoking quitters - rate per 100,000 people aged 16+ (number of people)	1,229 (3,126) Provisional	780 (1,991)			Page 17

CP 4.3	Household Survey 2012: The number of residents who say they...					
CP 4.3c(i)	...smoke	25% 2012	▼	⊞	⊞	Page 17
CP 4.3c(ii)	...eat 5+ portions of fruit and vegetables daily	28% 2012	▲	✓	✓	Page 17
CP 4.3c(iii)	...participate in physical activity 5+ times a week	39% 2012	▲	✓	✓	Page 17
CP 4.4a	Total number of crimes	25,734 (10.9%)	Reduction of 6%	✓	✓	Page 18
CP 4.4b	Percentage of households feeling safe in neighbourhood at night	80% 2012	▲	⊞	⊞	Page 18
CP 4.5a	Victims of DVA known to police (both crime and non-crime)	3,182 2011 Estimate	N/A	N/A	N/A	Page 18
CP 4.6a	Number of homelessness cases prevented	914	1,500	✗	✗	Page 19
CP 4.6b	Number of households accepted as statutory homeless	578	▼	✓	✓	Page 19
CP 4.7a	Drugs: percentage successfully exiting treatment (rolling 12 months)	16%	▲	✗	✗	Page 19
CP 4.7b	Alcohol: percentage completing care planned discharge	60%	▲	✓	✓	Page 19

Our Values

Honest, fair and transparent when we make decisions

CP 5	Page 22					Page 22
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Working with residents, communities and partners to get things done

CP 6	Page 23					Page 23
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Celebrating all that's good about our city and its future

CP 7	Page 24					Page 24
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Improving the way we work

Reviewing and improving services

CP 8.1a	Number of self service transactions undertaken Indicator under development	N/A	N/A	N/A	N/A	Page 26
CP 8.1b	Residents surveyed who are satisfied with the way the Council runs things (March 2012 four quarter rolling average telephone survey)	65%	▲	✗		Page 26
CP 8.2a	Savings delivered during the year - abc Transformation Programme	£12.6m Estimate for 2011/12	£12.6m	✓	✓	Page 26
CP 8.2b	Reduction in avoidable customer contact	14.84%	▼	✓		Page 26
CP 8.2c	Residents who agree that the Council delivers value for money (March 2012 four quarter rolling average telephone survey)	52%	▲	⊞		Page 26

CP 8.3	Service improvements delivered through FSR processes Indicator under development	N/A	N/A	N/A	N/A	Page 26
Using resources effectively						
CP 9.1	Balanced capital and revenue budget outturn for 2011/12	Balanced capital & revenue budget outturn	Balanced capital & revenue budget outturn			Page 27
CP 9.2a	Total energy use in Council buildings and schools	147,246,745 kWh 9.2% estimate	▼			Page 27
CP 9.2b	CO2 emissions from Local Authority operations	55,879 Tonnes 6.9%	30% reduction by 2014/15			Page 27
CP 9.3	Percentage of performance measures for the Council Plan priorities where progress has: - Improved - Stayed the same - Got worse - Can't say		N/A	N/A	N/A	Page 27
		48%				
		17%				
		16%				
Supporting councillors and staff						
CP 10.1a	Percentage of individual appraisals carried out for employees who have been in post for 12 months	N/A	N/A	N/A	N/A	Page 27
CP 10.1b	Average number of days per employee spent on training and development	5.36 days	3 days			Page 27
CP 10.1c	Percentage of Councillors' learning and development needs identified that have been met	90%	80%			Page 27
CP 10.2a	Employee satisfaction with Council and job (Employee Survey)	N/A	N/A	N/A	N/A	Page 28
CP 10.2b i	Percentage of employees with a disability	3.99%	▲			Page 28
CP 10.2b ii	Percentage of employees from an ethnic minority	12.72%	▲			Page 28
CP 10.3	Employee attitude to change (Employee Survey)	N/A	N/A	N/A	N/A	Page 28
CP 10.4a	Average number of working days lost to sickness absence per full time equivalent	9.13 days	9 days			Page 28
CP 10.4b(i)	Number of RIDDOR reportable incidents (accidents & assaults) to the Health and Safety Executive	114	<90			Page 28
CP 10.4b(ii)	Number of RIDDOR reportable incidents (accidents & assaults) resulting in time lost (per 100 employees)	1.02	<0.82			Page 28

Council Plan Indicator Summary: Equality Indicators								
Number	Indicator	2011/12 / Latest Performance	Target 2011/12	Progress	Target Status	Details on...		
Our Vision								
Coventry, proud to be a city that works for...								
Jobs and growth								
CP 1.2c (e)	Number of unemployed people with disabilities supported into jobs by the Council	36	N/A	N/A	Baseline Year	Page 6		
CP 1.4c	Council's Corporate Apprenticeship Scheme	49	55			Page 7		
Coventry, proud to be a city that works for...								
Better pavements, streets and roads								
CP 2.2a (e)	The percentage difference between priority and non priority areas assessed as having litter that fall below an acceptable level	3.8%	To reduce the gap			Page 10		
Coventry, proud to be a city that works to...								
Support and celebrate our young people								
CP 3.2c (e)	The percentage difference between the following and the average in achieving five good GCSEs (A*-C) including English & Maths: % achieved (% gap)					Page 12		
CP 3.2c (e) i	Black African	50.0% (4.7% gap)	To reduce the gap					
CP 3.2c (e) ii	Mixed White Black African	50.0% (4.7% gap)						
CP 3.2c (e) iii	Black Caribbean	42.4% (12.3% gap)						
CP 3.2c (e) iv	Black Other	48.0% (6.7% gap)						
CP 3.2c (e) v	Transient Communities	39.7% (15% gap)						
CP 3.2c (e) vi	Free School Meals	32.7% (22.0% gap)						
CP 3.2c (e) vii	Special Educational Needs	19.2% (35.5% gap)						
CP 3.2c (e) viii	Looked After Children	12.5% (42.2% gap)						
CP 3.2c (e) ix	Gypsy/Roma	0.0% (54.7% gap)						
CP 3.2c (e) x-a	Boys	50.0% (4.7% gap)						
CP 3.2c (e) x-b	Girls	58.0% (-3.3% gap)		N/A				
CP 3.3d	Under 18 conception rate per 1,000 population	50.2 2010		45.38 by 2010				Page 13
CP 3.3d (e)	Difference in the under 18 conception rate between priority and non-priority areas	<i>Information on teenage pregnancy in priority areas is available but this is not published as the numbers are very small and publication could lead to disclosure or identification of individual young people. A map in the main report illustrates teenage pregnancy by area.</i>						

**Coventry, proud to be a city that works to...
Protect our most vulnerable residents**

CP 4.1a	People receiving self directed support	42.5% Provisional	58.2%			Page 16
CP 4.1b	Social care-related quality of life (Annual Survey) New measure for 2011/12	19				Page 16
CP 4.3a(i) (e) i	Inequality in male life expectancy at birth in years	11.7 2006-2010				Page 17
CP 4.3a(i) (e) ii	Inequality in male disability-free life expectancy at birth	16.6 1999-2003				Page 17
CP 4.3a(ii) (e) i	Inequality in female life expectancy at birth in years	7.9 2006-2010				Page 17
4.3a(ii) (e)(ii)	Inequality in female disability-free life expectancy at birth	14.5 1999-2003				Page 17
CP 4.4d (e)	Reported offences motivated by hatred/prejudice towards a person because of their actual/perceived... (based on police and non police data; year to end-December 2011)					Page 18
CP 4.4d (e) i	Disability (disability hate crime)	21				
CP 4.4d (e) ii	Race/ethnicity	402				
CP 4.4d (e) iii	Sex/gender or transgender (gender reassignment/gender identity)	2				
CP 4.4d (e) iv	Sexual orientation (homophobia)	28				
CP 4.4d (e) v	Religion/belief	5				
CP 4.5a	Number of victims of domestic violence (Police crime and incident data)	3,182				Page 18
CP 4.6a	Number of homelessness cases prevented	914	1,500			Page 19
CP 4.6b	Number of households accepted as statutory homeless	578				Page 19
CP 4.7a	Drugs: percentage exiting treatment successfully (rolling 12 months)	16%				Page 19
CP 4.7b	Alcohol: percentage completing care planned discharge	60%				Page 19

**JOINT MEETING OF CABINET MEMBERS (COMMUNITY SAFETY AND EQUALITIES)
AND (POLICY, LEADERSHIP AND GOVERNANCE)**

21st June 2012

Cabinet Members

Present: Councillor J Mutton, Cabinet Member (Policy, Leadership and Governance)
Councillor Townshend, Cabinet Member (Community Safety and Equalities)

Shadow Cabinet

Members Present: Councillor Crookes, Shadow Cabinet Member (Community Safety and Equalities)
Councillor Foster, Shadow Cabinet Member (Policy, Leadership and Governance)

Employees Present:

H. Abraham (Customer and Workforce Services Directorate)
C. Forde (Finance and Legal Services Directorate)
J. Parry (Chief Executive's Directorate)
H. Peacocke (Customer and Workforce Services Directorate)
C. Sinclair (Customer and Workforce Services Directorate)

RECOMMENDATIONS

Public Business

1. Appointment of Chair

RESOLVED that Councillor Townshend be appointed Chair of the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Approval of New Code of Conduct for Elected and Co-opted Members

The Cabinet Members considered a report of the Director of Finance and Legal Services introducing a draft Code of Conduct for Elected and Co-opted Members.

The existing ethical standards regime under the Local Government Act was due to be abolished on 1 July 2012 and replaced by new arrangements in the Localism Act 2011. Amongst other things, all councils had a duty to adopt a Code of Conduct for Elected and Co-opted Members.

The Localism Act 2011 would abolish the existing Ethical Standards regime (including the existing Code of Conduct for Elected and Co-opted Members) when Part 1 Chapter 7 of the Act comes into force. New Ethical Standards arrangements would

come into force at the same time. This was expected to take place on 1 July 2012 although the necessary Regulations to confirm this were still in draft form at the time of writing.

In respect of Ethical Standards Arrangements, the main requirements on local authorities were as follows:

- There would be a legal duty to promote and maintain high standards of conduct;
- They would be required to approve a new Code of Conduct;
- They would have to put in place new arrangements to investigate and make decisions on allegations of breach of the Code;
- They would be required to appoint Independent Persons;
- The Monitoring Officer must establish and maintain a register of interests of Elected & Co-opted Members.

The City Council has created a new Ethics Committee, which would replace the Standards Committee with effect from 1 July 2012.

The new Ethical Standards arrangements included a requirement to adopt a new Code of Conduct for Elected and Co-opted Members. The Code must be consistent with the following principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Code must also include provisions that the authority considers appropriate about registration and disclosure of pecuniary and other interests. The Regulations, which would set out the detail about interests, are at the time of writing, in draft form only. The remaining content of the Code (if any) was up to the discretion of individual authorities.

The report proposed that a Code of Conduct be agreed between Coventry City Council, Warwickshire County Council & Solihull Metropolitan Borough Council. A copy of the proposed draft was attached at Appendix A of the report and was based upon a template Code drafted and agreed by all political groups at the Local Government Association and also by the Association of Council Secretaries & Solicitors. Delegated authority was sought to enable any further changes proposed as a result of ongoing discussions with Solihull MBC and Warwickshire CC to be delegated to the Monitoring Officer in consultation with both Cabinet Members so that the final draft can be presented to Full Council for final approval and adoption. Any amended draft Code will be circulated prior to the Council meeting.

The Council would have to put in place new arrangements to investigate and make decisions on allegations of breach of the new Code. The Terms of Reference of the new Ethics Committee included the following:

"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"

The Ethics Committee would be recommended to approve the Complaints Protocol at its first meeting on 30 August 2012. This would include reference to the range of sanctions that may be available under the new Code of Conduct.

It would be a criminal offence if a Member without reasonable excuse fails to notify the Monitoring Officer within 28 days of any “disclosable pecuniary interests”. It would also be a criminal offence if a Member with a “disclosable pecuniary interest” participated in a meeting, takes a decision or takes any steps in relation to the matter in question.

The Monitoring Officer reported a typographical error at point 2a of the draft Code which would be corrected in the version circulated prior to the Council meeting.

During discussion, Members expressed concern in respect of the 28-day notification period for Members to disclose pecuniary interests and sought to ensure that there were safeguards in place so that Members received sufficient training and support to enable them to understand their responsibilities in respect of declaring interests. It was agreed that the Monitoring Officer would undertake the necessary steps to provide members with the information and guidance they required in this regards.

Following consideration of the report, the Cabinet Member and Shadow Members agreed that the following matters be included in the amended Code of Conduct document which is attached to these minutes:

- A provision to enable additional requirements to be registered as required by the Council.
- That the Gifts and Hospitality Register be retained with provision for issues relating to the value of gifts and hospitality being delegated to the Ethics Committee for consideration and recommendations to Council.
- Provision for oral declarations to be made at any meeting.
- Provision for registration of certain bodies/societies to be entered on the register of interests.
- Maintain independent members for Coventry where appropriate.
- Provision to include any other relevant issue in consultation with the appropriate Cabinet Members and Shadow Cabinet Members.

RESOLVED that after due consideration of the report, and matters raised at the meeting, that the Cabinet Members (Community Safety and Equalities) and (Policy, Leadership and Governance) recommend to Council that the draft Code of Conduct for Elected and Co-opted Members (as amended to include recommendations proposed at the meeting) , be circulated before the Council meeting and be adopted with immediate effect.

4. **Changes to the Constitution**

The Cabinet Members considered a report of the Director of Finance and Legal Services which recommended a number of changes to the Constitution as detailed in the report.

The Localism Act 2011 was coming into force in stages and its implementation meant that changes need to be made to the Constitution. Following the recent introduction of new regulations dealing with marriages and civil partnerships, the opportunity was also being taken to recommend updated delegations in relation to registration services and the licensing of marriage venues as well as changes which would improve the efficiency of these services. The report set out the changes that were recommended and asked Council’s approval of those amendments. The report had

also been considered by the Cabinet Member's Constitutional Advisory Panel on 23 May 2012 and they had recommended these changes.

The report set out the changes to the Constitution in respect of the headings listed below, that were recommended for approval. They detailed the relevant provision of the Localism Act (where applicable), the change that was needed to reflect the Act, the location of the change in the current Constitution and when it comes into force.

- Politically Restricted Posts
- Requests for Dispensations
- New Standard Regime
- Assets of Community Value
- Consideration of Scrutiny Reports by Cabinet
- Community Right to Challenge
- Planning
- Proper Officer for Registration Services and Licensing of Marriage Venues

The Monitoring Officer proposed amendments to paragraph 2.5 (Assets of Community Value) in that where reference was made to the proposed delegated authority to Group Manager – Planning and Building Control, that this be in consultation with the Cabinet Member for City Development prior to the addition of any asset to the list of assets of community value.

The Monitoring Officer further proposed amendments to paragraph 2.9 in that where reference was made to the Cabinet Member (Community Safety and Equalities) this should be in consultation with the Council Solicitor.

RESOLVED that after due consideration of the report, and matters raised at the meeting, the Cabinet Members (Community Safety and Equalities) and (Policy, Leadership and Governance) recommend that Council approve, with immediate effect, the proposed changes to the Constitution as set out in Section 2 of the report subject to the amendments to paragraphs 2.5 and 2.9 as indicated above.

5. **Review of the City Council's Petition Scheme**

The Cabinet Members considered a report of the Director of Customer and Workforce Services which introduced an amended petition scheme.

The provisions of the current Petition Scheme were considered at a meeting of the Constitutional Advisory Panel (CAP) on 23 May 2012. The CAP recommended that the Council should review the current Scheme and approve a flexible, inclusive Scheme, appropriate for the citizens of Coventry.

Members noted that, in respect of paragraph 4.9.8.1 of Appendix 2, the post of Director of Strategic Planning and Partnerships no longer existed and that this would be removed from the proposed Scheme.

In considering the revised scheme itself, Council Foster reported that, whilst broadly supporting the recommendations, his Group retained concerns regarding the signature threshold required to instigate a full Council debate (15,000 signatures) and to require Senior Officers to give evidence at a public meeting (10,000 signatures).

It was noted that an electronic link to individual petitions be incorporated into the petition register.

RESOLVED that after due consideration of the report and matters raised at the meeting, the Cabinet Members (Community Safety and Equalities) and (Policy, Leadership and Governance) recommend that Council approve the revised Petition Scheme as appended to these minutes, which include the following amendments:

That the following matters should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and where there was no consensus, the matter would be decided by the leader:

- Where the Petition Officer considered that the petitions should be rejected on grounds that it is considered vexatious, abusive or otherwise inappropriate.
- Petitions received where the subject matter had been considered by the Council within the previous 6 months and there had been a material change affecting the topic of the petition.
- Where the Petition Organiser was minded to permit the Petition Organiser to withdraw a petition and there was not consensus with the Chair of the body to which the petition would have been presented.

4. Any Other Items of Public Business

There were no other items of public business.

Meeting closed: 12.20 pm

The Draft Proposed Petitions Scheme for approval at Council on 3 July 2012

4.9.1 General

4.9.1.1 The Council welcomes petitions and recognises that these are one way in which citizens of Coventry can raise concerns.

4.9.1.2 The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition and it has at least 5 signatories on it.

4.9.1.3 Petitions can be submitted by people who live, work or study in Coventry, or sponsored by a Councillor on their behalf. Where a petition is presented without a Councillor sponsor, ward Councillors will be offered sponsorship of the petition.

4.9.1.4 Petitions can be submitted in two ways:

- i) on paper; a recommended form for use by petition organisers is available on the City Council's website (www.coventry.gov.uk) at <http://www.coventry.gov.uk/downloads/download/1524/petitions>, and
- ii) electronically via the Council's e-Petition facility (<http://www.coventry.gov.uk/info/10095/petitions>)

4.9.1.5 Paper petitions should be sent to the Petitions Officer:

Assistant Director, Democratic Services
Customer and Workforce Services
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

4.9.2 Guidelines for Submitting a Petition

4.9.2.1 Petitions submitted to the Council must include:-

- The topic being addressed and
- The action required from the Council and
- At least 5 signatories who live, work or study in Coventry

4.9.2.2 Petitions should be accompanied by contact details including an address for the Petition Organiser. This is the person the Council will contact to explain how it intends to respond to the petition. This can be, but does not have to be, a Councillor. That person will need to indicate which personal data can be published on the Council's website in order to enable the Council to meet its obligations under the Data Protection Act 1988. If the petition does not identify a Petition Organiser, signatories to the petition will be contacted, starting with the first signatory, to agree who will act as the Petition Organiser.

4.9.2.3 In the period immediately before an Election or referendum the Council may need to deal with the petition differently – if this is the case the Council will explain the reasons and discuss the revised timescales which will apply.

4.9.3 Exclusions

4.9.3.1 The general principle is that the Council will consider all petitions submitted but petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

4.9.3.2 Where applicable, the Council will contact the Petition Organiser to discuss the issues with them and advise on how the petition might be made acceptable.

4.9.3.3 Where the Petitions Officer considers that a petition should be rejected for any of the above reasons, the matter should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and where there is no consensus, the matter would be decided by the Leader.

4.9.3.4 The Council will not accept petitions dealing with any matter which has been considered by the Council within the previous 6 months. The exception to this would be where there has been a material change affecting the topic of the petition. These should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and where there is no consensus, the matter should be decided by the Leader.

4.9.4 Petitions submitted or sponsored by a Councillor

4.9.4.1 Councillors may submit a petition as Petition Organiser or support an existing petition, acting as its 'Sponsor'.

- If a Councillor presents a petition to a meeting of the City Council the Councillor submitting the petition will be entitled to speak for two minutes
- If a Councillor presents a petition to the Cabinet or appropriate Cabinet Member, the Councillor submitting the petition will be entitled to attend the meeting to present the petition and entitled to speak for two minutes in addition to the speaking time for the petition organiser.
- If a Councillor presents a petition to either the Planning or the Licensing and Regulatory Committee, that Committee's rules with regard to speaking and responding will apply.

4.9.4.2 Where two or more Councillors present the same petitions, both Councillors will be entitled to speak for 2 minutes.

4.9.5 Council Action on Receipt of a Petition

4.9.5.1 A written acknowledgement will be sent to the Petition Organiser within five working days of receiving the petition (unless the Council is considering excluding the petition in accordance with 4.9.3 above).

- 4.9.5.2 Details of the petition will be sent to the relevant ward Councillors. For city-wide petitions, all Councillors will be notified. Any Councillor wishing to act as 'Sponsor' for a petition will need to contact the Petition Organiser and seek their agreement, and then inform the Petitions Officer. The Councillor's name will be added to the Petition Register. Both the Petition Organiser and a Sponsor will receive correspondence relating to the petition. Where the Petition Scheme states that the Petition Organiser will be informed, the Sponsor will also be informed.
- 4.9.5.3 The Petitions Officer will check that the petition complies with the requirements of the scheme and then publish details of the petition on the Council's website. This will be updated in the petitions Register. The details of the petition will be published within ten working days of receipt.

4.9.6 How the Council will respond to Petitions

- 4.9.6.1 When the Council accepts a petition, (other than those presented by a Councillor at full Council) the Petitions Officer will check which of the five different types of petitions apply:
- i. A petition requiring Council debate (section 4.9.7)
 - ii. A petition calling a senior officer to account (section 4.9.8)
 - iii. A petition which relates to a current Planning application (section 4.9.9)
 - iv. A petition which relates to a Licensing or Regulatory matter (section 4.9.9)
 - v. Other petitions (section 4.9.10)
- 4.9.6.2 When dealing with petitions the Council may consider one or more of the following responses :-
- Taking the action requested in the petition
 - Taking no further action
 - Referring the petition to Cabinet, a Cabinet Member or relevant Committee
 - Referring the petition for consideration by the Council's Scrutiny Boards
 - Referring the petition to another organisation
 - Holding an enquiry into the matter
 - Undertaking research into the matter
 - Holding a public meeting
 - Holding a consultation
 - Holding a meeting with the petitioners
 - Calling a referendum
 - Writing to the Petition Organiser setting out the views of the Council about the request in the petition.
 - Any other appropriate action

- 4.9.6.3 Where the issue is one on which the Council Executive are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Petition Organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.
- 4.9.6.4 If the petition is a statutory petition or relates to a matter where there is already an existing right of appeal, such as Council Tax banding or non-domestic rates, other procedures will apply and the petition will not be routed in any of the four ways above by the Petitions Officer.
- 4.9.6.5 In all cases the Council will advise the Petition Organiser of the action it has taken and will publish the outcome on the City Council website (www.coventry.gov.uk)

4.9.7 A Petition Requiring Full Council Debate

- 4.9.7.1 If a petition is supported by 15,000 or more people it will be debated by a Full Council meeting when all Councillors can attend. The Council will endeavour to consider the petition at its next available meeting, although on occasions this will not be possible and the matter will be passed to the next Full Council meeting.
- 4.9.7.2 The Petition Organiser and Sponsoring Councillor(s) will each be allowed 3 minutes to present the petition at the Full Council meeting and the petition will then be discussed by Councillors – there is no time limit set for this.
- 4.9.7.3 The Council will decide how to respond to the petition at this meeting and may take any of the actions described at paragraph 4.9.6.2

4.9.8 Petitions Requiring Attendance by a Senior Council Officer

- 4.9.8.1 If a petition asks for a Senior Council Officer to give evidence at a public meeting about something for which the officer is responsible as part of their job, the petition must contain at least 10,000 signatures. Those senior officers that can be called to give evidence are as follows:-
- Chief Executive
 - Assistant Chief Executive
 - Director of Customer and Workforce Services
 - Director of City Services and Development
 - Director of Community Services
 - Director of Children, Learning and Young People
 - Director of Finance and Legal Services
 - The Monitoring Officer
- 4.9.8.2 Only these officers can be called to give evidence under this section of the petition scheme.

4.9.8.3 If a petition has the requisite number of signatures, the Council's Scrutiny Co-ordination Committee will decide which of the Council's Scrutiny Boards the senior officer will be asked to attend before. The Scrutiny Co-ordination Committee may decide that it is better for a different officer to give evidence and may also decide to call the relevant Councillor to attend the meeting.

4.9.8.4 Scrutiny Board members will ask the questions at the meeting, but the Petition Organiser may suggest questions to the Chair of the Committee by contacting the Petitions Officer up to three working days before the meeting.

4.9.9 Petitions which relate to matters by Planning Committee and Licensing and Regulatory Committee

4.9.9.1 Petitions relating to planning, licensing or regulatory matters will be referred to the respective Committee by the Petitions Officer and proceed in accordance with the rules of procedure relating to that Committee.

4.9.9.2 In the case of a petition that relates to a particular application, the petition will be considered at the same time as the application rather than within a period of two months. Any petition relating to a planning or licensing issue, for which an application has not been received within a 12 month period and where there is no on-going process, will automatically be considered by the relevant Cabinet Member and the petition put on file in planning or licensing for future reference.

4.9.9.3 In relation to the receipt of petitions to Planning Committee, only those petitions received by 12.00 noon on the day before the meeting will be treated as a petition, with the Petition Organiser (including any Councillor presenting the petition) and the applicant (or their agent/representative) being invited to attend and speak at the meeting; and that any 'petition' received after this deadline be treated as a 'late representation' and summarised by the Development Manager on the 'late representations report' which is tabled at the meeting.

4.9.9.4 At Planning Committee, in line with the public speaking scheme, the length of the Petition Organiser's speech will be limited to three minutes. In addition, the applicant (or their agent/representative) will have the right of reply when a petition is presented in respect of a Planning Application. The Chair of the Planning Committee will have the discretion to ensure that any right of reply by an applicant (or their agent/representative) in response to a petition spokesperson's speech (which is limited to three minutes) will be of a proportionate amount of time.

4.9.10 Other Petitions

4.9.10.1 If a petition has at least 5 but less than 15,000 signatures on it, the Petitions Officer will review the content of the petition and decide whether the petition should be addressed to Full Council, Cabinet or Cabinet Member. If the Petition has been presented by a Councillor as the Petition Organiser, then the Councillor will be able to present the Petition.

- 4.9.10.2 Petitions can be presented to Full Council by a Councillor but will not be debated by them. Instead Full Council will refer the petition to the relevant Cabinet, Cabinet Member or Committee to deal with the matter.
- 4.9.10.3 The Petitions Officer will notify the Petition Organiser which Cabinet/ Cabinet Member/ Committee the matter has been referred to and advise them of the date of the meeting when the matter will be considered. The Petitions Officer will also notify the relevant Ward Councillor/s. If the Petition Organiser is a Councillor, he or she will not be entitled to vote at any meeting unless she/he is a member of the Cabinet or Committee [or the Cabinet Member concerned].
- 4.9.10.4 The Petition Organiser (including any Councillor as Petition Organiser) may attend this meeting and speak about the petition. Only the Petition Organiser is entitled to speak and they should confirm their attendance to the Council at least 3 working days before the meeting.
- 4.9.10.5 Where more than one petition is presented in relation to a particular item the Petitions Officer will endeavour to ensure that all petitions are dealt with at the same meeting. In the event that petitions have an "opposing" viewpoint, the Petitions Officer will invite each Petitioner Organiser to nominate a spokesperson. Each spokesperson will be entitled to attend the meeting and speak about the petition. If a spokesperson is unable to attend, for any reason, the meeting will still consider the petition.
- 4.9.10.6 Where a petition is referred by the Petitions Officer to the Cabinet, appropriate Cabinet Member or appropriate City Council Committee, no discussion will take place on this matter in the City Council, except that the Councillor presenting a petition will be allowed to speak in full Council for not more than two minutes to explain the purpose of the petition.
- 4.9.10.7 The Cabinet, appropriate Cabinet Member or relevant Committee will decide how to respond to each petition and may take any of the actions described at paragraph 4.9.6.2

4.9.11 Withdrawing a Petition

- 4.9.11.1 The Petition Organiser may request, in writing, the withdrawal of a petition. Such requests will be considered by the Petitions Officer on their merits, but in general it should be assumed that the Council will process all valid petitions received.
- 4.9.11.2 Where the Petitions Officer is minded to permit the Petition Organiser to withdraw a petition, the Chair of the body to which the petition would have been presented shall be consulted. In the absence of agreement, the matter should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and, where there is no consensus, the matter should be decided by the Leader

4.9.12 Petitions – Right of request to review

- 4.9.12.1 If the Petition Organiser considers that the Council has not responded to a petition in line with this Scheme (except those petitions which are dealt with by the Planning, Licensing and Regulatory Committees) he or she has the right to request the Council's Scrutiny Co-ordination Committee to review the steps that the Council has taken in responding to the petition (not the outcome or decision). If a Petition Organiser wishes to operate his or her right to request a review they should write to the Council's Scrutiny Officer no later than 14 days after the Council notifies them of the outcome of the petition. The letter should set out the reasons why the Petition Organiser considers a review should be conducted.
- 4.9.12.2 The request will be considered by the Chair of Scrutiny consulting with the Scrutiny Officer. If it is felt that there is sufficient case to warrant a review the matter should then be referred to the Council's Scrutiny Co-ordination Committee for consideration. The Scrutiny Officer will arrange for the matter to be considered by the next available meeting of the Council's Scrutiny Co-ordination Committee and will notify the Petition Organiser of the date of this meeting.
- 4.9.12.3 If the Council's Scrutiny Co-ordination Committee considers the Council has not dealt with the petition in accordance with this scheme, it may use any of its powers to deal with the matter. This includes instigating an investigation, making recommendations to the Council's Cabinet or arranging for the matter to be considered at a meeting of Full Council.
- 4.9.12.4 Once the request has been considered the Petition Organiser will be informed of the results within 5 working days. The outcome of the request for a review will also be published on the Council's website as part of the Petitions register.

Joint Cabinet Member - Policy, Leadership and Governance
Community Safety and Equalities
Council

21 June 2012

03 July 2012

Names of Cabinet Members:

Policy, Leadership and Governance: Councillor John Mutton
Community Safety and Equalities: Councillor Philip Townshend

Director Approving Submission of the report:

Director of Finance and Legal Services

Ward(s) affected:

All

Title:

Approval of New Code of Conduct for Elected and Co-opted Members

Is this a key decision? No

Executive Summary:

The existing ethical standards regime under the Local Government Act is due to be abolished on 1 July 2012 and replaced by new arrangements in the Localism Act 2011. Amongst other things, all councils have a duty to adopt a Code of Conduct for its Elected and Co-opted Members.

Joint working with Warwickshire County Council and Solihull MBC has produced a draft Code of Conduct which is being recommended for approval by the Cabinet Member (Policy, Leadership and Governance) on 21 June 2012 and the Council on 3 July.

Recommendations:

Cabinet Members:

1. That the draft Code of Conduct for Elected and Co-opted Members at Appendix A is recommended to Council for adoption.
2. Delegate authority to the Monitoring Officer in consultation with the Cabinet Members for a) Policy, Leadership and Governance and b) Community Safety and Equalities to make any additional changes to the draft Code of Conduct following discussions with Solihull

Metropolitan Borough Council and Warwickshire County Council for subsequent final approval by full Council.

That Council:

1. Recommend the adoption of the Code of Conduct for Elected and Co-opted Members which will take effect immediately.

List of Appendices included:

Appendix A: Draft Code of Conduct for Elected and Co-opted Members

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes – 3 July 2012

Report title:

Approval of New Code of Conduct for Elected and Co-opted Members

1. Context

1.1. The Localism Act 2011 will abolish the existing Ethical Standards regime (including the existing Code of Conduct for Elected and Co-opted Members) when Part 1 Chapter 7 of the Act comes into force. New Ethical Standards arrangements will come into force at the same time. This is expected to take place on 1 July 2012 although the necessary Regulations to confirm this were still in draft form at the time of writing.

2. Options Considered and Proposals

2.1 New Ethical Standards Arrangements

The main requirements on local authorities are as follows:

- There will be a legal duty to promote and maintain high standards of conduct;
- They will be required to approve a new Code of Conduct;
- They will have to put in place new arrangements to investigate and make decisions on allegations of breach of the Code;
- They will be required to appoint Independent Persons;
- The Monitoring Officer must establish and maintain a register of interests of Elected & Co-opted Members.

Coventry City Council has created a new Ethics Committee, which will replace the Standards Committee with effect from 1 July 2012.

2.2 New Code of Conduct

The new Ethical Standards arrangements include a requirement to adopt a new Code of Conduct for Elected and Co-opted Members. The Code must be consistent with the following principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

2.3 The Code must also include provisions that the authority considers appropriate about registration and disclosure of pecuniary and other interests. The Regulations, which will set out the detail about interests, are at the time of writing, in draft form only. The remaining content of the Code (if any) is up to the discretion of individual authorities.

2.4 The proposal is to have a Code of Conduct agreed between Coventry CC, Warwickshire CC & Solihull MBC and a copy of the proposed draft is attached at Appendix A. It is based upon a template Code drafted and agreed by all political groups at the Local Government Association and also by the Association of Council Secretaries & Solicitors. Delegated authority is sought to enable any further changes proposed as a result of ongoing discussions with Solihull Metropolitan Borough Council and Warwickshire County Council to be delegated to the Monitoring Officer in consultation with both Cabinet Members so that the final draft can be

presented to Full Council for final approval and adoption. Any amended draft Code will be circulated prior to the Council meeting.

2.5 Complaints Protocol

The Council will have to put in place new arrangements to investigate and make decisions on allegations of breach of the new Code. The Terms of Reference of the new Ethics Committee include the following:

"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"

The Ethics Committee will be recommended to approve the Complaints Protocol at its first meeting on 30 August 2012. This will include reference to the range of sanctions that may be available under the new Code of Conduct.

It will be a criminal offence if a Member without reasonable excuse fails to notify the Monitoring Officer within 28 days of any "disclosable pecuniary interests". It will also be a criminal offence if a Member with a "disclosable pecuniary interest" participates in a meeting, takes a decision or takes any steps in relation to the matter in question.

3. **Results of consultation undertaken**

Given the nature of the report there has been no prior consultation.

4. **Timetable for implementing this decision**

The requirement to have a Code of Conduct in place is expected to take effect on 1st July 2012.

5. **Comments from Director of Finance and Legal Services**

5.1 Financial implications

There is no direct finance implication for adopting a new Code of Conduct. However, there will be some ongoing costs associated with the allowance and expenses for the Independent Person(s) and which has been the subject of a separate report previously submitted to Council.

5.2 Legal implications

The Council must take steps to adopt a Code of Conduct for Elected and Co-opted Members under section 27(2) of the Localism Act 2011 once the section is in force.

6. **Other implications**

None

6.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The adoption of the new Code of Conduct will contribute to the openness and transparency of the new ethical standards arrangements by providing clear guidance to councillors on ethical standards.

6.2 **How is risk being managed?**

The key risk in relation to this report is that the Council fails adopt a Code of Conduct by the time the new regime comes into force.

6.3 What is the impact on the organisation?

The Council will discharge its legal responsibility under the Localism Act to adopt a Code of Conduct.

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

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Directorate: Finance and Legal Services

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Enquiries should be directed to the above person.

Contributor/approver name	Title Directorate	or organisation	Date doc sent out	Date response received or approved
Contributors:				
Christine Forde	Assistant Director Legal Services & Monitoring Officer			
Names of approvers for submission: (officers and members)				
Finance: Neil Chamberlain	Finance Manager, Central Services & ABC Transformation Programme	Finance & Legal Services		7 June 2012
Legal: Christine Forde	Assistant Director Legal Services & Monitoring Officer	Finance & Legal Services		8 June 2012
Director: Chris West	Director of Finance & Legal Services	Finance & Legal Services		11 June, 2012
Members: Name	Cllr Duggins	Deputy Leader		11 June, 2012
	Cllr Townshend	Cabinet Member		11 June, 2012

This report is published on the council's website:
www.coventry.gov.uk/councilmeetings

Member Code of Conduct Council

I of..... being a
duly elected Councillor/Co-opted Member for Council hereby declare that I will undertake
my duties as follows:

1. I will represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

2. **As a holder of public office** and as required by law I will behave in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in the Council:

a. SELFLESSNESS: I will act solely in terms of the public interest. I will not in such a way as to gain financial or other material benefits for myself, my family, or my friends.

b. INTEGRITY: I will not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

c. OBJECTIVITY: I will make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits

d. ACCOUNTABILITY: I am accountable for my decisions and actions to the public and must submit myself to whatever scrutiny is appropriate to my office.

e. OPENNESS: I will be as open as possible about all the decisions and actions I take. I will give reasons for my decisions and restrict information only when the wider public interest or the law clearly demands.

f. HONESTY: I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interests.

g. LEADERSHIP: I will promote and support these principles by leadership and example.

3. As a Member of Council I will act in accordance with the principles in paragraph 2 and , in particular, I will

a. Champion the needs of residents - the whole community and all my constituents, including those who did not vote for me - and put the public interest first.

b. Deal with representatives or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.

c. Not allow other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the County or the good governance of the Council in a proper manner.

- d. Exercise independent judgement and not compromise my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a Member/Co-opted Member of this Authority.
- e. Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit.
- f. Be accountable for my decisions and cooperate when scrutinised internally and externally, including by local residents.
- g. Contribute to making this Authority's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding me and other Members to account but restricting access to information when the wider public interest or the law requires it.
- h. Behave in accordance with all my legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources.
- i. Value my colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- j. Always treat people with respect, including the organisations and public I engage with and those I work alongside.
- k. Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council.

4. In accordance with the Localism Act 2011 (and associated regulations) I will register and disclose those interests that I am obliged to declare. I will do this by completing and submitting a signed declaration to the Monitoring Officer at Council. I will keep the register updated and acknowledge that its contents are open to the public to inspect.

Signed:.....

Full name:

Date:

Joint Cabinet Member - Policy, Leadership and Governance
Community Safety and Equalities
Council

21 June 2012

03 July 2012

Names of Cabinet Members:

Policy, Leadership and Governance: Councillor John Mutton
Community Safety and Equalities: Councillor Philip Townshend

Director Approving Submission of the report:

Director of Finance and Legal Services

Ward(s) affected:

All

Title:

Changes to the Constitution

Is this a key decision?

No

Executive Summary:

The Localism Act 2011 is coming into force in stages and its implementation means that changes need to be made to the Constitution. Following the recent introduction of new regulations dealing with marriages and civil partnerships, the opportunity is also being taken to recommend updated delegations in relation to registration services and the licensing of marriage venues as well as changes which will improve the efficiency of these services. This report sets out the changes that are recommended and asks Council to approve those amendments. The report was considered by the Cabinet Member's Constitutional Advisory Panel on 23 May 2012 and they have recommended these changes.

Recommendation:

Cabinet Members

To recommend the changes to the Constitution set out in Section 2 of the report and to provide any further recommendations to Council

Council:

To approve with immediate effect the proposed changes to the Constitution set out in Section 2 of the report and to consider any further recommendations from the Cabinet Members

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes, 03 July 2012

Report title: Changes to the Constitution

1. Context

- 1.1 The Localism Act 2011 received the royal assent in November 2011. Its provisions are coming into force incrementally and changes need to be made to the Constitution to reflect provisions which affect the Council's governance arrangements. Following the recent introduction of new regulations dealing with marriages and civil partnerships, the opportunity is also being taken to recommend updated delegations in relation to registration services and the licensing of marriage venues as well as changes which will improve the efficiency of these services. This report sets out the changes that are recommended and asks Council to approve those amendments. The report was considered by the Cabinet Member's Constitutional Advisory Panel on 23 May 2012 and they have recommended these changes.

2. Options Considered and Recommended Proposals

- 2.1 The paragraphs below set out the changes to the Constitution that are recommended for approval. They detail the relevant provision of the Localism Act (where applicable), the change that is needed to reflect the Act, the location of the change in the current Constitution and when it is in force. Paragraph 2.9 sets out the recommended delegations in relation to registration services and the licensing of marriage venues.

2.2 Politically Restricted Posts

Responsibility for the grant and supervision of exemptions from political restriction under the Local Government and Housing Act 1989 presently rests with an authority's standards committee. Section 26 and schedule 4 to the Localism Act 2011 abolish the duty of local authorities to have a standards committee. As a result schedule 4 now amends the 1989 Act to give responsibility for determining applications for exemption from and inclusion in the list of politically restricted posts for an authority to the Head of Paid Service.

Part 3 of the Constitution needs to be amended to include the following text at page 83 to give this new power to the **Chief Executive** with the Assistant Director (Human Resources) and Council Solicitor as nominees:

Local Government and Housing Act 1989 and Local Government Act 2000	Nominee/Limitations
<i>Hold on deposit the list of politically restricted posts</i>	<i>Assistant Director (Human Resources)</i>
<i>Determine applications for exemptions from the list of politically restricted posts</i>	<i>Assistant Director (Human Resources) / Council Solicitor</i>
<i>Give directions, on the application of any person or otherwise, requiring the inclusion of a post in the list of politically restricted posts</i>	<i>Assistant Director (Human Resources) / Council Solicitor</i>

No commencement date for this provision has yet been set but it is likely to come in force when the rest of the new standards provisions come into effect. This is anticipated to be on 1st July 2012. It is recommended that these amendments be included in the Constitution now to assist in the necessary preparatory work for Officers to deal with any applications once the provisions come into effect.

2.3 Requests for Dispensations

Responsibility for receiving and determining requests for a dispensation, where a Member or Members are unable to participate in a decision because of an interest, presently rests with an authority's standards committee. Section 26 and schedule 4 to the Localism Act 2011 abolish the duty of local authorities to have a standards committee. Section 33 of the Act now provides for requests for a dispensation to be made to the Council's Proper Officer. It is recommended that the **Council Solicitor** should be the Proper Officer for the purpose of receiving requests for dispensations. It is also recommended that the power to determine requests should also be given to the **Council Solicitor** (but see below with regard to reviewing determinations).

Part 3 of the Constitution needs to be amended to include the following text at page 112:

Localism Act 2011	Nominee/Limitations
<i>To act as the Proper Officer for the purpose of receiving requests for dispensations under section 33 of the Localism Act 2011</i> <i>To determine requests for dispensations under section 33 of the Localism Act 2011, subject to the right of Members and Co-opted Members to request the Ethics Committee to review a determination not to grant a dispensation.</i>	

The Terms of Reference for the new Ethics Committee (approved at the Annual Meeting on 17 May) include the power to grant 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 (Council Solicitor). The Constitutional Advisory Panel has recommended that Members should have the right to ask the Ethics Committee to review a decision not to grant them a dispensation. The terms of reference of the Committee, therefore, need to be amended to include the following additional text:

- *At the request of the member or co-opted member concerned, reviewing any decision of the Monitoring Officer not to grant a dispensation in relation to disclosable pecuniary interests in accordance with section 33 of the Localism Act 2011.*

No commencement date for this provision has yet been set but it is likely to come in force when the rest of the new standards provisions come into effect. This is anticipated to be on 1st July 2012. It is recommended that these amendments be included in the Constitution now to assist in the necessary preparatory work for Officers to deal with any requests once the provisions come into effect.

2.4 New Standards Regime

The Localism Act (sections 26 to 37 and Schedule 4) abolishes the current standards regime and puts in place a new regime. There is no requirement to have a standards committee but all councils must approve a code of conduct for members and co-opted members (Sections 27 and 28) and put in place arrangements under which allegations can be investigated and decisions on those allegations can be made. These arrangements

must include the appointment of "independent persons" whose views are to be sought, and taken into account, by the council before it makes its decision on allegations that it has decided to investigate. The monitoring officer also must establish and maintain a register of member interests.

Parish councils are also required to have a Code of Conduct, but may adopt the Code of their "principal authority". The City Council remains the 'principal' authority for two parish councils, Allesley and Keresley, and is required to put in place arrangements for the investigation of, and decisions on, allegations of breaches of the Codes adopted by the Parish Councils. However, the Parish Council can make its own arrangements instead. The Monitoring Officer is required to keep a Register of Interests for each Parish Council. The rules about disclosing interests and participation also apply to Parish Councillors.

The amendments need to take effect from the date when the new standards provisions come into effect. This is anticipated to be 1st July 2012.

<p>Part 3 of the Constitution needs to be amended to include the following delegations to the Council Solicitor in her role as the Council's Monitoring Officer at page 111:Monitoring Officer Responsibilities</p>	<p>Nominee/Limitations</p>
<p>Localism Act 2011 <i>Establish and maintain the register of interests of Coventry City Council, Allesley Parish Council and Keresley Parish Council Elected and Co-opted Members</i></p> <p><i>Deal with breaches of the Codes of Conduct for Elected and Co-opted Members adopted by Coventry City Council, Allesley Parish Council and Keresley Parish Council in accordance with the Complaints Protocol as approved by the Ethics Committee</i></p>	<p><i>Deputy Monitoring Officer may be appointed</i></p> <p><i>Deputy Monitoring Officer may be appointed</i></p>

2.5 Assets of Community Value

Sections 87 to 108 of the Localism Act make detailed provision for dealing with assets of community value. This part of the Act aims to address the loss of buildings and amenities that play a vital role in local life, such as local pubs and village shops. They provide for local authorities to list buildings and land as assets of community value, and give community groups a window of opportunity to bid for them when they come up for sale.

The provisions allow further regulations to be made but for the time being the Council needs to give delegated authority to an officer to maintain the list of assets of community value and carry out the other duties in respect of the list.

It is recommended that the authority to maintain the list and carry out the other duties in respect of the list be given to the **Director of City Services and Development**. Part 3 of the Constitution will need to be amended to include the following text at page 123:

	Nominee/Limitations
<p>Localism Act 2011:Assets of Community Value <i>Prepare and maintain list of assets of community value; deal with requests to list assets of community value; determine whether land is or has been used for the social wellbeing or social interests of the community; determine whether an applicant falls within the definition of a voluntary or community organisation with local connections; decide whether to include or exclude the land; effect land charge registration where included; review nominations as required (by a different officer); maintain the list of unsuccessful nominations under the Localism Act 2011 and deal with matters in regulations issued by the Secretary of State in accordance with the provisions of Part 5, Chapter 3 of the Localism Act.</i></p>	<p><i>Group Manager – Planning and building Control</i></p>

The relevant provisions of the Localism Act are not yet in force except to the extent that the Secretary of State can make regulations. However it is recommended that these amendments be included in the Constitution now to assist in the necessary preparatory work for Officers to deal with any requests once the provisions come into effect.

2.6 Consideration of Scrutiny Reports by Cabinet

Section 21 and schedule 2 to the Localism Act 2012 introduce new arrangements with regard to the governance of English local authorities and amend the Local Government Act 2000. In particular, new Section 9FE of the 2000 Act provides that when a scrutiny committee sends a report to Cabinet it can require that the report is considered by Cabinet within two months of its receiving the report. At present, Scrutiny Procedure Rules (at paragraph 4.5.18.1) state that a scrutiny report "will be included on the agenda of the next available meeting of the Cabinet or Cabinet Member..." To conform with new Section 9FE it is recommended that the time limit of two months is included.

Part 4 of the Constitution needs to be amended to include the following text immediately after the final sentence of paragraph 4.5.18.1 (at page 181)

In any event, Cabinet/Cabinet Member will consider the report within two months of receipt of the report or of a notice from the Scrutiny Board.

These provisions came into force on 4th May 2012 and so the amendments should take effect immediately.

2.7 Community Right to Challenge

Sections 81 to 86 of the Localism Act gives certain bodies the right to express an interest in providing or assisting in providing a relevant service on behalf of the local authority. It allows the Secretary of State to make regulations regarding the operation of the right to

challenge. At present the Council needs to consider to whom an expression of interest should be addressed and delegate authority to deal with expressions of interest. It is suggested that such delegated authority should be given to **the Chief Executive and Directors in consultation with the appropriate Cabinet Member or Leader** in connection with expressions of interests regarding the particular services they are responsible for.

Part 3 of the Constitution needs to be amended to include the following text in the table of general delegations at paragraph 3.7.1 (page 79):

Description	Exercised by
<i>To receive and deal with expressions of interest from relevant bodies in providing or assisting in providing a relevant service on behalf of the authority</i>	<i>Chief Executive or Director responsible for the relevant service which is the subject of the expression of interest in consultation with the appropriate Cabinet Member or Leader</i>

The relevant provisions of the Localism Act are not yet in force, except to the extent that the Secretary of State can make regulations. However it is recommended that these amendments be included in the Constitution now to assist in the necessary preparatory work for Officers to deal with any requests once the provisions come into effect.

2.8 Planning

Sections 109 to 144 (Part 6) of the Localism Act 2011 makes provision for reforms to the planning system and deals with other planning matters. Included is the abolition of the regional planning tier. A duty will be imposed on local planning authorities to co-operate with each other in the preparation of development plan documents, the preparation of other local development documents and other activities that support the planning of development. Changes will be introduced in relation to the Community Infrastructure.

This part of the Act will promote Neighbourhood planning. Community organisations will have the right to take forward development in their area without applying for planning permission. Neighbourhood development plans (plans setting out policies in relation to the development and use of land in a Neighbourhood) will form part of the statutory development plan. Provision for a local planning authority to recover certain costs incurred in Neighbourhood planning are also included.

This part of the Act requires developers to consult local communities and any other specified persons before submitting planning applications for certain developments. Provision is made for the exercise of additional planning enforcement powers including in relation to the concealment of unauthorised development. Sections 109 to 144 of the Localism Act 2011 are in force but much will be the subject of further Regulations.

The Planning Committee will have responsibility for the following additional delegated functions in respect of the Localism Act 2011 **except** where specific functions have been delegated to an employee of the Council by virtue of Part 3.7 of this Constitution.

Function	Statutory Reference
<i>Planning function</i>	and Sections 110, 111, 113, 116 and 117 to 119 of the Localism Act 2011

Part 3 of the Constitution needs to be further amended to include additional Functions to the table of Functions delegated to the Planning Committee. Accordingly it is recommended that the

following additional Functions be inserted at paragraph 3.6.1 as number 82 onwards of page 77 in the Constitution

	Function	Statutory Reference
82.	<i>Power to recover costs incurred in putting Neighbourhood Development plans or orders in place.</i>	Section 117 of the Localism Act 2011.
83.	<i>Power to remove structures used for unauthorised display.</i>	Section 225A and 225B of the Town and Country Planning Act 1990 introduced by the Localism Act 2011.
84.	<i>Power to remedy persistent problems with unauthorised advertisements.</i>	Section 225C to 225E of the Town and Country Planning Act 1990 introduced by the Localism Act 2011.
85.	<i>Power to remedy defacement of premises.</i>	Section 225F of the Town and Country Planning Act 1990 introduced by the Localism Act 2011.
86.	<i>Power to remove signs at the request of the owner or occupier of premises at that person's expense</i>	Section 225J of the Town and Planning Act 1990 introduced by the Localism Act 2011.

The amendments should take effect immediately.
 Planning Functions on Pg 126 of Part 3 of the Constitution.

2.9 Proper Officer for Registration Services and Licensing of Marriage Venues

Following the recent introduction of new regulations dealing with marriages and civil partnerships, the opportunity is being taken to recommend updated delegations to the Director of Finance and Legal Services (and further delegated to the Council Solicitor) in relation to registration services and the licensing of marriage venues. The recommended changes will also improve the efficiency of these services.

The general delegation to the **Director of Finance and Legal Services** in connection with the births, marriages and deaths registration service in Part 3 (at page 108) should be amended to include the following text immediately after the words "registration service."

Local Government Act 1972	Nominee/Limitations
<p><i>Including:</i></p> <p>(a) <i>Acting as Proper Officer for the purposes of the registration service and the Registration Service Act 1953</i></p> <p>(b) <i>Making any necessary change to the service as a result of directions instructions or guidance from the General Register Office or changes imposed by statute; and</i></p> <p>(c) <i>Authority to review, amend or increase fees in connection with the births, marriages and deaths registration service (including fees for the approval and review process relating to secular and/ or religious premises as venues for marriages and civil partnerships) and</i></p>	<p>Council Solicitor</p> <p>Council Solicitor</p> <p>Cabinet Member (Community Safety and Equalities)</p>

Local Government Act 1972	Nominee/Limitations
<i>identify any areas for additional income generation</i>	

It is recommended that the following text be added to the delegations of the **Director of Finance and Legal Services** in Part 3 at page 116:

Licensing of Premises for Marriages and Civil Partnerships	Nominee/Limitations
<p><i>The Marriage Act 1949, the Civil Partnership Act 2004 including any regulations and guidance made or given under these statutes such as the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and the Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011</i></p> <p><i>To receive, determine, approve, review, amend, refuse and revoke, with or without conditions, applications under the Marriage Act 1949 and Civil Partnership Act 2004 for the use of secular and /or religious premises for the solemnisation of marriages and the registration of civil partnerships.</i></p> <p><i>To impose, vary, modify or enforce any conditions attached to the grant of approval for secular and / or religious premises for the solemnisation of marriages and the registration of civil partnerships.</i></p> <p><i>To create, maintain and update a public register of those premises registered for the solemnisation of marriages and the registration of civil partnerships.</i></p> <p><i>Authority to make changes in response to new legislation and guidance</i></p>	<p><i>Council Solicitor</i></p> <p><i>Council Solicitor, in conjunction with Cabinet Member (Community Safety and Equalities)</i></p> <p><i>Council Solicitor, in conjunction with Cabinet Member (Community Safety and Equalities)</i></p> <p><i>Council Solicitor</i></p> <p><i>Council Solicitor (where no discretion) Cabinet Member (Community Safety and Equalities) (where discretion)</i></p>

The amendments should take effect immediately.

3. Results of consultation undertaken

- 3.1 Given that the amendments (with the exception of those in paragraph 2.9) arise from legislative changes, no consultation has been carried out.

4. Timetable for implementing this decision

- 4.1 The timetable for implementation of each amendment is set out in the relevant paragraph of Section 2 of the report.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

Some provisions of the Localism Act 2011 are likely to have some financial implications for the City Council in the future, for instance, the Community Right to Challenge and new regulations dealing with marriages and civil partnerships. However, this report is concerned with the constitutional changes needed to enable the Council to accommodate the Act rather than making any specific policy or service decisions arising out of this. There are no direct financial implications arising out of these constitutional changes.

5.2 Legal implications

The Council needs to make the changes to its Constitution to ensure that it can implement the changes required by the Localism Act 2011. In addition, the changes will ensure that the Constitution reflects the up to date law in relation to registration services and the licensing of marriage venues as well as improving the efficiency of these services.

6. Other implications

There are none.

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Constitution sets out the governance arrangements of the Council and it is important for the good governance of the Council that these reflect changes in legislation.

6.2 How is risk being managed?

Having a Constitution that reflects changes in legislation will ensure that the Council meets its legal obligations and will also provide better and more accurate information for the public, stakeholders, councillors and employees on how the Council is governed.

6.3 What is the impact on the organisation?

It will ensure that the Council's governance arrangements reflect the provisions of the Localism Act 2011 and the up to date law in relation to registration services and the licensing of marriage venues as well as improving the efficiency of these services.

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Director: Chris West	Director of Finance and Legal Services			11/06/12
Members: Cllr Duggins	Deputy Leader			11/06/12
Members: Councillor Philip Townshend	Cabinet Member Community Safety and Equalities			11/06/12

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Joint Meeting of Cabinet Members (Community Safety and Equalities) and
(Policy, Leadership and Governance)
Council

21 June 2012
3 July 2012

Name of Cabinet Members

Cabinet Member (Community Safety and Equalities) – Cllr. Townshend
Cabinet Member (Policy, Leadership and Governance) - Cllr. John Mutton

Director Approving Submission of the report:

Customer and Workforce Services

Ward(s) affected:

All

Title:

Review of the City Council's Petition Scheme

Is this a key decision?

No

Executive Summary:

The Localism Act 2011 has repealed the statutory requirements regarding Petition Schemes with effect from 1 April 2012. The City Council is now free to amend the current scheme as it sees fit. This report sets out the recommendations of the Constitutional Advisory Panel for consideration by the Cabinet Members (Community Safety and Equalities) and (Policy, Leadership and Governance). The report recommends retaining a Petition Scheme but making a number of amendments to this.

Recommendations

It is recommended that the Cabinet Members:

1. Recommend to Council that they approve the proposed revised Petition Scheme as set out in Appendix 2.

It is recommended that Council:

1. Approves the proposed revised Petition Scheme set out in Appendix 2, in accordance with any comments and recommendations of the Cabinet Members (Community Safety and Equalities) and (Policy, Leadership and Governance)

List of Appendices included:

1. Coventry City Council Petition Scheme, July 2010.
2. Proposed revised Coventry City Council Petition Scheme.

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

Cabinet Member (Policy, Leadership and Governance) Constitutional Advisory Panel - 23 May 2012.

Will this report go to Council?

Yes, 3 July 2012.

Report title: Review of the City Council's Petition Scheme

1. Background

- 1.1 Coventry City Council has a long history of encouraging petitions to promote democratic engagement and for the Council to respond to the wishes of the citizens of Coventry. Prior to 2010, the Scheme enabled Councillors to submit petitions to the Council on behalf of citizens. This was changed by the Local Democracy, Economic Development and Construction Act 2009 Act. The Act required all principal local authorities to introduce a Petition Scheme whereby people who lived, worked or studied in their area could directly petition the authority, by way of a paper petition or an electronic petition.
- 1.2 The Council's current Petition Scheme, adopted in July 2010, incorporates the provisions of the 2009 Act (see Appendix 1.) This includes e-Petitions, which were introduced from 15 December 2010. Since July 2010 the Council has received 143 petitions, of which 122 were paper petitions and 21 were e-petitions.
- 1.3 The Localism Act 2011 has repealed the statutory requirements regarding Petition Schemes, with effect from 1 April 2012. The City Council is now free to amend the current scheme as it sees fit.
- 1.4 The provisions of the current Petition Scheme were considered at a meeting of the Constitutional Advisory Panel (CAP) on 23 May 2012. The CAP recommended that the Council should review the current Scheme and approve a flexible, inclusive Scheme, appropriate for the citizens of Coventry.

2. Options considered and recommended proposal

- 2.1 The Constitutional Advisory Panel on 23 May 2012 considered options for a review of the petition scheme following the Localism Act and recommended that a Scheme be retained. The Panel's recommendations are set out below, and the proposed revised Petition Scheme attached at Appendix 2:
- i) That the City Council adopts a Petition Scheme appropriate for the citizens of Coventry.
 - ii) That the Scheme should allow petitions on any topic to be presented for consideration by the City Council.
 - iii) That petitions reaching 15,000 signatures should be debated at full Council and that a senior officer may be called to account where a petition reaches 10,000 signatures
 - iv) That the threshold for a valid petition should remain at 5 signatories, containing:
 - a) The topic being addressed and
 - b) Action required from the Council and
 - c) At least 5 signatories who live, work or study in Coventry
 - v) That the Council should refuse petitions dealing with any matter which has been considered by the Council within the previous 6 months. The exception to this would be where there has been a recent material change affecting the topic of the petition, subject to consultation with Council leadership.
 - vi) That the Council continues to reject petitions deemed to be abusive, vexatious or otherwise inappropriate. However, the general principle should be to accept rather than reject petitions. Where the Petitions Officer considers that a petition should be rejected for any of the above reasons, the matter should be referred for adjudication to the next available Cabinet meeting, in private, where appropriate.

In urgent cases the Monitoring Officer should consult with the Chief Executive, the Council Leader and the leader of the principal opposition Group to resolve the matter.

- vii) That the Council accepts petitions submitted by a citizen living, working or studying in Coventry; in such cases ward Councillors must be offered sponsorship of the petition.
- viii) That the Council continues to facilitate electronic petitions.
- ix) That the Council permits the Petition Organiser to request, in writing, the withdrawal of a petition. The Petitions Officer will consider requests, but in general it should be assumed that the Council will process all valid petitions received. Where the Petitions Officer is proposes to withdraw a petition, they will consult the Chair of the body that the petition would have been considered by. If there is no consensus, it will be referred to the next available Cabinet meeting. If appropriate, it will be discussed as "private". In urgent cases, the Monitoring Officer should consult with the Chief Executive, the Council Leader and the leader of the principal opposition Group to resolve the matter.
- x) That the Council allows petition organisers to request a review of the steps taken by the Council to respond to their petition, subject to validation of the reasons for such a review. The validation process will be decided by the Chair of Scrutiny consulting with the Scrutiny Officer. If it is felt that there is sufficient case to warrant a review the matter should then be referred to the Council's Scrutiny Co-ordination Committee for consideration.
- xi) That the Council allows a period of 14 days after the date of the Council's letter informing the organiser of the outcome for such a request to be submitted.
- xii) The panel noted that there are 3 main sources of petitions and recommended that the deadlines for submission of petitions remain the same:
 - a) Petitions relating to licensing applications must be submitted within the statutory 28 day objection period
 - b) The Planning Committee accepts petitions up to midday on the day preceding the Committee meeting, and
 - c) All other petitions are subject to the statutory publication deadlines, unless accepted as urgent at the discretion of the relevant Cabinet Member, Leader or Chair of the relevant body.

2.2 The result of all of the above recommendations on the Council's Petition Scheme has been taken into account in drawing up a proposed revised Petition Scheme, attached at Appendix 2.

2.3 It is recommended that the Cabinet Members recommend to Council that the revised Petition Scheme in Appendix 2 be approved. When Council considers this report, it is recommended that the proposed revised Petition Scheme in Appendix 2 be approved.

3. Results of consultation undertaken

3.1 Consultation was carried out via members of the Constitutional Advisory Panel, who considered the existing provisions at a meeting on 23 May 2012.

4. Timetable for implementing this decision

4.1 The Review of the Scheme will take immediate effect when approved by Council on 3 July 2012.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

5.1.1 The recommendations in this report, if approved, will not result in any additional expenditure for the Council.

5.2 Legal implications

5.2.1 The Council is no longer obliged to maintain a Petition Scheme as this requirement has been abolished by the Localism Act 2011. However, it remains open for the City Council to adopt a new Petition Scheme which, if approved, would be contained within the Council's constitution.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

6.1.1 The Council Plan 2011-2014 commits the Council to "... work with residents, communities and partners to get things done" and to "review and improve services". The Council also has an "Inform, Consult and Involve Strategy". The Petition Scheme is an important element in delivering all of these objectives and plays a key role for citizens wishing to bring their concerns directly to the Council.

6.1.2 The CAP recommends retaining the current threshold of 5 signatories for a valid petition which is far below the requirements of many other authorities. This facilitates easy access for citizens and every petition is processed by senior officers of the Council and considered at the highest level. The Council has dealt with 143 petitions over the past 2 years and many citizens have benefitted directly through improved services and better outcomes of licensing and planning applications.

6.2 How is risk being managed?

6.2.1 The replacement of the statutory Petition Scheme by the Council's own scheme is designed to meet the needs of those who live, work or study in Coventry.

6.2.2 The procedures for the exclusion of petitions deemed to be vexatious, abusive or otherwise inappropriate will minimise any reputational risks to the Council.

6.3 What is the impact on the organisation?

6.3.1 The proposed amendments to the Scheme will enhance the reputation of the Council and the services it delivers to the citizens of Coventry.

6.4 Equalities / EIA

6.4.1 The Scheme is designed to afford equal opportunities to all who live, work or study in Coventry to petition the Council on any matter of concern to them. Retaining the provisions that facilitate any citizen petitioning the council protects access for everyone who lives, works or studies in the City.

6.5 Implications for (or impact on) the environment

6.5.1 None

7. Implications for partner organisations?

7.1 None

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Adrian West	Scrutiny Officer	Chief Executive's	7/06/12	7/06/12
Christine Forde	Assistant Director Legal Services and Monitoring Officer	Finance & Legal Services	07/06/12	08/06/12
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Director: Bev Messinger	Director	CWS	07/06/12	11/06/12
Members: Cllr. G. Duggins	Deputy Leader		11/06/12	11/06/12
Cllr. D. Gannon	Chair of the Constitutional Advisory Panel		30/05/12	07/06/12

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Appendices

1. Petition Scheme, July 2010.
2. Proposed Revised Petition Scheme

Appendix 1

4.9 Petitions Procedure Rules

4.9.1 **General**

4.9.1.1 This part of the Constitution shall be referred to as the Petitions Scheme. The Petitions Scheme is based on the framework set out in the Local Democracy, Economic Development and Construction Act 2009 and takes account of the Guidance issued by the Department for Communities and Local Government issued on 30 March 2010.

4.9.1.2 The Council welcomes petitions and recognises that these are one way in which citizens of Coventry can raise concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out how the Council plans to deal with the petition, including an assessment of which of the three routes the petition should follow (see 4.9.4-4.9.9 below).

4.9.1.3 The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition, and it has at least 5 signatories on it.

4.9.1.4 Subject to these rules, petitions can be submitted by members of the public, or presented by a Councillor on their behalf.

4.9.1.5 Petitions can be submitted in two ways - on paper and electronically. The option to submit e-petitions does not come into effect until 15 December 2010.

4.9.1.6 Paper petitions should be sent to the Petitions Officer:

Assistant Director, Democratic Services
Customer and Workforce Services
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

4.9.2 **Guidelines for Submitting a Petition**

4.9.2.1 Petitions submitted to the Council must include:-

- a clear and concise statement covering the subject matter of the petition.
- what action the petitioners wish the Council to take.
- the name, address, postcode and signature of any person supporting the petition.

- 4.9.2.2 Petitions should be accompanied by contact details including an address for the Petition Organiser. This is the person the Council will contact to explain how it intends to respond to the petition. This can be, but does not have to be, a Councillor. That person will need to indicate which personal data can be published on the Council's website in order to enable the Council to meet its obligations under the Data Protection Act 1988. If the petition does not identify a Petition Organiser, signatories to the petition will be contacted, starting with the first signatory, to agree who will act as the Petition Organiser.
- 4.9.2.3 Petitions which have less than 5 signatures or are considered to be vexatious, abusive or otherwise inappropriate (as determined by either the Petitions Officer or Monitoring Officer) will not be accepted.
- 4.9.2.4 In the period immediately before an Election or referendum the Council may need to deal with the petition differently – if this is the case the Council will explain the reasons and discuss the revised timescales which will apply.
- 4.9.2.5 In all cases, if the petition does not follow the guidelines set out above, the Council may decide to take no further action with the petition. If this is the case the Council will set out the reasons for this action.

4.9.3 e-Petitions

- 4.9.3.1 Petitions can be submitted electronically from 15 December 2010. E-petitions will be created and submitted through the Council's website and e-petitions will follow the same guidelines as paper petitions.
- 4.9.3.2 The e Petition Organiser must provide their name, postal address and email address and specify how long the petition is to be open for signatures. He or she must also give their consent to their personal data being published on the Council's website in order to enable the council to meet its obligations under the Data Protection Act 1988. Most petitions are expected to run for 6 months but a shorter or longer timeframe can be applied by the e-Petition Organiser up to a maximum of 12 months.
- 4.9.3.3 An e-petition will be published online within ten working days. The Council will check that the content of the e-petition is suitable before it is published in accordance with section 4.9.3.4 below. If the petition cannot be published then the Petition Organiser will be advised within ten working days, and will have the opportunity to make changes to the petition. If the e-petition is not altered and re-submitted, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 4.9.3.4 When an e-petition has closed for signature, it will be automatically submitted to the Council's Petitions Officer. All e-petitions will be checked using the name, email address and the postcode supplied by the signatories. It will then follow the normal routing process referred to

below, depending on the number of signatures on the e-petition and what it is asking the Council to do.

4.9.4 Council Action on Receipt of a Petition

4.9.4.1 A written acknowledgement will be sent to the Petition Organiser within five working days of receiving the petition. Details of the petition will be sent to the relevant ward Councillors. For city-wide petitions, all Councillors will be notified via the weekly Petitions Register update. Any Councillor wishing to act as 'Sponsor' for a petition will need to contact the Petition Organiser and seek their agreement, and then inform the Petitions Officer. The Councillor's name will be added to the Petition Register. Both the Petition Organiser and a Sponsor will receive correspondence relating to the petition. Where the Petition Scheme states that the Petition Organiser will be informed, the Sponsor will also be informed.

4.9.4.2 On receipt of the petition, the Council's Petitions Officer [the Assistant Director (Democratic Services)] will review the petition and check which of the four applicable routes that the petition should follow. The four routes that are available to a petition are as follows:-

- A petition requiring Council debate.
- A petition requiring a senior officer to give evidence.
- A petition which relates to a Planning, Licensing or Regulatory matter
- Other petitions

4.9.4.3 If the petition is a statutory petition (for example requesting a referendum on having an Elected Mayor) or relates to a matter where there is already an existing right of appeal, such as Council Tax banding or non-domestic rates, other procedures will apply and the petition will not be routed in any of the four ways above by the Petitions Officer.

4.9.4.4 The Petitions Officer will check that the petition complies with the requirements with regard to the details above and then publish details of the petition received on the Council's website. The petition will be published within ten working days of receipt.

4.9.5 Petitions being submitted or Sponsored by a Councillor

- 4.9.5.1 Councillors may submit a petition as Petition Organiser or support an existing petition, acting as its 'Sponsor'. In these cases, where there are at least 5 signatures:
- 4.9.5.2 If a Councillor presents a petition to a meeting of the City Council, the Councillor submitting the petition will be entitled to speak for two minutes.
- 4.9.5.3 If a Councillor presents a petition to the Cabinet or appropriate Cabinet Member, the Councillor submitting the petition will be entitled to attend the Cabinet or Cabinet Member meeting to present the petition and entitled to speak for two minutes.
- 4.9.5.4 If a Councillor presents a petition to either the Planning or the Licensing and Regulatory Committee, that Committee's rules with regard to speaking and responding will apply.
- 4.9.5.5 Where two or more Councillors present the same petitions, both Councillors will be entitled to the rights regarding speaking at council meetings and attending the appropriate meeting to present the petition as outlined in 4.9.1.1-4.9.1.4 above and 4.9.6 below.

4.9.6 A Petition Requiring Full Council Debate

- 4.9.6.1 If a petition contains more than 15,000 signatures it will be debated by a Full Council meeting, unless it is a petition requiring senior officer attendance. This means that the issue raised in the petition will be discussed at a Full Council meeting when all Councillors can attend. The Council will endeavour to consider the petition at its next available meeting, although on occasions this will not be possible and the matter will be passed to the next Full Council meeting.
- 4.9.6.2 The Petition Organiser and Sponsoring Councillor(s) will each be allowed 3 minutes to present the petition at the Full Council meeting and the petition will then be discussed by Councillors – there is no time limit set for this.
- 4.9.6.3 The Council will decide how to respond to the petition at this meeting. The Council may decide to take the action the petition requests, not to take the action requested for the reasons put forward in debate, or to commission further investigation into the matter, for example by a relevant Committee.
- 4.9.6.4 When dealing with the petition, the Council may consider one or more of the following responses to the petition:-
- Taking the action requested in the petition
 - Referring the petition to Cabinet, a Cabinet Member or relevant Committee
 - Holding an enquiry into the matter
 - Undertaking research into the matter
 - Holding a public meeting

- Holding a consultation
- Holding a meeting with the petitioners
- Referring the petition for consideration by the Council's Scrutiny Boards
- Calling a referendum
- Writing to the Petition Organiser setting out the views of the Council about the request in the petition.
- Any other appropriate action

4.9.6.5 In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in the petition.

4.9.6.6 For example, if the petition relates to something over which the Council has no direct control (for example a railway or hospital) it may consider making representations on behalf of the community to the relevant body. The Council works with a large number of Local Partners and where possible will work with these Partners to respond to the petition.

4.9.6.7 If the Council is not able to do this for any reason then it will set out the reasons for this in writing to the Petition Organiser.

4.9.6.8 Where the issue is one on which the Council Executive are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Petition Organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

4.9.6.9 In all cases the Council will advise the Petition Organiser of the action it has taken.

4.9.7 Petitions Requiring Attendance by a Senior Council Officer

4.9.7.1 If a petition asks for a Senior Council Officer to give evidence at a public meeting about something for which the officer is responsible as part of their job, the petition must contain at least 10,000 signatures. Those senior officers that can be called to give evidence are as follows:-

- Chief Executive
- Assistant Chief Executive
- Director of Customer and Workforce Services
- Director of City Services and Development
- Director of Community Services
- Director of Children, Learning and Young People
- Director of Finance and Legal Services
- Director of Strategic Planning and Partnerships
- Monitoring Officer

4.9.7.2 Only these officers can be called to give evidence under this section of the petition scheme.

- 4.9.7.3 If a petition has the requisite number of signatures, the Council's Scrutiny Co-ordination Committee will decide which of the Council's Scrutiny Boards, the senior officer will be asked to attend before. The Scrutiny Co-ordination Committee may decide that it is better for a different officer to give evidence and may also decide to call the relevant Councillor to attend the meeting.
- 4.9.7.4 Scrutiny Board members will ask the questions at the meeting, but the Petition Organiser may suggest questions to the Chair of the Committee by contacting the Petitions Officer up to three working days before the meeting.
- 4.9.7.5 In all cases the Council will advise the Petition Organiser of the action is has taken.

4.9.8 Other Petitions

- 4.9.8.1 If a petition has at least 5 but less than 15,000 signatures on it, the Petitions Officer will review the content of the petition and decide whether the petition should be addressed to Full Council, Cabinet or Cabinet Member. If the Petition has been presented by a Councillor as the Petition Organiser, then the Councillor will be able to present the Petition.
- 4.9.8.2 Petitions can be presented to Full Council by the Petition Organiser (a Councillor or a citizen), but will not be debated by them. Instead Full Council will refer the petition to the relevant Cabinet, Cabinet Member or Committee to deal with the matter.
- 4.9.8.3 The Petitions Officer will notify the Petition Organiser which Cabinet/ Cabinet Member/ Committee the matter relates to and advise them of the date of the meeting when the Cabinet / Cabinet Member / relevant Committee will consider the matter, The Petitions Officer will also notify the relevant Ward Councillor/s. If the Petition Organiser is a Councillor, he or she will not be entitled to vote at any meeting unless she/he is a member of the Cabinet or Committee [or the Cabinet Member concerned].
- 4.9.8.4 The Petition Organiser (including any Councillor as Petition Organiser) may attend the Cabinet Member / Cabinet / relevant committee meeting and speak about the petition. Only the Petition Organiser is entitled to speak and they should confirm their attendance to the Council at least 3 working days before the meeting.
- 4.9.8.5 Where more than one petition is presented in relation to a particular item, then the Petitions Officer will endeavour to ensure that all petitions are dealt with at the same meeting. In the event that petitions have an "opposing" viewpoint, the Petitions Officer will invite the Petitioner Organiser to nominate a spokesperson for each of the petitions to the meeting at which the petitions are to be considered. Each

spokesperson will be entitled to attend the meeting and to speak upon the consideration of the petition. If a spokesperson is unable to attend, for any reason, this would not prevent the meeting considering all the petitions and coming to a decision.

4.9.8.6 Where a petition stands referred by the Petitions Officer to the Cabinet, appropriate Cabinet Member or appropriate City Council Committee, no discussion will take place upon it in the City Council prior to its consideration by the Cabinet, appropriate Cabinet Member or appropriate City Council Committee except that the Councillor presenting a petition will be allowed to speak for not more than two minutes in explanation of the contents of that petition.

4.9.8.7 The Cabinet, appropriate Cabinet Member or relevant Committee will have the following courses of action available:-

- Taking the action requested in the petition
- Referring the petition to Full Council or another relevant Committee
- Holding an enquiry into the matter
- Undertaking research into the matter
- Holding a public meeting
- Holding a consultation
- Holding a meeting with the petitioners
- Referring the petition for consideration by the Council's Scrutiny Boards
- Calling a referendum
- Writing to the Petition Organiser setting out the views of the Council about the request in the petition.
- Refer the matter to an Advisory Panel and ask them for advice
- Any other appropriate action

4.9.8.8 When considering the matter, the Cabinet Member/ Committee may decide that the petition is such a matter that requires Full Cabinet consideration, in which case he or she can refer the matter to the Cabinet for the next available meeting, for example if it appears to relate to a City Council-wide or cross-cutting issue.

4.9.8.9 In all cases the Council will advise the Petition Organiser of the action is has taken.

4.9.9 Petitions which relate to matters by Planning Committee and Licensing and Regulatory Committee

4.9.9.1 Petitions relating to planning, licensing or regulatory matters will be referred to the respective Committee by the Petitions Officer and proceed in accordance with the rules of procedure relating to that Committee.

4.9.9.2 In the case of a petition that relates to a particular application, the petition will be considered at the same time as the application rather

than within a period of two months. Any petition relating to a planning or licensing issue, for which an application has not been received within a 12 month period and where there is no on-going process, will automatically be considered by the relevant Cabinet Member and the petition put on file in planning or licensing for future reference.

4.9.9.3 Deadline for Receipt of Petitions to Planning Committee

4.9.9.4 In relation to the receipt of petitions to Planning Committee, only those petitions received by 12.00 noon on the day before the meeting will be treated as a petition, with the Petition Organiser (including any Councillor presenting the petition) and the applicant (or their agent/representative) being invited to attend and speak at the meeting; and that any 'petition' received after this deadline be treated as a 'late representation' and summarised by the Development Manager on the 'late representations report' which is tabled at the meeting.

4.9.9.5 Length of Speeches at Planning Committee

4.9.9.6 At Planning Committee, in line with the public speaking scheme, the length of the Petition Organiser's speech will be limited to three minutes. In addition, the applicant (or their agent/representative) will have the right of reply when a petition is presented in respect of a Planning Application. The Chair of the Planning Committee will have the discretion to ensure that any right of reply by an applicant (or their agent/representative) in response to a petition spokesperson's speech (which is limited to three minutes) will be of a proportionate amount of time.

4.9.9.7 In all cases the Council will advise the Petition Organiser of the action is has taken.

4.9.10 Petitions – The Right of Appeal

4.9.10.1 If the Petition Organiser considers that the Council has not responded to a petition (except those petitions which are dealt with by the Planning, Licensing and regulatory Committees) properly, he or she has the right to request the Council's Scrutiny Co-ordination Committee to review the steps that the Council has taken in response to the petition.

4.9.10.2 If a Petition Organiser wishes to operate his or her right of appeal, he should write to the Council's Scrutiny Officer no later than 5 working days after final determination of the petition. The letter should set out the reasons why the Petition Organiser considers a review should be conducted.

4.9.10.3 The Scrutiny Officer will arrange for the matter to be considered by the next available meeting of the Council's Scrutiny Co-ordination Committee and will notify the Petition Organiser of the date of this meeting.

4.9.10.4 If the Council's Scrutiny Co-ordination Committee considers the Council has not dealt with the petition adequately, it may use any of its powers to deal with the matter. This includes instigating an investigation, making recommendations to the Council's Cabinet or arranging for the matter to be considered at a meeting of Full Council.

4.9.10.5 Once the appeal has been considered the Petition Organiser will be informed of the results within 5 working days. The results of the review will also be published on the Council's website.

4.9.11 Summary

4.9.11.1 A summary of the Council's process for dealing with petitions is set out on the diagram attached.

4.9.12 Reviewing the petition procedure rules (the petition scheme)

4.9.12.1 The Council can revise this petition scheme at any time in accordance with Section 11 of the Local Democracy Economic Development and Construction Act 2009.

4.9 The Petitions Scheme

4.9.1 General

4.9.1.1 The Council welcomes petitions and recognises that these are one way in which citizens of Coventry can raise concerns.

4.9.1.2 The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition and it has at least 5 signatories on it.

4.9.1.3 Petitions can be submitted by people who live, work or study in Coventry, or sponsored by a Councillor on their behalf. Where a petition is presented without a Councillor sponsor, ward Councillors will be offered sponsorship of the petition.

4.9.1.4 Petitions can be submitted in two ways:

- i) on paper; a recommended form for use by petition organisers is available on the City Council's website (www.coventry.gov.uk) at <http://www.coventry.gov.uk/downloads/download/1524/petitions>, and
- ii) electronically via the Council's e-Petition facility (<http://www.coventry.gov.uk/info/10095/petitions>)

4.9.1.5 Paper petitions should be sent to the Petitions Officer:

Assistant Director, Democratic Services
Customer and Workforce Services
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

4.9.2 Guidelines for Submitting a Petition

4.9.2.1 Petitions submitted to the Council must include:-

- The topic being addressed and
- The action required from the Council and
- At least 5 signatories who live, work or study in Coventry

4.9.2.2 Petitions should be accompanied by contact details including an address for the Petition Organiser. This is the person the Council will contact to explain how it intends to respond to the petition. This can be, but does not have to be, a Councillor. That person will need to indicate which personal data can be published on the Council's website in order to enable the Council to meet its obligations under the Data Protection Act 1988. If the petition does not identify a Petition Organiser, signatories to the petition will be contacted, starting with the first signatory, to agree who will act as the Petition Organiser.

4.9.2.3 In the period immediately before an Election or referendum the Council may need to deal with the petition differently – if this is the case the Council will explain the reasons and discuss the revised timescales which will apply.

4.9.3 Exclusions

4.9.3.1 The general principle is that the Council will consider all petitions submitted but petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

4.9.3.2 Where applicable, the Council will contact the Petition Organiser to discuss with them the issues and advise on how the petition might be made acceptable.

4.9.3.3 Where the Petitions Officer considers that a petition should be rejected for any of the above reasons, the matter should be referred for adjudication to the next available Cabinet meeting. This will be in private, if appropriate. In urgent cases the Monitoring Officer will consult with the Chief Executive, the Council Leader and the leader of the principal opposition Group to resolve the matter

4.9.3.4 The Council will not accept petitions dealing with any matter which has been considered by the Council within the previous 6 months. The exception to this would be where there has been a material change affecting the topic of the petition. The Petitions officer shall consult with the Council Leadership before accepting such petitions.

4.9.4 Petitions submitted or sponsored by a Councillor

4.9.4.1 Councillors may submit a petition as Petition Organiser or support an existing petition, acting as its 'Sponsor'.

- If a Councillor presents a petition to a meeting of the City Council the Councillor submitting the petition will be entitled to speak for two minutes
- If a Councillor presents a petition to the Cabinet or appropriate Cabinet Member, the Councillor submitting the petition will be entitled to attend the meeting to present the petition and entitled to speak for two minutes in addition to the speaking time for the petition organiser.
- If a Councillor presents a petition to either the Planning or the Licensing and Regulatory Committee, that Committee's rules with regard to speaking and responding will apply.

4.9.4.2 Where two or more Councillors present the same petitions, both Councillors will be entitled to speak for 2 minutes.

4.9.5 Council Action on Receipt of a Petition

4.9.5.1 A written acknowledgement will be sent to the Petition Organiser within five working days of receiving the petition (unless the Council is considering excluding the petition in accordance with 4.9.3 above).

- 4.9.5.2 Details of the petition will be sent to the relevant ward Councillors. For city-wide petitions, all Councillors will be notified. Any Councillor wishing to act as 'Sponsor' for a petition will need to contact the Petition Organiser and seek their agreement, and then inform the Petitions Officer. The Councillor's name will be added to the Petition Register. Both the Petition Organiser and a Sponsor will receive correspondence relating to the petition. Where the Petition Scheme states that the Petition Organiser will be informed, the Sponsor will also be informed.
- 4.9.5.3 The Petitions Officer will check that the petition complies with the requirements of the scheme and then publish details of the petition on the Council's website. This will be updated in the petitions Register. The details of the petition will be published within ten working days of receipt.

4.9.6 How the Council will respond to Petitions

- 4.9.6.1 When the Council accepts a petition, (other than those presented by a Councillor at full Council) the Petitions Officer will check which of the five different types of petitions apply:
- i. A petition requiring Council debate (section 4.9.7)
 - ii. A petition calling a senior officer to account (section 4.9.8)
 - iii. A petition which relates to a current Planning application (section 4.9.9)
 - iv. A petition which relates to a Licensing or Regulatory matter (section 4.9.9)
 - v. Other petitions (section 4.9.10)
- 4.9.6.2 When dealing with petitions the Council may consider one or more of the following responses :-
- Taking the action requested in the petition
 - Taking no further action
 - Referring the petition to Cabinet, a Cabinet Member or relevant Committee
 - Referring the petition for consideration by the Council's Scrutiny Boards
 - Referring the petition to another organisation
 - Holding an enquiry into the matter
 - Undertaking research into the matter
 - Holding a public meeting
 - Holding a consultation
 - Holding a meeting with the petitioners
 - Calling a referendum
 - Writing to the Petition Organiser setting out the views of the Council about the request in the petition.
 - Any other appropriate action

- 4.9.6.3 Where the issue is one on which the Council Executive are required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Petition Organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.
- 4.9.6.4 If the petition is a statutory petition or relates to a matter where there is already an existing right of appeal, such as Council Tax banding or non-domestic rates, other procedures will apply and the petition will not be routed in any of the four ways above by the Petitions Officer.
- 4.9.6.5 In all cases the Council will advise the Petition Organiser of the action it has taken and will publish the outcome on the City Council website (www.coventry.gov.uk)

4.9.7 A Petition Requiring Full Council Debate

- 4.9.7.1 If a petition is supported by 15,000 or more people it will be debated by a Full Council meeting when all Councillors can attend. The Council will endeavour to consider the petition at its next available meeting, although on occasions this will not be possible and the matter will be passed to the next Full Council meeting.
- 4.9.7.2 The Petition Organiser and Sponsoring Councillor(s) will each be allowed 3 minutes to present the petition at the Full Council meeting and the petition will then be discussed by Councillors – there is no time limit set for this.
- 4.9.7.3 The Council will decide how to respond to the petition at this meeting and may take any of the actions described at paragraph 4.9.6.2

4.9.8 Petitions Requiring Attendance by a Senior Council Officer

- 4.9.8.1 If a petition asks for a Senior Council Officer to give evidence at a public meeting about something for which the officer is responsible as part of their job, the petition must contain at least 10,000 signatures. Those senior officers that can be called to give evidence are as follows:-

- Chief Executive
- Assistant Chief Executive
- Director of Customer and Workforce Services
- Director of City Services and Development
- Director of Community Services
- Director of Children, Learning and Young People
- Director of Finance and Legal Services
- Director of Strategic Planning and Partnerships
- The Monitoring Officer

- 4.9.8.2 Only these officers can be called to give evidence under this section of the petition scheme.

4.9.8.3 If a petition has the requisite number of signatures, the Council's Scrutiny Co-ordination Committee will decide which of the Council's Scrutiny Boards, the senior officer will be asked to attend before. The Scrutiny Co-ordination Committee may decide that it is better for a different officer to give evidence and may also decide to call the relevant Councillor to attend the meeting.

4.9.8.4 Scrutiny Board members will ask the questions at the meeting, but the Petition Organiser may suggest questions to the Chair of the Committee by contacting the Petitions Officer up to three working days before the meeting.

4.9.9 Petitions which relate to matters by Planning Committee and Licensing and Regulatory Committee

4.9.9.1 Petitions relating to planning, licensing or regulatory matters will be referred to the respective Committee by the Petitions Officer and proceed in accordance with the rules of procedure relating to that Committee.

4.9.9.2 In the case of a petition that relates to a particular application, the petition will be considered at the same time as the application rather than within a period of two months. Any petition relating to a planning or licensing issue, for which an application has not been received within a 12 month period and where there is no on-going process, will automatically be considered by the relevant Cabinet Member and the petition put on file in planning or licensing for future reference.

4.9.9.3 In relation to the receipt of petitions to Planning Committee, only those petitions received by 12.00 noon on the day before the meeting will be treated as a petition, with the Petition Organiser (including any Councillor presenting the petition) and the applicant (or their agent/representative) being invited to attend and speak at the meeting; and that any 'petition' received after this deadline be treated as a 'late representation' and summarised by the Development Manager on the 'late representations report' which is tabled at the meeting.

4.9.9.4 At Planning Committee, in line with the public speaking scheme, the length of the Petition Organiser's speech will be limited to three minutes. In addition, the applicant (or their agent/representative) will have the right of reply when a petition is presented in respect of a Planning Application. The Chair of the Planning Committee will have the discretion to ensure that any right of reply by an applicant (or their agent/representative) in response to a petition spokesperson's speech (which is limited to three minutes) will be of a proportionate amount of time.

4.9.10 Other Petitions

4.9.10.1 If a petition has at least 5 but less than 15,000 signatures on it, the Petitions Officer will review the content of the petition and decide whether the petition should be addressed to Full Council, Cabinet or Cabinet Member. If the

Petition has been presented by a Councillor as the Petition Organiser, then the Councillor will be able to present the Petition.

- 4.9.10.2 Petitions can be presented to Full Council by a Councillor but will not be debated by them. Instead Full Council will refer the petition to the relevant Cabinet, Cabinet Member or Committee to deal with the matter.
- 4.9.10.3 The Petitions Officer will notify the Petition Organiser which Cabinet/ Cabinet Member/ Committee the matter has been referred to and advise them of the date of the meeting when the matter will be considered. The Petitions Officer will also notify the relevant Ward Councillor/s. If the Petition Organiser is a Councillor, he or she will not be entitled to vote at any meeting unless she/he is a member of the Cabinet or Committee [or the Cabinet Member concerned].
- 4.9.10.4 The Petition Organiser (including any Councillor as Petition Organiser) may attend this meeting and speak about the petition. Only the Petition Organiser is entitled to speak and they should confirm their attendance to the Council at least 3 working days before the meeting.
- 4.9.10.5 Where more than one petition is presented in relation to a particular item the Petitions Officer will endeavour to ensure that all petitions are dealt with at the same meeting. In the event that petitions have an "opposing" viewpoint, the Petitions Officer will invite each Petitioner Organiser to nominate a spokesperson. Each spokesperson will be entitled to attend the meeting and speak about the petition. If a spokesperson is unable to attend, for any reason, the meeting will still consider the petition.
- 4.9.10.6 Where a petition is referred by the Petitions Officer to the Cabinet, appropriate Cabinet Member or appropriate City Council Committee, no discussion will take place on this matter in the City Council, except that the Councillor presenting a petition will be allowed to speak in full Council for not more than two minutes to explain the purpose of the petition.
- 4.9.10.7 The Cabinet, appropriate Cabinet Member or relevant Committee will decide how to respond to each petition and may take any of the actions described at paragraph 4.9.6.2

4.9.11 Withdrawing a Petition

- 4.9.11.1 The Petition Organiser may request, in writing, the withdrawal of a petition. Such requests will be considered by the Petitions Officer on their merits, but in general it should be assumed that the Council will process all valid petitions received.
- 4.9.11.2 Where the Petitions Officer is minded to permit the Petition Organiser to withdraw a petition the Chair of the body to which the petition would have been presented shall be consulted. In the absence of agreement, the matter should be referred for adjudication to the next available Cabinet meeting, in "private", if appropriate. In urgent cases the Monitoring Officer should consult with the Chief Executive, the Council Leader and the leader of the principal opposition Group to resolve the matter.

4.9.12 Petitions – Right of request to review

- 4.9.12.1 If the Petition Organiser considers that the Council has not responded to a petition in line with this Scheme (except those petitions which are dealt with by the Planning, Licensing and Regulatory Committees) he or she has the right to request the Council's Scrutiny Co-ordination Committee to review the steps that the Council has taken in responding to the petition (not the outcome or decision). If a Petition Organiser wishes to operate his or her right to request a review they should write to the Council's Scrutiny Officer no later than 14 days after the Council notifies them of the outcome of the petition. The letter should set out the reasons why the Petition Organiser considers a review should be conducted.
- 4.9.12.2 The request will be considered by the Chair of Scrutiny consulting with the Scrutiny Officer. If it is felt that there is sufficient case to warrant a review the matter should then be referred to the Council's Scrutiny Co-ordination Committee for consideration. The Scrutiny Officer will arrange for the matter to be considered by the next available meeting of the Council's Scrutiny Co-ordination Committee and will notify the Petition Organiser of the date of this meeting.
- 4.9.12.3 If the Council's Scrutiny Co-ordination Committee considers the Council has not dealt with the petition in accordance with this scheme, it may use any of its powers to deal with the matter. This includes instigating an investigation, making recommendations to the Council's Cabinet or arranging for the matter to be considered at a meeting of Full Council.
- 4.9.12.4 Once the request has been considered the Petition Organiser will be informed of the results within 5 working days. The outcome of the request for a review will also be published on the Council's website as part of the Petitions register.