

---

**Report to**  
Cabinet

10<sup>th</sup> May, 2005

**Report of**  
Director of Legal and Democratic Services

**Title**  
Appointments to Outside Bodies and Reporting Back Procedures

---

### **1 Purpose of the Report**

- 1.1 To consider the list of Outside Bodies to which the City Council currently appoints representatives and to propose a system to enable those representatives to report back to the Council.

### **2 Recommendations**

- 2.1 To confirm that the City Council continues to appoint representatives to the bodies detailed in Appendices A and B to this report and that appointments to those bodies identified at Appendix A will continue to be made annually at the Annual Meeting of the City Council each year, with appointments to those bodies identified at Appendix B being made at less regular intervals in accordance with the constitution of those organisations.
- 2.2 To confirm that the City Council continues to subscribe to those affiliated organisations identified at Appendix C to this report.
- 2.3 To approve the proposed reporting procedures detailed in paragraphs 4.3, 4.4 and 4.5 and at Appendix D to this report and to agree that, initially at the Annual Meeting in May 2005 and thereafter on an annual basis, a representative on each body be nominated to be responsible for co-ordinating an annual report, or more frequently if necessary, for submission to the Scrutiny Co-ordination Committee.
- 2.4 To request the Standards Committee to consider the issue and recommend possible changes to the City Council's Constitution.

### **3 Information/Background**

- 3.1 The City Council currently appoints representatives to the bodies detailed at Appendices A and B to this report and most recently re-appointed those representatives at their Annual Meeting on 24<sup>th</sup> June, 2004.
- 3.2 The Constitution provides that members can submit written questions to the nominated spokesperson for the Fire, Police and Transport authorities and also to those members or

officers who have been appointed Directors of Companies on the Council's behalf. These questions have to be submitted in advance and are answered at the full Council meeting.

- 3.3 A Councillor may also, at the full Council Meeting, ask a Council representative on an outside body an oral question at the meeting without prior notice being given on any matter pertaining to that outside body. However, there is no obligation on the Council's representatives to report back formally on the work that the organisation on which they sit has undertaken.
- 3.4 This report therefore proposes that, to ensure that there is appropriate accountability, the Council receives an annual report from its representatives on the organisation.

#### **4 Proposal and Other Option(s) to be Considered**

- 4.1 To continue to appoint representatives of the City Council to the bodies detailed in Appendices A and B to this report.
- 4.2 A number of organisations have requested that the City Council consider making appointments for a longer period of time because it can take a newly-appointed representative some time to become acquainted with the work of the organisation and also because the organisations' constitutions stipulate that appointments should be for a different period of time. Appendix A to this report details those organisations to which appointments should continue to be made annually. Appendix B details those organisations to which appointments should be made for a longer period. Consultation with affected organisations will take place to ensure any revised arrangements are in accordance with their Constitution.
- 4.3 For each organisation to which the City Council makes appointments, a Lead Member will be identified to be responsible for co-ordinating a report to the Scrutiny Co-ordination Committee, following the annual meeting of the body, on the work of the Organisation, the benefits to the City Council of continuing its membership and the added value that the City Council's representatives bring to the Organisation. It is proposed to commence the nomination of a Lead Member at the Annual Meeting of the City Council in May 2005. If an organisation does not have an annual meeting, then it is suggested that the Council's Lead Member reports in the third quarter of the year so that the Council can consider the benefits of retaining its representation.
- 4.4 The activities of some of the outside bodies and partnerships already feed into the Council's processes e.g. the Coventry Partnership and the School Organisation Committee and, therefore, the current arrangements would continue and there would be no need for a separate annual report. These organisations are marked \* in the schedule at Appendix A.
- 4.5 It is suggested that these annual reports should initially be submitted to the Scrutiny Co-ordination Committee for consideration, during their deliberations the Scrutiny Co-ordination Committee would consider whether the report should be referred on to the relevant Scrutiny Board and would recommend to Full Council whether membership should continue. A draft reporting procedure is attached to this report at Appendix D.
- 4.6 Where the work of an organisation has an impact on the work of the City Council, the relevant Cabinet Member will be invited to attend Scrutiny Co-ordination Committee for consideration of the report on the work of that body. These organisations are marked # in the schedule at Appendix A.

- 4.7 The City Council is also 'affiliated' to a number of organisations to which it pays a subscription fee. In a number of cases, the City Council also nominates a representative(s) to that organisation. These organisations are marked ^ in the schedule at Appendix A to this report. Appendix C to this report contains a list of those organisations the City Council subscribes but does not make an appointment to, together with a brief description of the benefits of the subscription. Members are asked to agree to the continued payment of subscriptions to the organisations concerned.
- 4.8 If members agree the proposals in the report, then changes to the Council's Constitution may need to be made. Cabinet is therefore asked to refer the matter to the Standards Committee so that it can propose the appropriate changes to Council.

## 5 Other specific implications

### 5.1

	<b>Implications (See below)</b>	<b>No Implications</b>
Area Co-ordination		✓
Best Value		✓
Children and Young People		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Community Plan		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations	✓	
Information and Communications Technology		✓
Legal Implications		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management	✓	
Sustainable Development		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

## 5.2 Impact on Partner Organisations

Should the City Council decide that they do not wish to continue to appoint representatives to certain outside bodies, then some of the bodies may be required to amend their Constitutions.

## 5.3 Risk Management

Members' representation on outside organisations carries with it personal risks/liabilities, particularly where the organisation is a limited company. Guidance has been issued to all members on working with Outside Organisation "Avoiding the Pitfalls" and members have also received a copy of "The Company Director – A Guide to Directors' Duties and Responsibilities".

## 6 Monitoring

The representatives detailed in the Appendix will be responsible for ensuring that they report to the Scrutiny Co-ordination Committee on the work of the Organisation and the benefits to the City Council of continuing membership of that body following their Annual General Meeting or equivalent.

## 7 Timescale and expected outcomes

Annual reports will be submitted to the Scrutiny Co-ordination Committee for their consideration and recommendation to the Cabinet as to whether or not membership should continue.

### List of background papers

Proper officer: Director of Legal and Democratic Services

Author: Telephone 024 7683 3076  
Alison Townsend, Senior Committee Officer, Legal and Democratic Services Directorate  
(Any enquiries should be directed to the above)

Other contributors:  
Suzanne Bennett, Principal Committee Officer  
Sharon Venters, Scrutiny Manager, Legal and Democratic Services  
Corinne Steele, Scrutiny Co-ordinator  
Richard Brankowski, Principal Committee Officer

Papers open to Public Inspection

**Description of paper**

**Location**

None

**APPOINTMENTS TO OUTSIDE BODIES  
AND OTHER APPOINTMENTS**



## APPENDIX A

### Organisations to Which it is Proposed to Continue to Appoint to on a Yearly Basis

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
<u>Council Related Organisations</u>				
Adoption Panel *	Councillor Parker Councillor Mrs. Tuson  N.B. (1) Members appointed must be Members of Scrutiny (2) Members must be CRB checked	Councillor Mrs Johnson  N.B. (1) Members appointed must be Members of Scrutiny (2) Members must be CRB checked	Considers the placement of children for adoption bearing in mind background information on the child/proposed placement given to the panel.	25 panel meetings per year
Children and Young People's Strategic Partnership Board *		Councillor Blundell Councillor Mrs Lucas	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the city.	Meets bi-monthly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Partnership *	<u>Labour Group (3)</u> Councillor Mutton Councillor McNicholas Councillor R. Lakha <u>Conservative Group (3)</u> Councillor O'Neill Councillor Ridge Councillor Taylor	<u>Conservative Group (3)</u> Councillor Arrowsmith Councillor O'Neill Councillor Taylor <u>Labour Group (3)</u> Councillor Mutton Councillor Lakha Councillor McNicholas	The Partnership is made up of senior people from Coventry's key public, private, community and voluntary organisations to "Improve mainstream services to produce better outcomes in the most deprived areas and contribute to sustainable development."	Meets bi-monthly
Coventry Mental Health Partnership Board *	Cabinet Member (Social Services) – Councillor Mrs. Lucas Cabinet Member (Community Wellbeing and Housing) – Councillor Mrs. Fletcher N.B. Councillor Chater is the Chair	Cabinet Member (Community Services) – Councillor H Noonan Cabinet Member (Health and Housing) – Matchet Councillor N.B. Councillor Chater is the Chair	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the city.	Meets bi-monthly
Fostering Panel *	Councillor Bains	Councillor Mrs Dixon	Considers the placement of children for fostering bearing in mind background information on the child/proposed placement given to the panel.	25 meetings per year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription



ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
School Admissions Forum *	Councillor Bains Councillor Clifford Councillor Duggins Councillor O'Neill Councillor Sawdon	Councillor Blundell Councillor Sawdon Councillor Field Councillor Duggins Councillor Mulhall	Statutory Body – considers admission matters	Meets termly as required
School Organisation Committee *	<u>Labour Group (4)</u>  Cabinet Member (Education Services) – Councillor Duggins  Cabinet Member (Social Services) – Councillor Mrs. Lucas  Labour Members of Scrutiny  Councillor Auluck Councillor Mulhall  <u>Conservative Group (3)</u> Councillor Crookes Councillor O'Neill Councillor Williams	<u>Conservative Group</u>  Cabinet Member (Children's Services) – Councillor Blundell  Cabinet Member (Community Services) – Councillor H Noonan  Conservative Members of Scrutiny Councillor Harper Councillor Crookes  <u>Labour Group</u>  Councillor Duggins Councillor Mrs Bigham Councillor Mulhall	Statutory Body – approves the LEA's School Organisation Plan and school organisation proposals	Meets termly as required

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
<u>Non Council Related Organisations</u>				
Belgrade Theatre Trust (Coventry) Limited  #	Councillor Blundell Councillor Skipper	Councillor Blundell Councillor Skipper	The promotion, maintenance, improvement and advancement of education or for the encouragement of the arts	Meets 6 to 7 time per year
Birmingham International Airport Holdings Limited – Board of Directors  #  <b>1960/9/11</b>	Councillor McNicholas (Also authorised to exercise the Council's vote at General Meetings Councillor Mutton (Substitute for exercising Council's vote at General Meetings)	Councillor Arrowsmith (Also authorised to exercise the Council's vote at General Meetings)  N.B. Substitutes not allowed	Airport Company Board of Directors	Meets 4 per times year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Birmingham International Airport – Consultative Committee	Vacancy	Councillor Lee	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and, to complement the legal framework within which the aerodrome operates	
Community Safety Sub-Committee of the West Midlands Joint Committee	Councillor Mrs. Fletcher	Councillor Matchet	Promote and share best practice on community safety	Meets 5 times per year
Connexions Strategic Partnership Board	Councillor Duggins Chair of Appropriate Scrutiny Board – Councillor Sawdon	Councillor Blundell Chair of Appropriate Scrutiny Board – Councillor Field	To oversee the work of Coventry and Warwickshire Connexions Service	Meets 2 times per year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry (City Council and Housing Associations) Liaison Committee #	Cabinet Member (Community Wellbeing and Housing)(N.B. Cabinet Member whose port-folio includes Housing Strategy) – Councillor Mrs. Fletcher  Councillor White  Chair of Appropriate Scrutiny Board – Councillor H. Noonan	Cabinet Member (Health and Housing)(N.B. Cabinet Member whose port-folio includes Housing Strategy) – Councillor Matchet  Councillor H Noonan  Chair of Appropriate Scrutiny Board – Councillor Field	Joint meeting of all Housing Associations to exchange experiences and knowledge.	AGM April each year
Coventry Airport Consultative Committee	Councillor Batten  Councillor R. Lakha	Councillor Mrs Dixon	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and, to complement the legal framework within which the aerodrome operates	Meets every 3 months

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Community Safety Partnership		Councillor Matchet	Local Community Safety Partnerships are an alliance of organisations required by statute to generate strategies and policies and implement actions and interventions concerning crime, disorder and substance misuse within their area.	Currently meet every month – will move to quarterly once new Neighbourhood Management arrangements are in place
Coventry and Solihull Waste Disposal Company Limited – Advisory Forum	Councillor Auluck Councillor Kelsey Councillor Reece Councillor Mrs. Stone  N.B. Representatives must <u>not</u> be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel	Councillor Mrs Stone Councillor Kelsey Councillor Reece Councillor Auluck  N.B. Representatives must <u>not</u> be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel  #	<u>Labour Group (2)</u> Councillor Townshend (Also authorised to exercise Council's vote at General Meetings) Councillor McNicholas (as Cabinet Member (Transport and Regional Planning)) (Also substitute for exercising Council's vote at General Meetings) – or in the absence of both of the above Mr. C. Hinde (Director of Legal and Democratic Services) is the voting representative <u>Conservative Group(1)</u> Councillor O'Neill	<u>Conservative Group</u> Councillor Foster (Also authorised to exercise Council's vote at General Meetings)  Councillor O'Neill also substitute for exercising Council's vote at General Meetings) – or in the absence of both of the above Mr. C. Hinde (Director of Legal and Democratic Services) is the voting representative  <u>Labour Group</u> Councillor Townshend	The Shareholders' Panel oversees the operation of the Waste Disposal Company	Meets quarterly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Law Centre Limited	Councillor Mrs. Fletcher Councillor Foster N.B. Mr. D. Edwards is a trustee	Councillor Foster Councillor Chater N.B. Councillor Foster is a trustee	Coventry Law Centre is a charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits, to the people of Coventry.	Meets monthly
Coventry Older People's Day Centre Limited	Councillor White Councillor H Noonan	Councillor H Noonan Councillor Mrs Lucas	To promote the relief of older people; to create, develop, maintain and operate an older peoples centre.	Meets bi-monthly
Coventry Partnership for Youth Board #	Councillor Mrs. Lucas Director of Education and Libraries (or nominee)	Councillor Blundell Director of Education and Libraries (or nominee)	Oversees the allocation of SRB5 funding to youth organisations	Meets every 6 weeks

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Schools Forum	Councillor Duggins	Councillor Blundell	Statutory consultative body. We must consult with the Forum when setting the Delegated Schools Budget and on a range of other finances for schools. We must also consult them on changes to the Fair Funding Formula.	Meets termly as issues arise
Coventry Sports Trust Limited #	Councillor Hillier Mr. D. Edwards (Resigned) Councillor Skipper (by invitation) Councillor Hillier or in his absence Mr. D. Edwards is authorised to attend and exercise the Council's vote at General meetings	Councillor Ahmed Councillor Skipper  Councillor Ahmed or in his absence Councillor Skipper is authorised to attend and exercise the Council's vote at General meetings	Responsible for the operation and management of the Coventry and Foreshill Sports and Leisure Centres and the Brandon Wood Golf Course.	Meets bi-monthly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription



ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry, Solihull and Warwickshire Partnership Limited  #	Councillor Mutton (Also authorised to exercise Council's vote at General Meetings)  Councillor Batten (Also substitute for exercising Council's vote at General Meetings)	Councillor Taylor (Also authorised to exercise Council's vote at General Meetings)  Councillor Arrowsmith (Also substitute for exercising Council's vote at General Meetings)	To improve the quality of life, prosperity and wealth of the inhabitants of Coventry and Warwickshire	Meetings held quarterly
Coventry, Solihull and Warwickshire Sub-Regional Forum  #	Councillor Batten Councillor McNicholas (Chair) Councillor Mutton Councillor Taylor	Councillor Taylor Councillor Arrowsmith Councillor Charley Councillor McNicholas  N.B. Coventry will no longer be chairing this Forum	To promote the interests of the sib-region, co-ordinate local government relationships and effective working relationships with partner bodies. <b>Note – chair rotates annually between the 8 member authorities</b>	Meets quarterly, July AGM
Coventry/ Nuneaton Regeneration Zone Board  #	Councillor Batten Councillor Mrs. Lucas	Councillor Arrowsmith  Councillor Asif	To work with partners to create jobs, reclaim land and provide skills	Meets monthly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Transport Users Advisory Committee (TUAC)	<b>One Vacancy</b>  NB Coventry Members appointed to the PTA will automatically be appointed to Coventry TUAC – members should therefore not be on the PTA	Councillor Cliffe	To consider public passenger transport issues in Coventry and the wider West Midlands county area and submits its views and suggestion to the West Midlands Passenger Transport Authority via the Integrated Passenger Services Committee	Meets 6 times per year
Coventry Venture Capital Fund	Councillor Duggins	Councillor O'Neill	Investment, property holding and dealing company	AGM October
Coventry Voluntary Service Council  #	Councillor Mrs. Lucas  Councillor H. Noonan	Councillor H Noonan  Councillor Mrs Lucas	The umbrella body for voluntary and community organisations in Coventry	Meets quarterly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
CV One Limited #	<p>Councillor Batten Councillor Mrs. Harper Councillor Skipper</p> <p>Councillor Batten or in his absence Councillor Skipper or in his absence Councillor Mrs. Harper is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company</p>	<p>Leader of the Council (at the request of the Board) – Councillor Taylor</p> <p>Councillor Harper</p> <p>N.B. The Board's Nomination Committee in consultation with the City Council agreed to reduce the number of Directors on its Board from three to two from this year</p> <p>Councillor Taylor or in his absence Councillor Mrs Harper is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting</p>	<p>To promote the image of Coventry and Warwickshire regionally, nationally and internationally, especially in relation to the development of Coventry and Warwickshire as a tourist destination; to assist, promote, organise and manage festivals or other special events of an educational, cultural or promotional nature; to encourage investment; and to manage, promote and develop Coventry City Centre as a major regional centre for retail, residential, commercial, cultural, entertainment and leisure activities.</p>	<p>Meets monthly, September AGM</p>

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
CovWise <b>DHE 3640</b>	Councillor Patton (Also authorised to exercise Council's vote at General Meetings) Head of Human Resources (Bev Messinger) (Also substitute for exercising Council's vote at General Meetings)	Councillor Ridley  (Also authorised to exercise Council's vote at General Meetings)  Head of Human Resources (Bev Messinger) (Also substitute for exercising Council's vote at General Meetings)	To advance education and promote/provide training in skills of all kinds and help people secure employment; to relieve poverty	Meets bi-monthly at 4pm
Groundwork Coventry <b>PLN 3482</b>	Councillor McNicholas Councillor Townshend Carl Pearson	Councillor Mrs Rutter Councillor McNicholas Carl Pearson	Groundwork is a national network of local charitable companies, regenerating the environment by harnessing the resources and skills of the whole community.	Meets bi-monthly
Hillfields Partnership Board  #	Councillor Batten Councillor Windsor	Councillor Arrowsmith  Councillor Ms McKay	Monitoring the implementation of projects within the Hillfields action plan and any associated issues, programme runs to 2008.	Meets bi-monthly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Learning Disability Partnership Board  #		Councillor H Noonan Councillor Mrs Lucas	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the city.	Meets monthly
Leicester University Court	Councillor Harrison	Councillor Harrison	At the meeting a Report of the proceedings of the Council and of the University, together with an audited Statement of Accounts are considered.	Meets once per year
Local Government Association – General Assembly  ^ (subscription to LGA)	Councillor Duggins Councillor Mutton  Councillor Blundell Councillor O'Neill	Councillor Taylor Councillor O'Neill  Councillor Mutton Councillor Duggins	The LGA General Assembly acts as the "parliament" for local government	Meets twice a year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Local Government Information Unit – Management Committee  <b>3186</b>  ^ (subscription to LGIU)	Councillor Mutton	Councillor Taylor	The Management Committee oversees the running and policy direction of the Unit.'	Meets 5 times per year
Museum of British Road Transport Board Limited  #	Councillor Skipper Councillor Hillier  (Councillor Skipper or in his absence Councillor Hillier is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company)	Councillor Ahmed Councillor Skipper  (Councillor Ahmed or in his absence Councillor Skipper is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company)	To manage the Museum of British Road Transport and the Council's collection of vehicles	Meets 5 times per year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Neighbourhood Renewal Fund Sub Group  #	<p>Cabinet Member (Policy, Governance and Resources) – Councillor Mutton</p> <p>Cabinet Member (Education Services) – Councillor Duggins</p> <p>Cabinet Member (Community Wellbeing and Housing) – Councillor Mrs. Fletcher</p> <p>Cabinet Member (Leisure, Arts and Sport and Area Co-ordination) - Councillor Skipper</p> <p>Cabinet Member (Social Services) – Councillor Mrs. Lucas</p>	<p>Cabinet Member (Policy, Leadership and Governance) – Councillor Taylor</p> <p>Cabinet Member (Finance and Equalities) – Tony O'Neill</p> <p>Cabinet Member (Children's Services) – Councillor Blundell</p> <p>Cabinet Member (Adult Education, Libraries, Sport and Leisure) – Councillor Ahmed</p> <p>Cabinet Member (Community Services) - Councillor H Noonan</p>	To consider applications for NRF funding and [as recommendations to the relevant Coventry Partnership Theme Group	Meets quarterly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
New Deal for Communities Partnership Board  #	Councillor Patton  Councillor White	Councillor O'Neill  Councillor Patton	To make decisions on projects developed within the NDC Programme; oversee the programme; approve the use of NDC grants; monitor the delivery plan and the effectiveness of the accountable body	Meets on the 3 <sup>rd</sup> wed of the month – 6:30 start
NHS Lift Project Board  #	Councillor Clifford	Councillor Matchet	Project to build a range of new primary care facilities in the city	
Older People's Partnership Board  #		Councillor H Noonan Councillor Lucas	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the city.	Meets three monthly
Regional Flood Defence Committee  <b>1960/9/28</b>	Councillor McNicholas Councillor Patton (Substitute)	Councillor Arrowsmith  Councillor McNicholas (Substitute)	Consider matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Meets quarterly  NB Representative rotates with SMBC for a four year term. CCC term expires on 31/5/2006

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription



ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Rural Commission of Local Government Association  ^ (subscription to LGA)  <b>3558/4</b>	-	Councillor Rutter (Voting Representative)  Councillor ( <b>Labour place – not taken up</b> ) (Substitute)	A forum within the association for member authorities with an interest in rural affairs	Meets twice a year
Sir Charles Barratt Memorial Foundation	Mrs. C. Matchet Councillor Parker	Councillor Crookes  Councillor Patton	Charitable body that gives grants for musical instruments	AGM Jan
Sure Start North East		Councillor Mrs Dixon	To oversee the implementation of Sure Start	
Sure Start South East		Councillor Chater	To oversee the implementation of Sure Start	
Sure Start North – Foleshill		Councillor Asif	To oversee the implementation of Sure Start	Meets bi-monthly
Sure Start West - Tile Hill/Canley	Councillor Batten	Councillor Lee	To oversee the implementation of Sure Start	Meets twice per month

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
University of Warwick Council	Councillor Bains	Councillor Arrowsmith	The Council is the executive governing body of the University with particular managerial responsibilities for finance and the University estate, and also a more general remit to oversee the conduct of University business in concert with the Senate. Members of the Council are also appointed to the University Court which meets once per year.	Meets once/twice per term
University of Warwick Science Park Business Innovation Centre Limited	Councillor Batten (Also authorised to exercise Council's vote at General Meetings)  Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Arrowsmith (Also authorised to exercise Council's vote at General Meetings)  Councillor Matchet (Also substitute for exercising Council's vote at General Meetings)	Management board for the body  <b>Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies</b>	Meets three times a year – AGM July

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
University of Warwick Science Park Foundation Limited	Councillor Batten (Also authorised to exercise Council's vote at General Meetings)  Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Arrowsmith (Also authorised to exercise Council's vote at General Meetings)  Councillor Matchet (Also substitute for exercising Council's vote at General Meetings)	Management board for the body  <b>Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies</b>	AGM July
University of Warwick Science Park Limited	Councillor Batten (Also authorised to exercise Council's vote at General Meetings)  Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Arrowsmith (Also authorised to exercise Council's vote at General Meetings)  Councillor Matchet (Also substitute for exercising Council's vote at General Meetings)	Management board for the body  <b>Note : combined meetings are held for the Business Innovation Centre Limited, Science Park Foundation Limited and Science Park Limited therefore appointments need to be consistent across all three bodies</b>	AGM July

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Urban Commission of Local Government Association  ^ (subscription to LGA)	Councillor Mrs. Lucas (Voting Representative)  Councillor Foster (Substitute)	Councillor Foster (Voting Representative)  Councillor Mrs Lucas (Substitute)	A forum within the association for member authorities whose areas are wholly or partly urban	Meets every 3 months
Urban Steering Committee of Local Government Association  ^ (Subscription to LGA)	Councillor Mrs. Lucas (Voting Representative)  Councillor Foster (Substitute)	Councillor Foster (Voting Representative)  Councillor Mrs Lucas (Substitute)	A forum within the association for member authorities whose areas are wholly or partly urban	Meets every 3 months
West Midlands Enterprise Board – West Midlands Metropolitan District Representative	Councillor Chater	Councillor <b>(to be appointed by WM Joint Committee)</b>	Established on the abolition of the West Midlands County Council with the purpose of investing in West Midlands Business	Meets once per quarter
West Midlands Enterprise Limited	Councillor Sawdon	Councillor Sawdon	Established on the abolition of the West Midlands County Council with the purpose of investing in West Midlands Business	Meets once per quarter

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
West Midlands Fire and Rescue Authority #	<u>Labour Group (2)</u>  Councillor Mulhall (Lead Member for Questions)  Councillor Mrs. Stone (Substitute Member for Questions)  <u>Conservative Group (1)</u> Councillor Matchet	<u>Conservative Group</u>  Councillor Matchet (Lead Member for Questions)  Councillor Foster (Substitute Member for Questions)  <u>Labour Group</u> Councillor Mulhall	Statutory responsibilities to the community of the West Midlands	Meets 5 times per year NB Policy Planning Forum, comprising all members, meets 8 times per year
West Midlands Joint Committee	<u>Labour Group (2)</u>  Councillor Mutton (Lead Voting Member)  Councillor Duggins (Substitute Voting Member)  <u>Conservative Group (1)</u> Councillor Taylor	<u>Conservative Group</u>  Councillor Taylor (Lead Voting Member)  Councillor O'Neill (Substitute Voting Member)  <u>Labour Group</u> Councillor Mutton	Formally constituted body of District Councils to discharge specific functions concerning the West Midlands	Meets every three months

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
West Midlands Joint Committee – Planning and Transportation Sub-Committee	<u>Labour Group (3)</u> Councillor McNicholas (Prime Voting Member) Councillor Batten (Prime) Councillor Cliffe (Substitute)	<u>Conservative Group</u> Councillor Arrowsmith (Prime Voting Member) <u>Labour Group</u> Councillor McNicholas N.B. Only two places to be appointed	Consideration of strategic planning and transportation issues	Meets every 2 months
West Midlands Local Government Association Council  ^ (subscription to WMLGA)	<u>Labour Group (4)</u> Councillor Mutton (Voting Member) Councillor Batten Councillor McNicholas Councillor Duggins <u>Conservative Group (3)</u> Councillor Blundell Councillor Gazey Councillor Mrs. Harper	<u>Conservative Group</u> Councillor Taylor (Voting Member) Councillor Gazey Councillor Blundell Councillor Ms Reece <u>Labour Group</u> Councillor Mutton Councillor Duggins Councillor Batten	Co-ordinates a variety of activities and events covering the full range of Local Government issues	Meets every 3 months

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
West Midlands Local Government Association Provincial Council  ^ (subscription to WMLGA)	<u>Labour Group</u> (up to 2) Councillor Chater Councillor Harrison  <u>Conservative Group</u> (1) Councillor Mrs. Rutter	<u>Conservative Group</u>  Councillor Ridley  Councillor Rutter  <u>Labour Group</u>  Councillor Harrison	Meeting of Employers and Trade Unions	Meets every 4 months
Regional Planning Partnership	<u>Labour Group</u> (up to 2) Councillor Batten Councillor McNicholas  <u>Conservative Group</u> (1) Councillor Gazey	<u>Conservative Group</u>  Councillor Arrowsmith  <u>Labour Group</u>  Councillor Batten	Undertake the role of the WMLA as the Regional Planning Body	Meets every 2 months
Warwickshire Rural Community Council	No appointment made	Councillor Gazey  Councillor Sawdon (substitute member)		
West Midlands Local Government Association Regional Assembly  ^ (subscription to LGA)	Councillor Mutton Councillor Batten (Alternate)	Councillor Taylor  Councillor O'Neill (Alternate)	To ensure that investment in the development of urban and rural communities respects the region's diversity, myriad of cultures, heritage and natural environment.	Meets every three months

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
West Midlands Passenger Transport Authority	<u>Labour Group (1)</u> Councillor McNicholas (Lead Member for Questions)  <u>Conservative Group (2)</u> Councillor Taylor (Substitute Member for Questions) Councillor Sawdon	<u>Conservative Group</u> Councillor Arrowsmith (Lead Member for Questions)  Councillor Williams (Substitute Member for Questions)  <u>Labour Group</u> Councillor McNicholas	The WMPTA co-ordinates public transport across the West Midlands county area and is composed of 27 Councillors appointed by the seven West Midlands metropolitan councils. Centro provides the WMPTA with professional advice and puts WMPTA policies and strategies into practice.	AGM June
West Midlands Police Authority – Crime Reduction Partnership	Police Authority Representative	Police Authority Representative		AGM March
West Midlands LGA Regional Overview and Scrutiny Network Group  ^ (subscription to WMLGA)	Chair and Deputy Chair of the Scrutiny Co-ordination Committee Councillor O'Neill Councillor Arrowsmith	Chair and Deputy Chair of the Scrutiny Co-ordination Committee Councillor Sawdon  Councillor Ridge	Group that enables officers and members to exchange experiences and knowledge of the scrutiny process	Meets quarterly

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription



ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
West Midlands Superannuation Committee	<u>Labour Group (1)</u> Councillor Bains (Lead Member) <u>Conservative Group (1)</u> Councillor Ridley (Substitute)	<u>Conservative Group</u> Councillor Ridley (Lead Member) <u>Labour Group</u>  Councillor Harrison (Substitute)	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Meets every 4 months
Whitefriars Housing Group  #	<u>Labour Group (4)</u> Councillor Clifford Mr. P. Lacy Councillor R. Lakha Councillor Ruddy <u>Conservative Group (2)</u> Councillor Mrs. Harper Councillor Taylor  (Councillor Mrs. Fletcher and Duggins authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of the Boards of Whitefriars Homes North Limited, Whitefriars Homes South Limited and	<u>Conservative Group</u> Councillor Johnson Councillor Charley Councillor Asif Councillor Dixon <u>Labour Group</u>  Mr P Lacy Councillor Ruddy  (Councillors Charley and Johnson authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of the Boards of Whitefriars Homes North Limited, Whitefriars Homes South Limited and	Management of Housing Group	Meets four times per year – AGM September for Homes North and South Ltd, October AGM for Services Ltd

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
	Whitefriars Services Limited and that Mr. C. Hinde, Director of Legal and Democratic Services, be authorised to act as the voting representative in the absence of the Authorised Representative and Substitute Representative	Whitefriars Services Limited and that Mr. C. Hinde, Director of Legal and Democratic Services, be authorised to act as the voting representative in the absence of the Authorised Representative and Substitute Representative		

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

## APPENDIX B

### Organisations to Which it is Proposed to Appoint on a Longer Term Basis

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Annie Bettmann Foundation	Mrs. A. Brown Mr. P. Cordle Mr. A. Morton Mr. R.W. Richardson Mrs. J. Ward Mrs. O. M. Wesson	Mrs. A. Brown Mr. P. Cordle Mr. A. Morton Mr. R.W. Richardson Councillor Foster Councillor Harrison	Makes payments to persons over 21 and under 40 years of age for assistance in starting a business, any surplus income may be applied for furthering education	Meets once per year
Blue Coat School Foundation  <b>400/2/4</b>	Mrs. I. Cribdon Mrs. J. Jackson	Mrs. I. Cribdon Mrs. J. Jackson	Charitable body responsible for property management	Meets 2-3 times per year
Bond's Hospital Estate Charity Trustees	Councillor White Mrs. S.C. Forte Mr. R.W. Richardson	Mrs. S.C. Forte Mr. R.W. Richardson Vacancy	Charitable organisation which manages property for the benefit of the elderly	Meets May, June & July

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry and Solihull Valuation Tribunal	Councillor Blundell Councillor Ridge Mrs S Forte Mr J V Gazey Mr D J Mason Mrs R J Mason Mr G Sutherland (7 Vacancies) C. Hinde (L. Authority Representative)	Councillor Blundell Councillor Ridge Mrs S Forte Mr J V Gazey Mr D J Mason Mrs R J Mason Mr G Sutherland Councillor Ridley I Johnson R Bailey  C. Hinde (L. Authority Representative)  <b>(4 Vacancies)</b>	Valuation tribunals are independent local bodies that prove a service to local residents and businesses when there is a council tax or business rate dispute	Meets as required, AGM May
Coventry Association for International Friendship  <b>558/2</b>	Councillor Chater (Chair)	Councillor Chater	To bring together Organisations and Individuals to promote International friendship and to create closer ties between the citizens of Coventry and the people of its twinned towns	Meets twice a year AGM May
Coventry Church (Municipal) Charities Trustees	Mrs. C.M. Hubbard Mr. J. Ijoma Mrs. R. Mason	Mrs. C.M. Hubbard Mr. J. Ijoma Mrs. R. Mason	Charitable body concerned with the relief of poverty for elderly people	Meets March, June, September and December

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Citizens' Advice Bureau Management Board	Councillor Parker	Councillor Mrs Griffin	Manages the business of the bureau	Meets bi monthly on the second Tuesday of the month start at 5:45 aim to finish by 7:30
Coventry General Charities Trustees	Mr. D. Ewart Councillor Mrs. Lancaster Councillor Mrs. Lucas Mr. H. Richards Mrs. E.M. Rosher Mrs. E. Eaves Mr. P. Robinson Mr. A. Tandy Mr. W. Thomson	Councillor Lee Councillor Maskell Councillor H Noonan Councillor Johnson Mr. H. Richards Mrs. E.M. Rosher Mrs. E. Eaves Mr. P. Robinson Mr. W. Thomson	Yearly payment to the vicar and churchwardens of the ecclesiastical parish of St Michael for the poor; yearly payment to the Governors of the Monks Kirby exhibition foundation; relief of persons in conditions of need, hardship or distress in the City of Coventry; the payment of pensions to poor people, preference being given to Freemen of the City; the general advancement of education to persons under 25 years, preference being given to sons and daughters of the City	Meets monthly, AGM January

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Coventry Fairtrade City Steering Group	-	Councillor Cliffe Councillor Townshend	A group of individuals and organisations from across Coventry who are working together to achieve Fairtrade City Status	Meets bi-monthly
Governing Body of City College	Robin Brabban – Head Teacher, Barr's Hill School and Community College Mr. K. Maton (One Vacancy)	Councillor Ahmed  Councillor Kelsey  Robin Brabban – Head Teacher, Barr's Hill School and Community College	College Executive, collective decision making body	Meets July, September, December and March
Governing Body of Hereward College	Councillor Skipper	Councillor Lee	College Executive, collective decision making body	Meets five times per year
Governing Body of Henley College <b>1157/3</b>	Director of Legal and Democratic Services (or nominee)	Director of Legal and Democratic Services (or nominee)	College Executive, collective decision making body	Meets quarterly – are also sub committees which the representative may be appointed to
John Friends Memorial Fund Management Committee	Councillor Clifford Councillor Crookes Councillor Nellist	Councillor Clifford Councillor Crookes Councillor Nellist	Gives grants to schools and individuals for the study of astronomy and meteorology	Meets twice per year

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Martha Flint and Emma Osmond Educational Foundation	Councillor Clifford	Councillor Clifford	To award scholarships, bursaries or maintenance allowances to young persons tenable at any university or other place of learning approved by the governors	Meets twice a year
Soothern and Craner Educational Foundation <b>400/2/6</b>	Mrs. C. Hubbard Councillor Taylor (One vacancy)	Mrs. C. Hubbard Councillor Taylor  Councillor Harrison	To assist girls of friends (quakers) in Coventry and other girls in the City by means of monetary grants	Meets once per year
St. Michael's (Consolidated) Charities Trustees	Councillor R. Lakha Mr. H. Richards	Councillor Lakha  Mr H Richards	Charitable body for the general benefit of poor persons residing in the ancient parish of St. Michael, Coventry.	Meets twice a year
Swillington's Charity Trustees <b>941</b>	Lord Mayor (ex officio) Councillor Mrs. Collins Councillor R. Lakha Mrs. E. M. Rosher Mr. R. Stanley Mrs. J. Taylor Councillor A. Waugh	Councillor Mrs Harper Councillor Ms Reece	Charity for the general benefit of the poor in the City of Coventry	Meets once per year
Tansley Charity Trustees	Mr. E. Linton Councillor Mrs. Collins Councillor Auluck	Mr. E. Linton Councillor Noonan Councillor Auluck	To award grants to elderly or infirm women	Meets June & December any additional mtg on an ad hoc basis

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription

ORGANISATION	2003/2004 REPRESENTATIVES	2004/2005 REPRESENTATIVES	PURPOSE	FREQUENCY OF MEETINGS
Tom Mann Centre Trust Management Committee	Councillor Chater (Trustee) Councillor Harrison Councillor R. Lakha	Councillor Chater (Trustee) Councillor Harrison Councillor Lakha	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions	Meets once a year
West Midlands Reserve Forces and Cadet Association  <b>956</b>	Councillor Gazey	Councillor Gazey		AGM March, County meeting in November
William Proffitt's Charity	Councillor Parker Mr. W.P. Thomson Mr. F. Montez	Councillor Asif Mr. W.P. Thomson Mr. F. Montez	Education of the poor, money distributed to the Charities and Schools in the parish of Foleshill	Meets March & December

\* Organisations who already feed into Council processes

# Cabinet Member to be invited to Scrutiny Co-ordination Committee for consideration of report

^ Organisations to which the City Council pays a subscription



## APPENDIX C

### Organisations to which the City Council Subscribes/is Affiliated to

<b>City Development Directorate</b>	
<b>Organisation</b>	<b>Description</b>
Transport Planning Society	Promotes recruitment and training in the transportation field – benefits have included a recruitment fair and on-line job advertisement service.
West Midlands Planning Aid	Provides independent professional advice and help on town planning matters
FORCE (Forum for Rethinking Construction and Employment)	Local Forum for rethinking construction/ employment.
DSA/LABC Services (District Surveyors Association/Local Authority Building Control)	National Mandatory body for all local authority building services.
Greenspace Forum Ltd	Main source of information for providers/ managers of open spaces.
National Playing Fields Association	Provides information on woodland grant schemes, training schemes, a library is available to members as well as a help line.
The Arboricultural Association	Information on woodland grant schemes, training schemes, library for members and a help line.
National Association of Sports Development	Share best practice/continued professional development.
ASBCI (The Association of Suppliers to the British Clothing Industry)	Provide quantitative and qualitative data which is of value in supporting local industry.

<b>Education and Libraries Directorate</b>	
<b>Organisation</b>	<b>Description</b>
TEN (The Education Network)	Education recruitment specialist.
ConfEd (Confederation of Education and Children's Services Managers)	Professional association representing education officers, managers and advisers who work in the management of education and children's services authorities in England and Wales.
National Children's Bureau	Promotes the voices, interests and well-being of all children and young people across every aspect of their lives. An umbrella body for the children's sector in England and Northern Ireland, we provide essential information on policy, research and best practice for our members and other partners.
Windsor & Co	Key Data and Statistical Analysis for LEAs
West Midlands Regional Youth Work Unit	

<b>City Services Directorate</b>	
<b>Organisation</b>	<b>Description</b>
J Alcock, Quality Management Consultancy	Provide consultancy regarding ongoing ISO accreditation
LACA	Promotes and improves catering standards within Local Authorities
APSE	Information source for keeping member Authorities informed of developments in best value, best practice and innovations in direct service delivery. The Association commissions and generates in-house market research and produces a wide range of publications and briefing papers on matters affecting direct services.
Freight Transport Association	Independent and expert advice on the operation of goods and passenger carrying vehicles and member support

<b>Legal and Democratic Services Directorate</b>	
<b>Organisation</b>	<b>Description</b>
The Association of Electoral Administrators	National body of practical expertise
The Local Land Charges Institute	National body of practical expertise
Democratic Health Network	Policy briefings, advice and information services and networking opportunities

<b>Chief Executive's Directorate</b>	
<b>Organisation</b>	<b>Description</b>
National Child Minding Association	Organisation that speaks on behalf of registered childminders in England and Wales, promotes quality registered childminding so that children, families and communities can benefit from the best in childcare and education.
Institute of Occupational Health and Safety	The Institution regulates and steers the profession, maintaining standards and providing impartial, authoritative guidance on health and safety issues.
British Association for Counselling and Psychological Therapy	Works with large and small organisations within the sector ranges from advising schools on how to set up a counselling service, assisting the NHS on service provision, working with voluntary agencies and supporting independent practitioners.

<b>Social Services Directorate</b>	
<b>Organisation</b>	<b>Description</b>
Centre for Evidence Based Social Services	Helping to inform service developments around enablement and intermediate care.
Starfish	General resource relating to external benchmarking and performance management.
Emergency Planning Society	Magazine and invitations to local and national events, knowledge used for awareness raising and in rewriting Social Services Plan.
Social Services Research Group	National network for performance management developments.
Association of Social Care Communicators	Networking and support, information sharing with other local authorities.
Making Research Count (Warwick University)	Support in developing evidence based partnership work.
Research into Practice	Support with developing evidence based practice, workshops to update delegates on current research.

### Procedure for Reporting back on the Work of Outside Bodies

- 1 At its Annual Meeting the City Council will nominate representatives to a series of outside bodies and, from these representatives, nominate a Lead Member for each outside body to be responsible for co-ordinating a report on the work of that body following the Annual General Meeting (AGM) of that body.
- 2 These reports will be submitted to the Scrutiny Co-ordination Committee.
- 3 The Director of Legal and Democratic Services will maintain a schedule identifying the dates of the AGM for each outside body and the date that the report on the work of that body will be considered by the Scrutiny Co-ordination Committee. This schedule will be sent to all Lead Members shortly after the Annual Meeting of the City Council in order that they are aware of any deadlines. The Scrutiny Co-ordination Committee will monitor the Schedule periodically in order to ensure that reports are being submitted on time.
- 4 In those cases where the individuals nominated to an Outside Body are neither Elected Members or Officers of the City Council they will be informed, on appointment and at any reappointment, of the expectations that the City Council has of them as representatives; and, if they are identified as the 'Lead Member' they will be informed that they will be required to co-ordinate a report on the work of the body and attend Scrutiny Co-ordination Committee when the report is considered.
- 5 Where a body does not hold an AGM the Lead Member will prepare a report in the third quarter of the Municipal Year on the work of the body and submit it to Scrutiny Co-ordination Committee.
- 6 Four weeks before the date that the report will need to be circulated to Scrutiny Co-ordination Committee a letter will be sent to the Lead Member by the Scrutiny Co-ordination Committee Co-ordinator reminding them that a report is required.
- 7 When completed, all reports will be given to the Scrutiny Co-ordination Committee Co-ordinator who will arrange for them to be included on the agenda for the appropriate meeting of the Scrutiny Co-ordination Committee.
- 8 Where the work of an organisation has an impact on the work of the City Council the relevant Cabinet Member will be invited to attend Scrutiny Co-ordination Committee for the consideration of the report back on the work of that body.
- 9 The Scrutiny Co-ordination Committee will consider the report and make a recommendation to the City Council as to whether they believe the City Council should continue to appoint to the Outside Body.