



**Customer and Workforce
Services Directorate**

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To all Members of the Council

16th May 2013
Our ref: C/LMK

Dear Member,

Supplementary Agenda – Meeting of the Council - Thursday, 16th May, 2013

Please find attached the following documentation for consideration at today's Annual Meeting.

- **Agenda Item 7. TO RECEIVE A REPORT OF THE LEADER OF THE COUNCIL ON THE APPOINTMENT OF THE DEPUTY LEADER, COMPOSITION OF THE CABINET AND ALLOCATION OF EXECUTIVE FUNCTIONS WITHIN THE CABINET AND TO APPROVE NEW POSTS (Pages 3 - 10)**
- **Agenda Item 10. TO ESTABLISH THE LICENSING AND REGULATORY COMMITTEE, PLANNING COMMITTEE, HEALTH AND WELLBEING BOARD, SCRUTINY CO-ORDINATION COMMITTEE, SCRUTINY BOARDS, AUDIT AND PROCUREMENT COMMITTEE, AN ETHICS COMMITTEE, AND SUCH OTHER COMMITTEES AS THE COUNCIL CONSIDERS APPROPRIATE TO DEAL WITH MATTERS WHICH ARE NEITHER RESERVED TO THE COUNCIL NOR ARE EXECUTIVE FUNCTIONS AS SET OUT IN PART 3, TABLE 1 OF THE CONSTITUTION. THIS ALSO INCLUDES THE APPOINTMENT OF THE CHAIR AND DEPUTY CHAIR OF THOSE BODIES (Pages 11 - 40)**
- **Agenda Item 11. TO DECIDE THE SIZE AND TERMS OF REFERENCE FOR THOSE BOARDS AND COMMITTEES (AS SET OUT IN THE CONSTITUTION) (Pages 41 - 42)**
- **Agenda Item 12. TO DECIDE THE ALLOCATION OF SEATS TO**



**POLITICAL GROUPS IN ACCORDANCE WITH THE
POLITICAL BALANCE RULES (Pages 43 - 44)**

- **Agenda Item 13. TO RECEIVE NOMINATIONS AND APPOINT COUNCILLORS TO SERVE ON EACH SCRUTINY BOARD AND COMMITTEE (Pages 45 - 46)**
- **Agenda Item 14. TO RECEIVE NOMINATIONS AND APPOINT TO OUTSIDE BODIES (Pages 47 - 82)**
- **Agenda Item 15. TO APPROVE A PROGRAMME OF ORDINARY MEETING OF THE COUNCIL, CABINET, SCRUTINY BOARD, COMMITTEES AND ADVISORY PANELS FOR 2013/14, INCLUDING THE DATE AND TIME OF THE NEXT ANNUAL MEETING AND AGREE THE SCHEME OF DELEGATION AS SET OUT IN PART 3 OF THE CONSTITUTION (Pages 83 - 84)**
- **Agenda Item 16. TO CONSIDER CHANGES TO THE CONSTITUTION, INCLUDING MEMBERS' ALLOWANCES, AND THOSE CONSEQUENTIAL CHANGES ARISING FROM THE ANNUAL MEETING DECISIONS AND APPOINTMENTS (Pages 85 - 94)**

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Lara Knight
Governance Services Team Leader



Council

16th May, 2013

Report of the Leader

Ward(s) affected:

Not Applicable

Title:

Composition of the Cabinet & Allocation of Executive Functions and to approve new posts

Is this a key decision?

No

Executive Summary:

To receive this report of the Leader which confirms the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet and to approve new posts

Recommendations:

To approve three new Deputy Cabinet Member posts as set out in the attached document

List of Appendices included:

Cabinet Portfolios 2013/14

Other useful background papers:

N/A

Has it or will it be considered by Scrutiny?

No

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

No

Report title: **Composition of the Cabinet and allocation of Executive Functions and to approve new posts**

1. Context (or background)

On 23rd February 2010, the Council resolved to implement the new Elected Leader and Cabinet (England) form of executive arrangements from 9th May 2010. This new form of executive arrangement provides the Leader of the Council with authority to appoint a Deputy Leader, Cabinet Members and their respective portfolios. The attached appendix confirms the appointments of Cabinet Members and their portfolios for 2013/14. The Leader is also creating three new deputy Cabinet Member posts.

2. Options considered and recommended proposal

That three new deputy Cabinet Member posts be created as set out on the attached document.

3. Results of consultation undertaken

Not applicable

4. Comments from Director of Finance and Legal Services

4.1 Financial implications

To be considered later in today's agenda (Item 16)

4.2 Legal implications

The Leader and Cabinet Executive (England) form of executive arrangements was permitted by the Local Government and Public Involvement in Health Act 2007 and was formally adopted by the Council on 23rd February 2010. The implementation of these new arrangements took effect on 9th May 2010. The Leader is required to report on any changes to the Cabinet to Council for information.

5. Other implications

Not applicable

Report author(s): Christine Forde

Name and job title: Monitoring Officer and Council Solicitor

Directorate: Finance and Legal Services Directorate

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Customer and Workforce Services	8.5.13	8.5.13
Approvers:				
Councillor Mrs Lucas	Leader of the Council		13.5.13	13.5.13

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

APPOINTMENTS – 2013/14

CABINET PORTFOLIOS

Member	Portfolio
<p>The Leader (Policy and Leadership)</p> <p>Cllr Mrs Lucas</p>	<p>Corporate Plan Scrutiny External relations / public relations Image and reputation Partnership companies Liaison with Management Board Emergency Planning Regional Matters Risk Management Local Enterprise Partnership Marmot City Domestic Violence and Sexual Exploitation</p>
<p>The Deputy Leader (Community Safety and Equalities)</p> <p>Cllr Townshend</p>	<p>Community Centres Community Safety Community Cohesion Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's) Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters Delivering Agenda for Change Deputising on Leader items</p>
<p>Cabinet Member (Strategic Finance and Resources)</p> <p>Cllr Gannon</p>	<p>Strategic Finance including Budget Setting External Resources Operational Finance incl Revenues and Benefits Service Transformation Procurement Value for Money Medium Term Financial Strategy Corporate Service Performance, Policy and Quality Human Resources e-Government Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Single Status</p>

Member	Portfolio
Cabinet Member (Children and Young People) Cllr Duggins Deputy: Cllr Innes	Children and Families Children and Young People's Social Care Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member
Cabinet Member (Education) Cllr Kershaw Deputy: Cllr Howells	Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl Universities)
Cabinet Member (Business, Enterprise and Employment) Cllr Kelly	Community Economic Development City Centre International Liaison (except Lord Mayor's) Inward Investment Property Urban Regeneration Regional Housing and Planning **Transportation Tourism and Marketing Events
Cabinet Member (Public Services) Cllr Lancaster	Building Cleaning Catering Highways and Lighting Licensing Policy (Hackney Carriage and Private Hire) Street Services (Ground Maintenance, Refuse, Street Cleaning Waste Management Flood Management Building Services
Cabinet Member (Energy and Environment) Cllr A. Khan	Agenda 21 Climate Change Strategy and Development Carbon Footprint Energy Conservation and Renewal Green Travel Nottingham Declaration Sustainability Energy Policy Fuel Poverty Environment Parks

<p>Cabinet Member (Health and Adult Services)</p> <p>Cllr Gingell</p> <p>Deputy: Cllr Caan</p>	<p>Social Care for Adults, Older People and People with Disabilities</p> <p>Carers</p> <p>Health Strategy and Policy</p> <p>Health Inequalities</p> <p>Local Health Economy</p>
<p>Cabinet Member (Housing and Heritage)</p> <p>Cllr Ruane</p>	<p>Archives</p> <p>Arts</p> <p>Heritage</p> <p>Museums</p> <p>Conservation</p> <p>Sport</p> <p>Housing</p>

NOTES:-

- * **Councillor Duggins is designated as the Lead Member for Children’s Services as required by Section 19 of the Children Act 2004**
- ** **Councillor McNicholas is appointed Lead Member for Transportation**

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Agenda Item 10

REPORT 10, 11 and 13

COUNCIL

16th May 2013

APPOINTMENTS – 2013/14

CABINET

Appointed by the Leader (Report 7)

Non-Voting Representatives on Cabinet

Councillor Blundell

Councillor Andrews

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Hetherton	Councillor B Singh

Councillor Ali

Councillor Andrews

Councillor Bigham

Councillor Caan

Councillor Chater

Councillor Foster

Councillor Galliers

Councillor Harvard

Councillor Howells

Councillor Miks

Political Balance	
Conservative	2
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Maton	Councillor Galliers

Councillor Innes

Councillor McNicholas

Councillor Mulhall

Councillor Noonan

Councillor O'Boyle

Councillor Sweet

Councillor T. Khan

Councillor Taylor

Councillor Walsh

Political Balance	
Conservative	2
Labour	9

ETHICS COMMITTEE

CHAIR:	Councillor Hetherton
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Councillor Andrews

Councillor Fletcher

Councillor Gannon

Councillor Mulhall

Political Balance	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

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

SCRUTINY

NOTE : MEMBERS OF SCRUTINY CANNOT BE MEMBERS OF THE CABINET

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Fletcher	Councillor Clifford

Councillor Abbott

Councillor Andrews

Councillor Blundell

Councillor Sandy

Councillor Skipper

Councillor T. Khan

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

Mrs. S. Hanson (Nominated by the Church of England)

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor Sandy
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Councillor Akhtar

Councillor Chater

Councillor Foster

Councillor Lakha

Councillor Miks

Councillor Sawdon

Councillor Sehmi

Councillor Skipper

Political Balance	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Cllr Sweet) is invited to attend meetings of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor Abbott
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Councillor Akhtar

Councillor Bains

Councillor Blundell

Councillor Clifford

Councillor Lakha

Councillor Lepoidevin

Councillor M. Mutton

Councillor Thomas

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

Mrs. S. Hanson (Nominated by the Church of England)

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor Skipper
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Councillor Abbott

Councillor Auluck

Councillor Galliers

Councillor Hammon

Councillor Maton

Councillor Taylor

Councillor Walsh

Councillor Welsh

Political Balance	
Conservative	2
Labour	7

Public Services, Energy and Environment Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor T. Khan
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Councillor Andrews

Councillor Auluck

Councillor Bains

Councillor Fletcher

Councillor Hammon

Councillor McNicholas

Councillor Mulhall

Councillor Thay

Political Balance	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Thomas
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Councillor Ali

Councillor Clifford

Councillor Fletcher

Councillor Hetherington

Councillor J Mutton

Councillor Noonan

Councillor Sehmi

Councillor Williams

Political Balance	
Conservative	2
Labour	7

Co-opted Member

Mr. David Spurgeon

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Sweet	Councillor Bains

Councillor Harvard

Councillor Sandy

Councillor Sawdon

Councillor B. Singh

Political Balance	
Conservative	1
Labour	5

Labour Group Substitute – Councillor Thay

Conservative Group Substitute – Councillor Blundell

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor Mrs Lucas	Leader of the Council
Councillor Gingell	Cabinet Member (Health and Adult Services) – (Chair)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Thomas	One additional Councillor nominated by the Leader
Councillor Noonan	Conservative Group Representative

Director of Community Services	(Statutory Appointment)
Director of Children, Learning and Young People	(Statutory Appointment)
Director of Public Health	(Statutory Appointment)
Local Healthwatch – 2 representatives	(Statutory Appointment)
Coventry and Rugby Clinical Commissioning Group – 2 representatives	(Statutory Appointment)
Voluntary Action Coventry – 1 representative	
Coventry University – Vice-Chancellor (or representative)	
Warwick University – Vice-Chancellor (or representative)	
NHS Commissioning Board – 1 representative	
West Midlands Police – 1 representative	
West Midlands Fire Service – Operations Commander Coventry	

CHAIRS OF NEIGHBOURHOOD FORUMS

North West Neighbourhood Management Area

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

North East Neighbourhood Management Area

Foleshill – Councillor A. Khan
Henley – Councillor Maton
Holbrook – Councillor Mrs Lucas
Longford – Councillor Harvard
Radford – Councillor Mulhall
Upper Stoke – Councillor Bains

South Neighbourhood Management Area

Binley and Willenhall – Councillor J. Mutton
Cheylesmore – Councillor Noonan
Earlsdon – Councillor Hammon
Lower Stoke – Councillor Townshend
Wainbody – Councillor Sawdon
Westwood – Councillor Sandy
Wyken – Councillor Abbott

ADVISORY PANELS / PANEL TO BE RE-APPOINTED / APPOINTED DURING 2013/14

ADVISORY PANELS TO BE RE-APPOINTED

CORPORATE PARENTING BOARD (TO ACT AS THE CABINET ADVISORY PANEL FOR LOOKED AFTER CHILDREN)

Councillor Duggins	Cabinet Member for Children and Young People (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Abbott	Chair of Education and Children's Scrutiny Board (2)
Councillor Chater	Labour Group Representative
Councillor Blundell	Shadow Cabinet Member for Education
Councillor Lepoidevin	Shadow Cabinet Member for Children and Young People
Councillor Skinner	Conservative Group Representative

CABINET MEMBER (COMMUNITY SAFETY AND EQUALITIES) - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Hetherton Labour Member on Ethics

Councillor Andews Conservative Member on Ethics

2 Group Secretaries (Labour Group representative to be appointed Chair)

Councillor Gannon (Chair)

Councillor Noonan

1 Member from Controlling Group

Councillor Fletcher

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

(NOTE: Councillors may not be Cabinet Members, one to be the Shadow Cabinet Member for Education)

Councillor Clifford Labour Councillor

Councillor Fletcher Labour Councillor

Councillor Sweet Labour Councillor

Councillor Blundell Shadow Cabinet Member for Education

3 Head Teachers (1 x Primary, 1 x Secondary, 1 x Special)

3 Governors (1 x Primary, 1 x Secondary, 1 x Special)

2 Voluntary Aided Sector (1 x Roman Catholic Diocese, 1 Church of England Diocese)

(NOTE: Chair elected at each meeting and may not be an elected member)

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor Kelly	Cabinet Member (Business, Enterprise and Employment) (Chair)
Councillor Maton	Chair of Planning Committee
Councillor Mrs Lucas	Leader
Councillor Ruane	Cabinet Member (Housing and Heritage)
Councillor A. Khan	Cabinet Member (Energy and Environment)

NOTE: The Deputy Leader (Councillor Townshend) is invited to attend meetings of this Panel.

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

Councillor Townshend	Deputy Leader & Cabinet Member (Community Safety and Equalities) (Chair)
Councillor Mrs Lucas	Leader
Councillor Fletcher	Labour Councillor
Councillor Gannon	Labour Councillor
Councillor Blundell	Leader of Opposition
Councillor Andrews	Deputy Leader of Opposition

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

Councillor Townshend	Cabinet Member (Community Safety and Equalities) – (Chair)
Councillor Gannon	Cabinet Member (Strategic Finance and Resources)
Councillor Fletcher	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Andrews	Shadow Cabinet Member (Community Safety and Equalities)
Councillor Crookes	Lord Mayor, ex officio
His Honour Judge Griffith-Jones	The Honorary Recorder

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

Councillor Abbott	
Councillor Ali	Substitute for Councillor Abbott

NEW ADVISORY PANELS TO BE APPOINTED

CABINET ADVISORY PANEL - CAPITAL PROJECTS MONITORING

Councillor Gannon	Cabinet Member (Strategic Finance and Resources) – (Chair)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Lancaster	Cabinet Member (Public Services)
Councillor A Khan	Cabinet Member (Energy and Environment)
Councillor Sweet	Chair of Audit and Procurement Committee
Councillor Chater	Labour Councillor
Councillor Walsh	Labour Councillor
Councillor Sawdon	Conservative Councillor

CABINET ADVISORY PANEL - SPORTS VISION AND STRATEGY, TOURISM AND CITY WIDE EVENTS

Councillor Ruane	Cabinet Member (Housing and Heritage) – (Joint Chair)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment) – (Joint Chair)
Councillor Kershaw	Cabinet Member (Education)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Abbott	Chair of Education and Children’s Services Scrutiny Board (2)
Councillor Ali	Labour Councillor
Councillor Hetherington	Labour Councillor
Councillor Sandy	Labour Councillor
Councillor Blundell	Conservative Councillor

NOTE: Councillors Kelly and Ruane will alternate the role of Chair.

CABINET ADVISORY PANEL – REGENERATION AND INFRASTRUCTURE

Councillor Mrs Lucas	Leader (Chair)
Councillor Gannon	Cabinet Member (Strategic Resources and Finance)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Skipper	Chair, Business, Economy and Enterprise Scrutiny Board (3)
Councillor Blundell	Leader of Opposition

NEW PANEL TO BE APPOINTED

ACL SHAREHOLDER PANEL

Councillor Mrs Lucas	Leader (Chair)
Councillor Townshend	Deputy Leader (Deputy Chair)
Councillor Gannon	Cabinet Member (Strategic Finance and Resources)
Councillor Duggins	Cabinet Member (Children and Young People)
Councillor Kershaw	Cabinet Member (Education)
Councillor Kelly	Cabinet Member (Business, Enterprise and Employment)
Councillor Lancaster	Cabinet Member (Public Services)
Councillor A. Khan	Cabinet Member (Energy and Environment)
Councillor Gingell	Cabinet Member (Health and Adult Services)
Councillor Ruane	Cabinet Member (Housing and Heritage)
Councillor J. Mutton	Labour Councillor
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor Fletcher) and the Chair of the Ethics Committee (Councillor Hetherington) are invited to attend meetings of this Panel.

TERMS OF REFERENCE

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

Audit and Procurement Committee

Cabinet

Ethics Committee

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

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

Coventry Health and Well-being Board

Terms of Reference

To facilitate partnership working across the following broad areas:

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

Corporate Parenting Board (To act as a Cabinet Advisory Panel for Looked after Children)

Terms of Reference

1. The Board will be constituted as a Cabinet Advisory Panel with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice for Elected Member involvement and support in service improvement for looked after children and young people.
3. To develop a work programme and allocate and monitor tasks within the City Council to improve outcomes for looked after children.
4. To identify key areas where services and partner agencies need to deliver improved support for looked after children and refer these issues to the relevant organisations as necessary.
5. To develop and support direct communication with looked after children, including formal meetings and consultation leading to the establishment of a Children's Council, a structured pattern of visits to children's homes and social work team offices, and also informal meetings with looked after children and young people with a social and enjoyable element.

Cabinet Member (Community Safety and Equalities) Constitutional Advisory Panel

Terms of Reference

1. To be responsible for keeping the Constitution up to date and to make recommendations on proposed amendments to the Constitution to the Cabinet Member (Policy, Leadership and Governance)
2. To consider recommendations from the Monitoring Officer or the Officer Working Group on updates to the Constitution or on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To bring to the attention of the Monitoring Officer and the Cabinet Member (Policy, Leadership and Governance) any matters of concern regarding the City Council's Constitution.

Note

Where the timescale does not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution will be made by the Cabinet Member only

Cabinet Advisory Panel – School Organisation

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group.
2. To consider any objections received to school organisation proposals (for example the establishment of a new school or the closure of a school) and make recommendations to the Local Authority (Cabinet) on the determination of those proposals.

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

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

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

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.
- (2) In consultation with local Ward Councillors and other such stakeholders as the Panel believe appropriate, to make recommendations to the Returning Officer about suitable polling places within each Ward within the City.
- (3) To consider the staffing arrangements, including the payment of fees, associated with elections and make appropriate recommendations to the Returning Officer and the Cabinet Member.
- (4) To make recommendations to the Cabinet Member and the Returning Officer in relation to any changes to procedures and practices as appropriate with regard to the electoral process within the City, especially in relation to any proposed legislative changes.

Cabinet Member (Community Safety and Equalities) Advisory Panel - The Coventry Award Of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be publicly to acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.
3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member (Community Safety and Equalities), who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Director of Customer and Workforce Services with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

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

Terms of Reference

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

New Advisory Panels to be Appointed

Cabinet Advisory Panel - Capital Projects Monitoring

1. To monitor and review the performance and progress of key Capital Contracts across the city (including Heatline, Cycle Coventry, Babbie –related contracts, NUCKLE etc); giving overall guidance and direction.
2. To share the City Council's strategy and programmes.
3. To monitor Key Performance Indicators (KPIs) and Enabling Performance Indicators (EPIs).
4. To consider, as necessary, specific project issues.
5. To monitor formal disagreements (at Level 2 and above).
6. To note innovation and Continuous Improvement Initiatives.
7. To receive and shape reports before submission to Cabinet and effectively form recommendations.

Cabinet Advisory Panel - Sports Vision and Strategy, Tourism and City Wide Events

1. To co-ordinate the Council's work in facilitating and supporting the development of a renewed partnership Vision and Strategy to meet the sporting needs and aspirations of the City of Coventry, for the benefit of the City's residents and its visitors.
2. To support the Cabinet Member on the development of a Tourism Strategy for Coventry, on the marketing of the City and on the provision of tourism services.
3. To support the Cabinet Member on the monitoring of Tourism services and Strategy outcomes.
4. To advise on links with wider tourism and destination partners and partnerships, identifying opportunities to collaborate to ensure services work together to achieve the best possible outcomes for the City.
5. To provide direction to officers on a range of project and policy matters and advise on the overall events programme and the development of a city wide events strategy. In doing so it will ensure that the events programme and strategy considers other major areas of work including:

- City Centre events
- Events in the parks and open spaces
- Events in the city centre
- The Godiva Festival
- Christmas related events

Cabinet Advisory Panel - Regeneration and Infrastructure

1. To direct the work of Coventry in helping to negotiate the City Deal for Coventry and Warwickshire.
2. To ensure that the development of the City Deal and future policy on a single pot for economic growth meets the economic needs of the City

New Panel to be Appointed

ACL Shareholder Panel

Terms of Reference

The Shareholder Panel will be a non-decision making body (unless specifically stated below) with an overarching governance role to include consideration, evaluation and assessment of the following areas pursuant to Arena Coventry Limited:-

- Financial overview
- Business Planning and Development
- Risk management
- Consider requests to significantly vary the loan facility
- Any other item deemed appropriate

The Panel will be responsible in making the decision to inform or to make recommendations to Cabinet and/or Council on any matter deemed appropriate. This will not preclude Cabinet and/or Council making decisions independently.

In order to facilitate the Panel's function it will have the authority to obtain any external professional advice deemed appropriate.

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Agenda Item 11

Please refer to the document at Agenda Item 10

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POLITICAL PROPORTIONALITY May 2013

ITEM 12

	Preferred numbers			Proportional Entitlement groups (2dec places)		
	Total	Con	Lab	Total %	Con %	Lab %
Party seats	54	11	43	100.0%	20.4%	79.6%
Cabinet	10	0	10	10.0	n/a	n/a
Target no. seats	18	70	Target No. seats	17.93	70.07	
Committee	Size	Con	Lab	Con	Lab	
Planning Cttee	11	2	9	11.00	2.24	8.76
Licensing & Reg Cttee	12	2	10	12.00	2.44	9.56
Ethics	5	1	4	5.00	1.02	3.98
Audit & Procurement Cttee	6	1	5	6.00	1.22	4.78
Scrutiny Board 1	9	2	7	9.00	1.83	7.17
Scrutiny Board 2	9	2	7	9.00	1.83	7.17
Scrutiny Board 3	9	2	7	9.00	1.83	7.17
Scrutiny Board 4	9	2	7	9.00	1.83	7.17
Scrutiny Board 5	9	2	7	9.00	1.83	7.17
Scrutiny Co-ordination	9	2	7	9.00	1.83	7.17
Totals (excludes Cabinet)	88	18	70	88.00	17.93	70.07
Actual proportionality	100.0%	20.4%	79.6%	100.0%	20.4%	79.6%

Agenda Item 13

Please refer to the document at Agenda Item 10

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REPORT 14

PRESENTED AT ANNUAL MEETING 16TH MAY, 2013

**APPOINTMENTS TO OUTSIDE BODIES FOR THE 2013/2014
MUNICIPAL YEAR**

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBF1 Adoption Panel	Councillor Mrs Sweet NB (i) Member appointed must be Member of Scrutiny (ii) Member must be CRB checked	Councillor Ali NB (i) Member appointed must be Member of Scrutiny (ii) Member must be CRB checked	Councillor Mrs Sweet	Councillor Ali	Considers the placement of children for adoption bearing in mind background information on the child/proposed placement given to the panel.	Meets fortnightly
OBF2 Coventry School Admissions Forum	Labour Group 1 Councillor Kershaw CBE Conservative Group 1 Councillor Williams	Labour Group 1 Councillor Kershaw CBE Conservative Group 1 Councillor Blundell	Councillor Kershaw CBE	Councillor Kershaw CBE	Statutory Body - considers admission matters.	Meets twice yearly
OBF3 Fostering Panel	Councillor M Mutton	Councillor M Mutton	Councillor M Mutton	Councillor M Mutton	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

Appointments to Partnership Organisations

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP1	Children and Young People's Commissioning Board	Cabinet Member (Children and Young People) - Councillor O'Boyle Cabinet Member (Education) - Councillor Kershaw CBE Shadow Cabinet Member - Councillor Williams	Cabinet Member (Children and Young People) - Councillor Duggins Cabinet Member (Education) - Councillor Kershaw CBE Shadow Cabinet Member - Councillor Mrs Lepoidevin	Councillor O'Boyle	Councillor Duggins	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Meets monthly
OBP2	Council of Governors of the Coventry and Warwickshire Partnership Trust	Councillor Hetherton Mark Godfrey - Deputy from 04.12.2012	Councillor Hetherton Mark Godfrey - Deputy	Councillor Hetherton	Councillor Hetherton	To manage the transition to become a NHS Foundation Trust.	
OBP3	Coventry and Warwickshire Local Enterprise Board (LEP)	Councillor J Mutton Councillor Kelly	Councillor Mrs Lucas Councillor Kelly	Councillor J Mutton	Councillor Mrs Lucas	To drive Local Enterprise Partnership for the area, which was approved by Government on 28th October, 2010.	Six full Board meetings held per year. Anticipated AGM will be held in September prior to the Board meeting for that month.

Page 50	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP4	Coventry and Warwickshire Local Enterprise Partnership: Local Transport Body - from 04.12.2012	Councillor Kelly - from 04.12.2012 Councillor J Mutton - from 15.01.2013	Councillor Kelly	Councillor Kelly	Councillor Kelly	To deal with devolved Government funding for the 2015-2019 period for Major Transport Schemes.	Meetings held ad-hoc (but anticipated to be an average of three per year).
OBP5	Coventry Fairtrade City Steering Group	Councillor Harvard Councillor Andrews	Councillor Lancaster Councillor Andrews	Councillor Harvard	Councillor Lancaster	A group of individuals and organisations from across Coventry who are working together to achieve Fairtrade City Status.	Meets bi-monthly
OBP6	Coventry Learning Disabilities Partnership Board	Councillor Mrs Lucas Councillor Noonan	Councillor Gingell Councillor Noonan	Councillor Mrs Lucas	Councillor Gingell	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. Does not hold an AGM

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP7	Coventry Partnership	<p>Labour Group (3) Councillor J Mutton Councillor Duggins Councillor McNicholas</p> <p>Coberavtive Group (3) Councillor Foster Councillor Blundell Councillor Taylor OBE</p>	<p>Labour Group (4) Councillor Mrs Lucas Councillor Townshend Councillor Kelly Councillor McNicholas</p> <p>Conseravtive Group (2) Councillor Blundell Councillor Andrews</p>	Councillor J Mutton	Councillor Mrs Lucas	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 twice per year. Does not hold an AGM
OBP8	Older People's Partnership Board	Councillor Mrs Lucas Councillor Noonan	Councillor Gingell Councillor Noonan	Councillor Mrs Lucas	Councillor Gingell	Set priorities, plan future service delivery, monitor the implementation of the Older People's National Service Framework and develop service and Commissioning Strategies for Older people, including Older People with mental health problems.	Meets quarterly. No AGM held

Page 50	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBPE	Voluntary Action Coventry	Councillor Clifford Councillor Sawdon	Councillor Clifford Councillor Sawdon	Councillor Clifford	Councillor Clifford	The umbrella body for voluntary and community organisations in Coventry.	Meets quarterly

Appointments to Outside Bodies

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB1	Albany Theatre Trust	Councillor Kershaw CBE	Councillor Kershaw CBE	Councillor Kershaw CBE	Councillor Kershaw CBE	To manage the affairs of the Albany Theatre.	Meetings normally held monthly. AGM held in June
OB2	Barr's Hill School Trust Limited	Councillor Walsh	Councillor Walsh	Councillor Walsh	Councillor Walsh	Foundation acting on behalf of the Trust School.	Three meetings held yearly, one per term. AGM held in September

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB33 Belgrade Theatre Trust (Coventry) Limited	Councillor Welsh Councillor Blundell (Cllr Welsh, or in his absence Cllr Blundell, are authorised to exercise the Council's vote at General Meetings)	Councillor Hetherton Councillor Blundell (Cllr Hetherton, or in her absence Councillor Blundell, are authorised to exercise the Council's vote at General Meetings)	Councillor Welsh	Councillor Hetherton	The promotion, maintenance, improvement and advancement of education or for the encouragement of the arts.	Meets 6 to 7 times per year. AGM held in September.
OB4 Birmingham Airport Focus Group	Councillor McNicholas - from 03.07.2012	Councillor McNicholas	Councillor McNicholas - from 03.07.2012	Councillor McNicholas	To sit alongside the Airspace Change Process, which is required for the change to the flight path to the South East of the Airport Runway.	Final meeting 23rd May, 2013 after which Group no longer required.

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB5	Birmingham International Airport Holdings Limited - Board of Directors Councillor McNicholas (Also authorised to exercise the Council's vote at General Meetings) NB Substitutes not permitted	Councillor McNicholas (Also authorised to exercise the Council's vote at General Meetings) NB Substitutes not permitted	Councillor McNicholas	Councillor McNicholas	Airport Company Board of Directors	Meets four times per year. AGM held in July

Page 5	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB&P	Birmingham International Airport - Consultative Committee	Councillor McNicholas	Councillor McNicholas	Councillor McNicholas	Councillor McNicholas	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates.	AGM held in May

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB7 Blue Coat Academy (Governing Body)	Ms Hollings	Ms Hollings	Ms Hollings	Ms Hollings	The academy was set up by sponsors who own and run the school with those functions discharged through the governing body and head teacher.	Meet at least once per term
OB8 Bus Lane Adjudication Service Joint Committee (BLASJC)	Cabinet Member (City Services) - Councillor Harvard Cabinet Member (City Development) - Councillor Kelly	Cabinet Member (Public Services) - Councillor Lancaster Cabinet Member (Business, Enterprise and Employment) - Councillor Kelly	Councillor Harvard	Councillor Lancaster	Participation in the committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals.	

Page 5	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB9	Coventry Airport Consultative Committee	Councillor Chater Councillor Lakha OBE (substitute)	Councillor Chater Councillor Lakha OBE (substitute)	Councillor Chater	Councillor Chater	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates	Meets every three months
OB 10	Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor Maton Councillor Andrews Councillor Galliers Councillor Foster NB Representatives must not be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel	Councillor Maton Councillor Ali Councillor Andrews Councillor Blundell (NB Representatives must not be members of Coventry and Solihull Waste Disposal Company Limited Shareholders' Panel)	Councillor Maton	Councillor Maton	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per year

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB11 Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Labour Group Councillor Harvard (Also authorised to exercise Council's vote at General Meetings) Councillor Townshend (Also substitute for exercising Council's vote at General Meetings) - or in the absence of both of the above Mrs B Messinger (Director of Customer and Workforce Services) is the voting representative Conservative Group Councillor Noonan	Labour Group Councillor Lancaster (Also authorised to exercise Council's vote at General Meetings) Councillor Townshend (Also substitute for exercising Council's vote at General Meetings) - or in the absence of both of the above Mrs B Messinger (Director of Customer and Workforce Services) is the voting representative Conservative Group Councillor Noonan	Councillor Harvard	Councillor Lancaster	The Shareholders' Panel oversees the operation of the waste Disposal Company	Meets quarterly
OB12 Coventry Heritage and Arts Trust	Labour Group Councillor A Khan Conservative Group Councillor Blundell (Cllr A Khan, or in his absence Cllr Blundell are authorised to exercise the Council's vote at General Meetings)	Labour Group Councillor Skipper Conservative Group Councillor Sawdon (Cllr Skipper, or in his absence Councillor Sawdon are authorised to exercise the Council's vote at General Meetings)	Councillor A Khan	Councillor Skipper	Trust established to run Heritage and Arts Facilities within the city including Herbert and Lunt Roman Fort	Meets monthly. AGM held in September

Page 6	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB10	Coventry Law Centre Limited	Councillor Mrs Bigham Councillor Foster NB Councillor Mrs Bigham is a trustee	Councillor Mrs Bigham Councillor Foster (NB Councillor Mrs Bigham is a trustee)	Councillor Mrs Bigham	Councillor Mrs Bigham	Coventry Law Centre is a charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits, to the people of Coventry.	Meets monthly
OB14	Coventry Refugee and Migrant Centre	Councillor Chater Councillor Welsh Councillor Andrews	Councillor A Khan Councillor Ruane Councillor Andrews	Councillor Chater	Councillor A Khan	The work of the Centre falls into two main categories: 1. help for asylum seekers in the many problems they face with subsistence, housing, health, racial harassment etc. 2. help set up home for those given leave to remain.	Board meets monthly except for August and December. AGM held in September

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB15	Coventry Ambassadors Social Enterprise Board	n/a - new from 2013/2014	Councillor Fletcher	n/a	Councillor Fletcher	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City.	tbc
OB16	Coventry Venture Capital Limited	Councillor Duggins (also authorised to exercise Council's vote at General Meetings)	Councillor Gannon (also authorised to exercise Council's vote at General Meetings)	Councillor Duggins	Councillor Gannon	Investment, property holding and dealing company.	AGM held October/November
OB17	Foxford School Trust Limited	Councillor Mrs Bigham	Councillor Mrs Bigham	Councillor Mrs Bigham	Councillor Mrs Bigham	Foundation acting on behalf of the School	Meet at least once per term

Page 62	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB18	Grace Academy (Governing Body)	Councillor Ruane	Councillor Ruane	Councillor Ruane	Councillor Ruane	The academy was set up by sponsors who own and run the school with those functions discharged through the governing body and head teacher.	Meet at least once per term
OB19	Local Government Association - General Assembly	Councillor J Mutton Councillor Duggins Councillor Blundell Councillor Foster	Councillor Mrs Lucas Councillor Townshend Councillor J Mutton Councillor Blundell	Councillor J Mutton	Councillor Mrs Lucas	The LGA General Assembly acts as the "parliament" for local government.	Meets once a year. AGM held in June
OB20	Local Government Association - Urban Commission	Councillor Hetherton (Voting Representative) Councillor Taylor OBE (Substitute)	Councillor Hetherton (Voting Representative) Councillor Taylor OBE (Substitute)	Councillor Hetherton	Councillor Hetherton	A forum within the association for member authorities whose areas are wholly or partly urban.	Meets April and October. No AGM held

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB21	Lyng Hall Trust Limited	Councillor Mrs Fletcher	Councillor Mrs Fletcher	Councillor Mrs Fletcher	Councillor Mrs Fletcher	Foundation acting on behalf of the Trust School	Meetings are arranged ad-hoc. AGM held in June
OB22	Museum of British Road Transport Trust (Coventry) Limited - Board of Directors	Councillor McNicholas Councillor Williams - to 02.07.2012 Councillor Sawdon - from 03.07.2012 (Councillor McNicholas or in his absence Councillor Sawdon is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company)	Councillor McNicholas Councillor Sawdon (Councillor McNicholas or in his absence Councillor Sawdon is authorised under Section 375 of the Companies Act 1985, to exercise the Council's vote at any general meeting of the Company)	Councillor McNicholas	Councillor McNicholas	To manage the Museum of British Road Transport and the Council's collection of vehicles.	Meets five times per year

Page	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB24	Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Cabinet Member (City Services) - Councillor Harvard Cabinet Member (City Development) - Councillor Kelly (deputy)	Cabinet Member (Public Services) - Councillor Lancaster Cabinet Member (Business, Enterprise and Employment) - Councillor Kelly (deputy)	Councillor Harvard	Councillor Lancaster	Participation in the committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals.	

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB24	Police and Crime Panel (NB One further Member is jointly nominated by Coventry City Council and Solihull Metropolitan Borough Council and appointed by the West Midlands Joint Committee)	Councillor J Mutton - from November, 2012	Councillor Mrs Lucas	Councillor J Mutton	Councillor Mrs Lucas	The Police and Crime Commissioners will be held to account on an ongoing basis by the Crime Panel	
OB25	Regional Flood and Coastal Committee	Councillor Harvard Councillor Taylor OBE (substitute)	Councillor Lancaster Councillor Taylor OBE (substitute)	Councillor Harvard	Councillor Lancaster	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
OB26	Sidney Stringer Academy (Governing Body)	Councillor Welsh Ms Julie Sullivan - Authority Governor	Councillor Welsh Ms Julie Sullivan - Authority Governor	Councillor Welsh	Councillor Welsh	The academy was set up by sponsors who own and run the school with those functions discharged through the governing body and head teacher.	Meet at least once per term

Page 6	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB27	SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor Bains	Councillor Bains	Councillor Bains	Councillor Bains	Represents most of the large towns and cities in the northern, midland and south coast regions of England, is the collective voice of urban areas across these regions and works to release the opportunities and potential of the communities represented.	Meets monthly. AGM held in July
OB28	Stoke Park School Trust Limited	Councillor Bains	Councillor Bains	Councillor Bains	Councillor Bains	Foundation acting on behalf of the Trust School.	Meets quarterly. AGM held in November.
OB29	Tile Hill Academy (Governing Body)	Councillor Maton	Councillor Maton	Councillor Maton	Councillor Maton	The academy was set up by sponsors who own and run the school with those functions discharged through the governing body and head teacher.	Meet at least once per term.

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB30	University of Warwick Business Innovation Centre Limited	Councillor Kelly (Also authorised to exercise Council's vote at General Meetings)	Councillor Kelly (Also authorised to exercise Council's vote at General Meetings)	Councillor Kelly	Councillor Kelly	Management board for the body.	Meets three times per year. AGM held in July.
OB31	University of Warwick Foundation Limited.	Councillor Kelly (Also authorised to exercise Council's vote at General Meetings) Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Kelly (Also authorised to exercise Council's vote at General Meetings) Councillor Skipper (Also substitute for exercising Council's vote at General Meetings)	Councillor Kelly	Councillor Kelly	Management board for the body.	AGM held in July Exiting expected to be Spring 2013 - waiting a response to email sent 07.05.2013

Page 69	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB32	West Midlands Employers (Formerly West Midlands Councils)	Councillor J Mutton Councillor Duggins (alternate)	Councillor Mrs Lucas Councillor Townshend (alternate)	Councillor J Mutton	Councillor Mrs Lucas	An Employers Organisation advising, supporting and representing Authorities in human resource management, industrial relations and employee/organisational development.	The full body is anticipated to meet twice per year.

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB33	West Midlands Fire and Rescue Authority	Labour Group Councillor Walsh (Lead Member for Questions) Councillor Auluck (Substitute Member for Questions) Conservative Group Councillor Foster	Labour Group Councillor Walsh (Lead Member for Questions) Councillor Auluck (Substitute Member for Questions) Conservative Group Councillor Foster	Councillor Walsh	Councillor Walsh	Statutory responsibilities to the community of West Midlands.	Meets five times per year. NB: Policy Planning Forum, comprising all members, meets eight times per year.
OB34	West Midlands Integrated Transport Authority	Labour Group Councillor McNicholas (Lead Member for Questions) Councillor Mrs Miks (Substitute Member for Questions) Conservative Group Councillor Noonan	Labour Group Councillor McNicholas (Lead Member for Questions) Councillor Mrs Miks (Substitute Member for Questions) Conservative Group Councillor Noonan	Councillor McNicholas	Councillor McNicholas	The WMPTA coordinates 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 held in June

Page 7	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB36	West Midlands Joint Committee	<p>Labour Group Councillor J Mutton (Leader Voting Member) Councillor Duggins (Substitute Voting Member) Conservative Group Councillor Foster</p>	<p>Labour Group Councillor Mrs Lucas (Leader Voting Member) Councillor Townshend (Substitute Voting Member) Conservative Group Councillor Blundell</p>	Councillor J Mutton	Councillor Mrs Lucas	Formerly constituted body of West Midlands District Councils to discharge specific functions concerning the West Midlands.	Meets every three months.
OB36	West Midlands Joint Committee - Planning and Transportation Sub-Committee	<p>Labour Group Councillor McNicholas (Prime Voting Member to the 24th July, 2012 then transferred to Councillor Mrs Bigham) Councillor Mrs Bigham (Prime Voting Member from 24th July, 2012) NOTE: The constitution of the sub-committee requires that the voting member be the Lead Members for Planning and Transportation matters or equivalent</p>	<p>Labour Group Councillor Kelly (Prime Voting Member) Councillor McNicholas (NOTE: The constitution of the sub-committee requires that the voting member be the Lead Members for Planning and Transportation matters or equivalent)</p>	Councillor McNicholas	Councillor Kelly	Consideration of strategic planning and transportation issues.	Meets every two months

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB37	West Midlands Pensions Committee	Labour Group Councillor Bains (Lead Member) Conservative Group Councillor Crookes (Substitute Member)	Labour Group Councillor Gannon (Lead Member) Councillor Bains (Substitute Member)	Councillor Bains	Councillor Gannon	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund.	Meets every four months

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
Whitefriars Housing Group OB38	<p>Labour Group Councillor Maton Councillor Mrs Bigham Councillor T Khan</p> <p>Conservative Group Councillor Skinner. Councillors Maton and Mrs Bigham authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of Whitefriars Services Limited and that Bev Messinger, Director of Customer and Workforce Services, be authorised to act as the voting representative in the absence of the Authorised Representative and the Substitute Representative</p>	<p>Labour Group Councillor Maton Councillor Auluck Councillor Mulhall</p> <p>Conservative Group Councillor Skinner Councillors Maton and Mulhall authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at General Meetings of Whitefriars Services Limited and that Bev Messinger, Director of Customer and Workforce Services, be authorised to act as the voting representative in the absence of the Authorised Representative and the Substitute Representative</p>	Councillor Maton	Councillor Maton	Management of Housing Group	Meets four times per year. AGM for Whitefriars Services Limited is held in October.
Woodlands Academy (Governing Body) OB39	Councillor Hetherton	Councillor Hetherton	Councillor Hetherton	Councillor Hetherton	The academy was set up by sponsors who own and run the school with those functions discharged through the governing body and head teacher.	Meet at least once per term

	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC1 Annie Bettman Foundation	Mrs A Brown Mr P Cordle Councillor Mrs Fletcher Councillor Skinner Councillor Akhtar Nominations for 4 year period, all expire May 2013	Councillor Mrs Fletcher Councillor Townshend Councillor Skinner Mrs A Brown Mr P Cordle Nominations for 4 year period, all expire May 2017	Councillor Mrs Fletcher	Councillor Mrs Fletcher	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
OBC2 Blue Coat School Foundation	Mrs I Cribdon Mrs J Jackson Yearly nomination	Mrs I Cribdon Mrs J Jackson Yearly nomination	Mrs I Cribdon	Mrs I Cribdon	Charitable body responsible for property management	Meets two or three times per year

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC3 Bond's Hospital Estate Charity Trustees	Councillor O'Boyle (expires 31st May 2014) Mrs S C Forte (expires 31st May 2013) Councillor Townshend (expires 31st May 2016) Nominations for 4 year period	Councillor Townshend (expires 31st May 2016) Councillor Lancaster (expires 31st May 2014) Mrs S C Forte (expires 31st May 2017) Nominations for 4 year period	Councillor O'Boyle	Councillor Townshend	Charitable organisation which manages property for the benefit of the elderly.	Meets May, June and July.
OBC4 Coventry Association for International Friendship	Councillor Lakha OBE (nomination expires May 2014) Nomination made for a 4 year period	Councillor Lakha OBE (nomination expires May 2014) Nomination made for a 4 year period	Councillor Lakha OBE	Councillor Lakha OBE	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 held in May
OBC5 Coventry Church (Municipal) Charities Trustees	Councillor Clifford (expires 30th May, 2014) Councillor Kershaw CBE Mrs R Mason (expires 30th June, 2015) Nominations made for 4 year period	Councillor Clifford (expires 30th May, 2014) Councillor Kershaw CBE Mrs R Mason (expires 30th June, 2015) Nominations made for 4 year period	Councillor Clifford	Councillor Clifford	Charitable body concerned with the relief of poverty for elderly people.	Meets March, June, September and December

Page 76	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBCC	Coventry Citizens' Advice Bureau Management Board	Councillor Mrs Bigham - up to 02.07.2012 Councillor Ruane - from 03.07.2012 (expires December 2015) Nominations made for 3 year period	Councillor Ruane (expires December 2015) Nominations made for 3 year period	Councillor Mrs Bigham - to 02.07.2012 Councillor Ruane - from 03.07.2012	Councillor Ruane	Manages the business of the bureau.	Meets bi monthly on the second Tuesday of the month, start at 5.45pm and aim to finish by 7.30pm.

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC7	<p>Coventry General Charities Trustees</p> <p>Councillor Crookes Councillor Mrs Miks Councillor Lakha OBE - from 18.09.2012 Mrs H Johnson - resigned 11.07.2012 Mr M Lapsa Mr N Lee Mrs E Eaves Mrs Lancaster Mr W Thomson Representatives can be replaced at any time during their term of office. Appointments from May 2012 - May 2016</p>	<p>Councillor Mrs Miks Councillor Lakha OBE Councillor Thomas Councillor Crookes Mr M Lapsa Mrs E Eaves Mrs Lancaster Mr W Thomson Representatives can be replaced at any time during their term of office. Renewal of Appointments 17th May 2016</p>	Councillor Mrs Miks	Councillor Mrs Miks	<p>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.</p>	Meets monthly. AGM held in January

Page 7	ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC9	Daimler Green Recreational Trust	Councillor M Mutton NB Nominee must be a Radford Councillor Nomination made for 3 year period Expires October 2014	Councillor M Mutton NB Nominee must be a Radford Councillor Nomination made for 3 year period Expires October 2014	Councillor M Mutton	Councillor M Mutton	The Community Recreation Trust has been established to take responsibility for the new community facilities being provided at Daimler Green.	Meetings likely to be monthly in the first year of the operation of the trust after which the frequency will be reviewed.
OBC9	Governing Body of City College	Councillor Maton (expires May 2014) Nomination made for 4 year period	Councillor Maton (expires May 2014) Nomination made for 4 year period	Councillor Maton	Councillor Maton	College Executive, collective decision making body.	Meets July, September, December and March

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC10 John Friends Memorial Fund Management Committee	Councillor Clifford Councillor Crookes Councillor Mrs Bigham - from 03.07.2012 Nominations made for 3 year period (Expires May 2014)	Councillor Clifford Councillor Mrs Bigham Councillor Crookes Nominations made for 3 year period (Expires May 2014)	Councillor Clifford	Councillor Clifford	Gives grants to schools and individuals for the study of astronomy and meteorology.	Meets twice per year
OBC11 Martha Flint and Emma Osmond Educational Foundation	Councillor Clifford Nomination made for 3 year period (Expires May 2014)	Councillor Clifford Nomination made for 3 year period (Expires May 2014)	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 per year
OBC12 Sir Charles Barratt Memorial Foundation	Councillor Innes Councillor Crookes NB: nominees must be elected members. Yearly nomination	Councillor Innes Councillor Crookes (NB: nominees must be elected members.) Yearly nomination	Councillor Innes	Councillor Innes	Charitable body that gives grants for musical instruments.	AGM held in January

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
Page 08 OBC13	Southern and Craner Educational Foundation Councillor Mrs Miks Councillor Mrs Abbott Councillor Thomas Councillor Blundell All nominations expire May 2015. Nominations for a 3 year period	Councillor Mrs Abbott Councillor Mrs Miks Councillor Thomas Councillor Taylor OBE All nominations expire May 2015. Nominations for a 3 year period	Councillor Mrs Abbott	Councillor Mrs Abbott	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants.	Meets once per year. AGM held in July/August
OBC14	Swillington's Charity Trustees Councillor Lancaster Councillor Townshend Yearly nominations	Councillor Lancaster Councillor Townshend Yearly nominations	Councillor Lancaster	Councillor Lancaster	Charity for the general benefit of the poor in the City of Coventry	Meets every two months
OBC15	Tansley Charity Trust Councillor Auluck Mrs Johnson - Resigned 02.07.2012 Mrs Dixon - Resigned 02.07.2012 Councillor Mrs Abbott - from 03.07.2012 Councillor Caan - from 03.07.2012 Nominations made for a 3 year period. Expires May 2013	Councillor Auluck Councillor Mrs Abbott Councillor Caan Nominations made for a 3 year period. Expires May 2017	Councillor Auluck	Councillor Auluck	To award grants to elderly or infirm women.	Meets June and December. Any additional meetings on an ad hoc basis

ORGANISATION	2012/2013 REPRESENTATIVES	2013/2014 REPRESENTATIVES	LEAD MEMBER 2012/2013	LEAD MEMBER 2013/2014	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC16 Tom Mann Centre Trust Management Committee	Councillor Chater (Trustee) Councillor Thay Councillor Lakha OBE All nominations expire May 2013. Nominations made for 3 year period.	Councillor Chater (Trustee) Councillor Lakha OBE Councillor Thay All nominations expire May 2017. Nominations made for 3 year period.	Councillor Chater	Councillor Chater	Charity fund to promote the life of Tom mann and his involvement with Trade Unions.	Meets once per year
OBC17 University of Warwick - Advisory Board of the Institute of Education	Councillor Kershaw CBE Ruth Snow All nominations expire May 2015. Nominations made for 3 year period	Councillor Kershaw CBE Ruth Snow All nominations expire May 2015. Nominations made for 3 year period	CBE Councillor Kershaw	CBE Councillor Kershaw	Oversees the Activities of the University of Warwick Institute of Education	Meets twice yearly, usually April and November. Inactive at 07.05.2013 as email from Mr M Biggs
OBC18 William Proffitt's Charity	Councillor Mrs Abbott Councillor Auluck Mr W P Thomson Yearly nomination	Councillor Auluck Councillor Mrs Abbott Mr W P Thomson Yearly nomination	CBE Councillor Auluck	CBE Councillor Auluck	Education of the poor, money distributed to the Charities and Schools in the parish of Foleshill	Meets March and December

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CALENDAR OF MEETINGS 2013/14

* denotes "if necessary"

Meeting	Time (unless indicated otherwise)	May 13	June 13	July 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	June 14
Council	2.00 pm	16 (11am)	25	23*		10	22		3	14	25	18		15*	5 (tbc)
Cabinet / Cabinet Members															
Cabinet	2 pm		18	9	13	3	8	19	10	7	11, 25 (10am)	4	15	13*	
Cabinet Briefing	2 pm	28	26	30	20	17		5, 26	17	28	18		1, 29		
CM (Business, Enterprise & Employment)	10 am		24	15		9	21	18		13	10	24			
CM (Children & Young People)	2 pm			16	27		15			21		11	8		
CM (Community Safety and Equalities)	2 pm			4	1	5	3	7	19	23	27	27		1*	
CM (Education)	2 pm		11	16			1	13		21		11	8		
CM (Energy and Environment)	8 am			2			1		3		4		8		
CM (Health and Adult Services)	10 am		11	30		3	29		10	14	18		1		
CM (Housing and Heritage)	2 pm		12	11		11	9		11	29		5	9		
CM (Policy and Leadership)	1 pm			11		5		28		16 (12noon)	20				
CM (Public Services)	10 am		11	9, 30		3	8	5	10	21	24	25			
CM (Strategic Finance and Resources)	2 pm		17	29		9	21		2	20		10	28*		
Scrutiny Boards															
Scrutiny Co-ordination Committee	10 am		12 (informal) 26 (12noon)	10, 24*	7, 28*	11,	2*, 9, 23*	6, 20*	11	8*, 22	5*, 19	5*, 19	2*, 16		
Finance and Corporate Services Scrutiny Board (1)	10 am		17	29		2	7	25		13		3	14		
Education and Children's Services Scrutiny Board (2)	2 pm		20 (informal)	11	29		10	7	19	16	27	27			
Business, Economy and Enterprise Scrutiny Board (3)	2 pm		5	10		11 (3pm)		13		8	12	19	16		
Public Services, Energy and Environment Scrutiny Board (4)	3.30 pm		26 (3pm) (informal)	31		17		20		21	26	26	23		
Health and Social Care and Welfare Reform	2 pm		19 (1.30pm)	24		25		6	4	15	5	5	2, 30		

NOTE: In the event that the date of the local elections for 2014 are moved in line with the European Elections, approval is sought for the additional meetings identified in May / June 2014, and to the Director of Customer and Workforce Services, in consultation with the Leader and Lord Mayor, being delegated authority to confirm the date of the AGM in June 2014.



Annual Council Meeting

16 May 2013

Name of Cabinet Member:

Cabinet Member (Community Safety and Equalities) Councillor Phil Townshend

Director Approving Submission of the report:

Director of Finance and Legal Services

Ward(s) affected: All

Title: Changes to the Constitution, including Members' Allowances, and those consequential changes arising from the Annual Meeting decisions and appointments

Is this a key decision?

No

Executive Summary:

This report is to address the consequential changes that will be required to the Constitution as a result of decisions made at its Annual Meeting on 16 May 2013. The Constitution also needs to be amended to reflect changes at the Annual Meeting in connection with the creation of new Deputy Cabinet Member posts and changes to the title and terms of reference of Audit (now Audit and Procurement) Committee. A future report on changes needed to the Members' Allowances Scheme, will be brought to a future Council meeting.

Recommendations:

- (1) That the changes to the Constitution set out in paragraph 2 of the report be approved; and
- (2) That the Assistant Director (Legal Services) & Monitoring Officer be given delegated authority to make any necessary amendments to the Constitution arising from the decisions taken at the Annual Meeting, both those identified in this report and otherwise.

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

Report title: Changes to the Constitution, including Members' Allowances, and those consequential changes arising from the Annual Meeting decisions and appointments

1. Context

1.1 At the Council's Annual Meeting a number of changes to the governance arrangements of the Council have been approved which require consequential changes to the Constitution. These include:

- The creation of a new Audit & Procurement Committee (previously Audit Committee) and the terms of reference require revision;
- cabinet portfolios have been revised;
- new posts of deputy cabinet members have been created
- the number and remit of Scrutiny Boards have been amended and the post of Deputy Chair of Scrutiny removed

Details of the proposed changes to the Constitution are set out in Section 2.

1.2 In all cases the proposed changes should take effect immediately. All new text is shown underlined and in italics.

2. Proposed Changes

2.1 Change to Name and Terms of Reference of Audit and Procurement Committee

2.1.1. Various references in the Constitution to Audit Committee need to be amended to read "Audit and Procurement Committee." These occur in:

- 2.8.1.1, 2.9.1 and 2.9.2. (Articles of the Constitution)
- 3.7 (Director of Customer and Workforce Services' delegated powers in connection with the City Council Code of Corporate Governance);
- 4.1 and 4.1.1.12(Council Procedure Rules)
- 4.5.26.1(vii) (Scrutiny Procedure Rules)
- Annex to 5.2 (9.1 Whistleblowing Policy)
- 5.4.4.9.4 (Report Writing Protocol); and
- 6.13.(Members Allowances Scheme)

2.1.2 The terms of reference of Audit and Procurement Committee

It is proposed that the following text should be inserted into the Committee's terms of reference immediately after the last bullet point under "Accounts" in paragraph 2.9.2.10:

Procurement

To maintain an overview of the procurement decision making process and where appropriate make recommendations to the Cabinet Member Strategic Finance and Resources, Cabinet or Council as appropriate

2.2 Revised Cabinet Portfolios

2.2.1 The changes to the portfolios of Cabinet Members and changes in appointments to these posts as set out in the Leader's report at item 7 on the agenda of the Annual Meeting mean that the existing portfolios and cabinet members' details in the table at the end of Part 3.2 of the Constitution need to be deleted and replaced with the new appointments.

2.2.2 In addition, the final bullet point at paragraph 3.2.4.1 (power of the Leader to make recommendations on changes to the Constitution) should be deleted as the responsibility is to transfer to the Deputy Leader. Therefore, the following wording should be inserted immediately after paragraph 3.2.7 in Part 3 in order to reflect the change in responsibility for changes to the Constitution.

3.2.8 Changes to the Constitution

The Deputy Leader shall have power to make recommendations to the Council on changes to the Constitution, including changes to the Scheme of Delegation, as set out in paragraphs 2.14.3.1 and 2.14.4.1 of Part 2 of this Constitution

2.2.3 In Part Three of the Constitution (Scheme of Delegation to Employees), it will be necessary to amend delegations to reflect changes in Cabinet Member portfolios where an officer may make a decision in consultation with the holder of a named cabinet portfolio.

2.3 Appointment of Deputy Cabinet Members

The decision to appoint Deputy Cabinet Members requires some changes to the Constitution to reflect their new role and responsibilities. The following changes are recommended. All new text is shown in italics and underlined.

2.3.1 Part One: Paragraph 1.4

In the second paragraph of paragraph 1.4 add the text shown.

The Cabinet is the part of the Council which is responsible for most day-to-day decisions. The Cabinet is made up of the Leader, a Deputy Leader and, in accordance with legislation, up to eight other Cabinet Members appointed by the Leader. The Leader may also appoint Deputy Cabinet Members to assist Cabinet Members in their roles.

2.3.2 Part Two: Article 6: Scrutiny

In paragraph 2.6.7.1., add the following text to allow Scrutiny Boards to question Deputy Cabinet Members as well as Cabinet Members.

2.6.7.1 Policy development and review

Scrutiny Boards may:

- assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues
- conduct research, community and other consultation in the analysis of policy issues and possible options
- consider and implement mechanisms to encourage and enhance community participation in the development of policy options
- question members of the Cabinet, Deputy Cabinet Members and/or other Committees/Other Bodies and Chief Officers about their views on issues and proposals affecting the area
- liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

In paragraph 2.6.7.2, add the following text:

2.6.7.2 Scrutiny

Scrutiny Boards may:

- review and scrutinise the decisions made by and performance of the Cabinet and/or other Committees/Forums and Council officers both in relation to individual decisions and over time
- review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas

- question members of the Cabinet, Deputy Cabinet Members and/or other Committees/Other Bodies and Council Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects

2.3.3. Part Two: Article 7: The Cabinet

Two additions to Article 7 need to be made as follows:

In paragraph 2.7.2., add the following text:

2.7.2 Form and Constitution

The Cabinet will consist of the Leader and Deputy Leader together with at least 1, but not more than 8 other Councillors appointed to the Cabinet by the Leader.

The Cabinet cannot include the Lord Mayor or Deputy Lord Mayor and there will be no substitutes or co-optees for Cabinet members. The Leader may appoint Deputy Cabinet Members who will have the roles and responsibilities set out in 2.7.8 below.

At the end of Article 7, add the following additional paragraph:

2.7.8 Deputy Cabinet Member Role and Responsibilities

Deputy Cabinet Members have the following role and responsibilities:

2.7.8.1 To support the Cabinet Member in carrying out his/her responsibilities.

2.7.8.2 To deputise for the Cabinet Member at meetings including Cabinet, and any other relevant meetings or external events.

2.7.8.3 To attend Scrutiny Board or Scrutiny Co-ordination Committee meetings as required, answering questions and speaking on behalf of the Cabinet Member.

2.7.8.4 To maintain awareness of policy developments, and advise the Cabinet Member of key developments.

2.7.8.5 To bring to the attention of the Cabinet Member issues of concern to members who are not part of the Executive.

2.7.8.6 To undertake research and any other tasks under the direction of the Cabinet Member.

2.7.8.7 To liaise with relevant officers to be up to date with service developments and ensure the Cabinet Member is informed of key issues, and to be

consulted in the absence of the Cabinet Member where this is required in the Scheme of Delegation.

Note: Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

2.3.4 Part Three: 3.2: Functions of Cabinet

The following additional text should be added to paragraph 3.2.5.4 and a new paragraph 3.2.5.7 inserted in the section concerning the allocation of cabinet portfolios:

3.2.5.4 The Leader will allocate Executive Functions amongst the Cabinet as he/she sees fit and may from time to time alter those arrangements. The allocation of Executive Functions and any alterations to such arrangements and to arrangements for the appointment of Deputy Cabinet Members will take effect upon the date that written notification is received by the Director of Customer and Workforce Services. The Leader shall report upon the allocation of Executive Functions within the Cabinet and the appointment of Deputy Cabinet Members or any changes to such arrangements at the next available Full Council meeting.

3.2.5.7 The Leader may appoint Deputy Cabinet Members as non-executive Members, to advise and support Cabinet Members in carrying out their role. Deputy Cabinet Members may deputise for the relevant Cabinet Member in his/her absence as set out in the Cabinet Procedure Rules. Deputy Cabinet Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

2.3.5 Part Three: 3.7: Delegations to Employees

Deputy Cabinet Members may be consulted by officers, in the absence of the relevant Cabinet Member, where this is required by the Scheme of Delegation. The Scheme will need to be amended to reflect this.

2.3.6 Part Four: 4.1. Council Procedure Rules

Paragraph 4.1.1.8 should be amended as follows:

4.1.1.8 receive the report of the Leader of the Council on the appointment of the Deputy Leader, ~~and the composition of the Cabinet~~ and the appointment of Deputy Cabinet Members and the allocation of Executive Functions within the Cabinet;

2.3.7 Part Four: 4.4: Cabinet Procedure Rules

Cabinet Procedure Rules need to be amended to include a new paragraph 4.4.13 to summarise the rights of Deputy Cabinet Members to attend Cabinet.

4.4.1.3 A Deputy Cabinet Member may be nominated by a Cabinet Member to attend a meeting of the Cabinet if he/she is not able to attend. Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

2.3.8 Part Four: 4.5: Scrutiny Procedure Rules

Paragraph 4.5.21 should be amended to reflect the fact that Scrutiny Boards may ask Deputy Cabinet Members to attend their meetings (see paragraph 2.3.2 above):

4.5.21 Members and Employees Giving Account

Any Scrutiny Board may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions within the Portfolio allocated to the Scrutiny Board. As well as reviewing documentation, in fulfilling the Scrutiny role a Scrutiny Board may require any member of the Cabinet, Deputy Cabinet Members, the Chief Executive and/or any senior employee to attend before it to explain in relation to matters within their remit:-

2.4 Amendments arising from Changes to Scrutiny

2.4.1 Part Three: 3.4: Functions of Scrutiny

Paragraph 3.4.7 sets out the current Scrutiny remits. This will need to be amended to reflect the change in number and remits of Scrutiny Boards set out in items 10 and 11 on the agenda of the Annual Meeting.

2.4.2 Deputy Scrutiny Board Chairs

Item 10 on the agenda of the Annual Meeting abolished the position of deputy chairs of Scrutiny Boards. References to deputy chairs throughout the Constitution will need to be deleted.

In addition, the Deputy Chair of Scrutiny Co-ordination Committee will have default powers to chair a Scrutiny Board in the event that the Board Chair is unavailable. Amendments are needed to Part Four (4.5: Scrutiny Procedure Rules) of the Constitution to reflect this new role as follows:

4.5.7.2 Additional meetings will be convened by the Director of Customer and Workforce Services after consultation with the Chair of the relevant Scrutiny Board or Scrutiny Co-ordination Committee or, in her/his absence, the Deputy Chair of Scrutiny Co-ordination Committee.

4.5.7.3 The Director of Customer and Workforce Services, with the agreement of the Chair, or in her/his absence the Deputy Chair of Scrutiny Co-ordination Committee, may alter, cancel/postpone or bring forward a meeting.

4.5.7.4 If at least 3 members of a Scrutiny Board or of the Scrutiny Co-ordination Committee notify the Director of Customer and Workforce Services in writing that they wish a meeting to be called, the Director of Customer and Workforce Services will do so as soon as possible, and in any event within 15 working days, the date and time being determined in consultation with the relevant Chair (or in her/his absence the Deputy Chair of Scrutiny Co-ordination Committee).

4.5.10 Chairing Meetings of Scrutiny Boards, Scrutiny Co-ordination Committee and Sub-Groups

4.5.10.1 ~~Chairs and Deputy Chairs~~ of the Scrutiny Boards and the Chair and Deputy Chair of the Scrutiny Co-ordination Committee will be appointed by the Council from amongst the Members appointed to those bodies. In the event that the Chair of a Scrutiny Board is unable to chair a meeting of the Board for whatever reason, that meeting shall be chaired by the Deputy Chair of the Scrutiny Co-ordination Committee provided that this is by prior agreement with the Deputy Chair and notice of the change is given to the Director of Customer and Workforce Services at least one hour in advance of the meeting. In the event that neither the Chair of the Scrutiny Board nor the Deputy Chair of the Scrutiny Co-ordination Committee is able to chair the meeting, the remaining members of the Board will elect a member from among them to chair the meeting on that occasion.

2.5. Amendments to the Members' Allowances Scheme

Changes needed to the Members' Allowances Scheme as a result of the decisions, appointments and items presented at today's Annual Meeting will be the subject of a separate report to a future meeting of the Council.

2.6 Consequential Amendments arising from other decisions taken at the Annual Meeting

Approval is sought to make any other necessary amendments to the Constitution arising from other decisions taken at, appointments made or otherwise resulting from the Annual Meeting. This includes, but is not limited to, amendments referred to, but not set out in detail, in paragraphs 2.2.1, 2.2.3, 2.3.5, 2.4.1, and 2.4.2.

The changes should take effect immediately.

3. Results of consultation undertaken

3.1 The amendments arise from decisions that will be taken at the Annual Meeting and so no consultation has been undertaken.

4. Timetable for implementing this decision

4.1 The proposed changes would, if approved, take immediate effect.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

There is no additional expenditure directly arising from the items on today's agenda. However, proposals relating to the new special responsibilities will be the subject of a separate report to a future meeting of the Council.

5.2 Legal implications

The Constitution will reflect the decisions taken and items presented at today's Annual Meeting and will meet legal requirements.

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 Constitution sets out the governance arrangements of the Council and it is important for the good governance of the Council that these reflect the decisions that will be taken at the Annual Meeting.

6.2 How is risk being managed?

No risk identified.

6.3 What is the impact on the organisation?

Compliance with the Council's Constitution enables the Council to exercise all its powers and duties in accordance with the law and the requirements of its Constitution.

6.4 Equalities / EIA

There are no equality issues arising from the proposed amendments.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author:

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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)	Finance & Legal	.	
Carol Bradford	Locum Legal Officer	Finance & Legal		
Names of approvers for submission: (officers and members)				
Legal: Christine Forde	Assistant Director (Legal Services)	Finance & Legal	13.5.2013	15.5.2013
Finance: Barry Hastie	Assistant Director (Financial Management)	Finance & Legal	15.5.2013	15.5.2013
Democratic Services: Helen Abraham	Assistant Director (Democratic Services)	Customer and Workforce Services	15.5.2013	15.5.2013
Members: Councillor Philip Townshend	Cabinet Member Community Safety and Equalities		14.5.2013	15.5.2013

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