

# Public Document Pack

11. **To decide the size and Terms of Reference for those Boards and Committees (as set out in the Constitution) and the allocation of seats to Political Groups in accordance with the Political Balance Rules (Pages 3 - 10)**

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## TERMS OF REFERENCE

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

Appeals Committee

Appointments Panel

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Coventry Shareholder Committee

Ethics Committee

Independent Remuneration Committee

Joint Health and Wellbeing Board

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:

### **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, and informal meetings with looked after children and young people with a social and enjoyable element.

### **Cabinet Member for Policing 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 for Policing and Equalities.
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 for Policing and Equalities 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 Local Development Plan however, it is considered to be good practice to do so. The Advisory Panel will ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Local Development Plan, and ensure that key issues are identified and discussed early in the process.

## **Cabinet Member for Policing 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 for Policing and Equalities Advisory Panel - The Coventry Award of Merit**

### Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly 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 for Policing 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 Deputy Chief Executive (Place), 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 for Policing and Equalities Advisory Panel – The Good Citizen Award**

#### Terms of Reference

To provide advice and guidance and make recommendations to the Cabinet Member for Policing and Equalities on the Good Citizen Award.

In particular, to assist the Cabinet Member in the following roles:-

1. Promoting the Good Citizen Award and the honour conferred by the Council on recipients of the Award.
2. Promoting the Council's Equality and Diversity objectives and encouraging nominations from all the communities within Coventry
3. Considering nominations received and, in accordance with agreed criteria, approving recipients for the award to full Council

## **Cabinet Member for Policing and Equalities - Disability Equality Action Partnership – Advisory Panel**

### Terms of Reference

Work jointly to tackle issues which are important to all disabled people in the city

Advise, comment and make recommendation to the Cabinet Member with responsibilities for Equalities on issues impacting disabled people

Take an annual report to the Cabinet Member with responsibilities for Equalities on the progress made through the Disability Equality Action Partnership Advisory Panel.

Identify key areas where services and partner agencies could deliver improvements.

Harness the skills, knowledge and abilities of panel members to strengthen working together to identify and resolve issues.

Provided a conduit for collating and disseminating key messages to disabled people.

Ensure young disabled people and other disability forums are working collaboratively with the Panel.

To receive confirmation that all advice and recommendations have been considered and carried out or are to be implemented in the near future subject to Council policy

Membership of the Advisory Panel will be reviewed on an annual basis.

The Disability Equality Action Partnership Advisory Panel will meet at least three times a year.

## **Members Training and Development Advisory Panel**

### Terms of Reference

1. The Panel will be constituted as a Cabinet Member Advisory Panel
2. The purpose of the Panel is to:
  - i. Review Members' training needs
  - ii. Recommend a Members' Training and Development programme to the Cabinet Member
  - iii. Monitor delivery of the Training and Development Programme

iv. Evaluate the Programme to inform future planning

3. Elected Members on the Advisory Panel will promote the Training and Development Programme to all Elected Members.
4. The Advisory Panel will meet a minimum of two times each Municipal year



## Political Proportionality 2023/24

	Total	Allocation to groups – adjusted for rounding			Proportional entitlement for political groups (1 decimal place)			
		Con	Lab	Green	Total %	Con %	Lab %	Green %
<b>Party seats</b>	<b>54</b>	<b>15</b>	<b>37</b>	<b>2</b>	<b>100.0%</b>	<b>27.8%</b>	<b>68.5%</b>	<b>3.7%</b>
Cabinet	10	0	10	0	100.0%	n/a	100.0%	n/a
Coventry Shareholders Committee	10	0	10	0	100.0%	n/a	100.0%	n/a
<b>Entitlement per group excl Cabinet places</b>		28	70	4		27.8	68.5	3.7
Planning Committee	11	3	8	0	11	3.1	7.5	0.4
Licensing and Regulatory Committee	14	4	9	1	14	3.9	9.6	0.5
Ethics Committee	6	1	4	1	6	1.7	4.1	0.2
Audit and Procurement Committee	7	2	5	0	7	1.9	4.8	0.3
Scrutiny Co-ordination Committee	9	2	7	0	9	2.5	6.2	0.3
Scrutiny Board 1	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 2	9	3	5	1	9	2.5	6.2	0.3
Scrutiny Board 3	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 4	9	3	6	0	9	2.5	6.2	0.3
Scrutiny Board 5	9	2	6	1	9	2.5	6.2	0.3
Joint Health Overview and Scrutiny Committee	5	1	4	0	5	1.4	3.4	0.2
Health and Well-being Board	5	1	4	0	5	1.4	3.4	0.2
<b>Totals (excludes Cabinet)</b>	<b>102</b>	<b>28</b>	<b>70</b>	<b>4</b>	<b>102</b>	<b>28.4</b>	<b>70.0</b>	<b>3.6</b>

The total number of seats allocated to a group is matched to the rounded entitlement for that group. The number of seats on each committee is matched to the rounded entitlement for that group on that committee but adjusted manually where required to ensure that the number of seats allocated to a particular group matches their entitlement.

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