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Minutes - Appendix

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COUNCIL

18 MAY, 2023

APPOINTMENTS – 2023/24

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor S Gray

Councillor P Male

Councillor G Ridley

(2 Conservative, 1 Green)

COVENTRY SHAREHOLDER COMMITTEE (CABINET COMMITTEE)

CHAIR:	Councillor Duggins
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Councillor L Bigham

Councillor R Brown

Councillor K Caan

Councillor P Hetherton

Councillor AS Khan

Councillor J O'Boyle

Councillor K Sandhu

Councillor P Seaman

Councillor D Welsh

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor F Abbott	Councillor B Gittins

Councillor S Gray

Councillor G Hayre

Councillor A Hopkins

Councillor J Innes

Councillor T Jandu

Councillor S Keough

Councillor R Lakha

Councillor R Lancaster

Councillor J Lepoidevin

Councillor A Masih

Councillor R Thay

Councillor CE Thomas

Political Balance (2023/24)	
Conservative	4
Green	1
Labour	9

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor L Harvard	Councillor T Khan

Councillor N Akhtar

Councillor P Akhtar

Councillor R Bailey

Councillor J Gardiner

Councillor A Kaur

Councillor G Lloyd

Councillor K Maton

Councillor C Miks

Councillor R Simpson

Political Balance (2023/24)	
Conservative	3
Labour	8

Note: The Cabinet Member for Housing and Communities (Councillor D Welsh) is invited to attend meetings of this Committee.

ETHICS COMMITTEE

CHAIR:	Councillor S Nazir
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Councillor L Bigham

Councillor P Hetherton

Councillor E Reeves

Councillor D Welsh

1 Conservative vacancy

Labour Group Substitutes – Councillor M Mutton
Councillor P Seaman

Conservative Group Substitute – 2 vacancies

Green Group Substitute – Councillor S Gray

Independent Persons

Steve Atkinson
Ann Barton
Ruth Wills
Peter Wiseman

Political Balance (2023/24)	
Conservative	1
Green	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Chief Legal Officer after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor N Akhtar	Councillor R Thay

Councillor M Ali

Councillor P Male

Councillor C Mijs

Councillor G Ridley

Councillor E Ruane

Councillor R Singh

Councillor CE Thomas

Political Balance (2023/24)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

1 Vacancy (Nomination of the Roman Catholic Church)
Ghulam Vohra (Nominated from other faith groups in the city)
Sybil Hanson (Nominated by the Church of England)
2 Vacancies (Parent Governor Representative)
David Jackson

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor E Ruane
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Councillor J Blundell

Councillor B Gittins

Councillor J Innes

Councillor R Lakha

Councillor J Lepoidevin

Councillor K Maton

Councillor J McNicholas

Councillor T Sawdon

Political Balance (2023/24)	
Conservative	3
Labour	6

Note: The Chair of the Audit and Procurement Committee (Cllr R Lakha) has been appointed as a Member of this Board.

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor CE Thomas
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Councillor J Blundell

Councillor S Keough

Councillor T Khan

Councillor R Lancaster

Councillor A Masih

Councillor S Nazir

Councillor E Reeves

Councillor A Tucker

Political Balance 2023/24	
Conservative	3
Green	1
Labour	5

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church

Ghulam Vohra (Nominated from other faith groups in the city)

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

2 Vacancies (Parent Governor Representative)

Mr D Jackson

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor R Singh
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Councillor F Abbott

Councillor P Akhtar

Councillor T Jandu

Councillor A Kaur

Councillor A Masih

Councillor J McNicholas

Councillor R Simpson

Councillor B Singh

Political Balance 2023/24	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor M Ali
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Councillor R Bailey

Councillor J Gardiner

Councillor B Gittins

Councillor G Hayre

Councillor M Heaven

Councillor A Hopkins

Councillor A Kaur

Councillor R Thay

Political Balance 2023/24	
Conservative	3
Labour	6

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor C Miks
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Councillor S Agboola

Councillor J Gardiner

Councillor S Gray

Councillor L Harvard

Councillor A Hopkins

Councillor A Jobbar

Councillor B Mosterman

Councillor A Tucker

Political Balance 2023/24	
Conservative	2
Green	1
Labour	6

Co-opted Member

1 Representative from Coventry Healthwatch

Joint Health Overview and Scrutiny Committee

JOINT CHAIR: (With Warwickshire County Council)	Councillor C Miks (Chair of the Health and Social Care Scrutiny Board (5))
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Councillor A Hopkins

Councillor A Jobbar

Councillor M Lapsa

Councillor A Tucker

Political Balance 2023/24	
Conservative	1
Labour	4

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor R Lakha	Councillor B Singh

Councillor S Agboola

Councillor M Ali

Councillor J Blundell

Councillor E Ruane

Councillor T Sawdon

Labour Group Substitute – Councillor A Hopkins
Councillor R Singh

Conservative Group Substitute – Councillor R Bailey
Councillor J Lepoidevin

Political Balance 2023/24	
Conservative	2
Labour	5

APPEALS COMMITTEE

Three Members to be selected on ad hoc basis from the following pool of Members

*Councillor F Abbott

Councillor S Agboola

*Councillor L Bigham

*Councillor J Blundell

Councillor G Hayre

*Councillor T Jandu

*Councillor S Keough

*Councillor T Khan

*Councillor R Lakha

*Councillor R Lancaster

*Councillor M Lapsa

*Councillor J Lepoidevin

Councillor G Lloyd

*Councillor C Miks

*Councillor M Mutton

*Councillor E Reeves

Councillor P Seaman

*Councillor R Simpson

Councillor R Singh

*Councillor CE Thomas

*HR Appeals

Political Balance 2023/24 for each Meeting	
Conservative/Green	1
Labour	2

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2023/24

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

Councillor P Seaman	Cabinet Member for Children and Young People (Chair)
Councillor K Sandhu	Cabinet Member for Education and Skills
Councillor CE Thomas	Chair of Education and Children's Services Scrutiny Board (2)
Councillor M Mutton	Labour Group Representative
Councillor J Blundell	Shadow Cabinet Member for Education and Skills
Councillor J Lepoidevin	Conservative Group Representative
Councillor B Mosterman	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

1 vacancy	Conservative Member on Ethics
Councillor S Nazir	Labour Member on Ethics

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

Councillor R Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor G Lloyd	
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CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor R Lancaster

Councillor A Tucker

Councillor CE Thomas

Councillor J Blundell Shadow Cabinet Member for Education and Skills

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 D Welsh Cabinet Member for Housing and Communities (Chair)

Councillor J O'Boyle Cabinet Member for Jobs, Regeneration and Climate Change

Councillor P Hetherton Cabinet Member for City Services

Councillor L Harvard Chair of Planning Committee

Councillor T Khan Deputy Chair of Planning Committee

Councillor G Duggins Leader

Councillor M Ali Chair of Communities and Neighbourhoods Scrutiny Board (4)

Councillor N Akhtar Chair of Scrutiny Co-ordination Committee

NOTE: The Deputy Leader is invited to attend meetings of this Panel.

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor AS Khan	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor G Duggins	Leader and Cabinet Member for Policy and Leadership
Councillor K Caan	Labour Group Representative
Councillor D Welsh	Labour Group Representative
Councillor G Ridley	Leader of Opposition
Councillor P Male	Deputy Leader of Opposition

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - THE COVENTRY AWARD OF MERIT

Councillor AS Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor R Brown	Cabinet Member for Strategic Finance and Resources
Councillor N Akhtar	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor P Male	Shadow Cabinet Member for Policing and Equalities
Councillor J Birdi	Lord Mayor, ex officio
The Honorary Recorder	

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL – THE GOOD CITIZEN AWARD

Councillor AS Khan	Cabinet Member for Policing and Equalities
Councillor J O’Boyle	Cabinet Member for Jobs, Regeneration and Climate Change
Councillor D Welsh	Cabinet Member for Housing and Communities
Councillor P Male	Shadow Cabinet Member for Policing and Equalities
Councillor G Ridley	Conservative Group Nominee
Councillor J Birdi	Lord Mayor, ex officio

The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES- DISABILITY EQUALITY ACTION PARTNERSHIP - ADVISORY PANEL

Councillor CE Thomas Labour Group Nominee (Chair)

Councillor F Abbott Substitute for Labour Group Nominee

CABINET MEMBER FOR POLICING AND EQUALITIES - MEMBERS TRAINING AND DEVELOPMENT ADVISORY PANEL

Councillor G Lloyd (Chair)

Councillor S Nazir (Labour Group Whip)

Councillor L Bigham Labour Group

Councillor P Hetheron Labour Group

Councillor M Lapsa (Conservative Group Whip)

By invitation - New Councillors (Councillor A Kaur and E Reeves)

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 %
Party seats	54	15	37	2	100.0%	27.8%	68.5%	3.7%
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
Entitlement per group excl Cabinet places		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
Totals (excludes Cabinet)	102	28	70	4	102	28.4	70.0	3.6

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.

**PRESENTED AT THE ANNUAL GENERAL MEETING
OF THE COUNCIL ON 18TH MAY 2023**

**APPOINTMENTS TO OUTSIDE BODIES FOR THE
MUNICIPAL YEAR 2023/2024**

Recommendations

Council is requested to:

- 1) Approve the appointments to Outside Bodies for the Municipal Year 2023/2024**
- 2) Delegate authority to the Chief Legal Officer, following consultation with the Leader of the Council, to make any outstanding appointments and/or changes to Outside Body appointments for the Municipal Year 2023/2024**

Forums

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Adoption Central England (ACE) (formerly Adoption Panel)	Councillor F Abbott	N	Considers the placement of children for adoption having regard to background information given to the Panel on the child/proposed placement	Fortnightly
Fostering Panel	Councillor A Tucker	N	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

Partnerships

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Canal and River Trust West Midlands Regional Advisory Board	Councillor J McNicholas	N	Advises on the transformation of canals and rivers into spaces where local people want to visit	Approx. twice per year
Children and Young People's Partnership Board (formerly Children and Young People's Commissioning Board)	Councillor P Seaman - CM for Children & Young People Councillor K Sandhu - CM for Education & Skills Councillor J Blundell Councillor A Masih	N	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Monthly
Integrated Care System Partnership for Coventry and Warwickshire	Councillor K Caan (Cabinet Member for Public Health and Sport)	N	A statutory committee, bringing together the NHS and local authorities as equal partners to focus more widely on health, public health, and social care	TBC
West Midlands Strategic Migration Partnership	Councillor D Welsh	N	Local Authority-led partnership which provides structure and forums of engagement for effectively dealing with migration, including economic migration and the benefits, at a local, regional, and national level.	Quarterly

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Belgrade Theatre Trust (Coventry) Limited	Mr T Skipper Councillor R Bailey (Mr T Skipper, or in his absence, Councillor R Bailey, authorised to exercise the Council's vote at General Meetings)	Y	The promotion, maintenance, improvement and advancement of arts education or for the encouragement of the arts	Approx.6 times per year. AGM held in September.
Birmingham Airport - Consultative Committee	Councillor C Miks	N	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/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.	Monthly. AGM held in June.
Birmingham International Airport Holdings Limited - Board of Directors	Councillor J McNicholas (Authorised to exercise the Council's vote at General Meetings. Substitutes not permitted)	Y	Airport Company Board of Directors	4 times per year. AGM held in July.

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Bus Lane Adjudication Service Joint Committee (BLASJC)	<p>Councillor AS Khan (CM for Policing & Equalities)</p> <p>Councillor P Hetherton (CM for City Services)</p>	N	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Quarterly
Coombe Abbey Shareholders Panel	<p>Councillor G Duggins (Leader of the Council & CM for Policy and Leadership)</p> <p>Councillor AS Khan (CM for Policing & Equalities)</p> <p>Councillor J O'Boyle (CM for Jobs, Regeneration & Climate Change)</p> <p>Councillor R Brown (CM for Strategic Finance & Resources)</p>	N	To provide assurance that all legal Shareholder requirements are fulfilled and through its governance, seek to protect the delivery of the Council's strategic objectives	Twice per year (Bi-annually at a minimum)

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry Airport Consultative Committee	Councillor R Lakha Councillor C Thomas (Substitute)	N	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange info; 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	Quarterly
Coventry Ambassadors Social Enterprise Board	Councillor O'Boyle	N	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City	Meetings as required
Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor J O'Boyle Councillor L Harvard Councillor G Ridley Councillor P Male	N	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Once per year

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	<p>Councillor P Hetherton (Authorised to exercise the Council's vote at General Meetings)</p> <p>Councillor G Lloyd (Substitute for exercising Council's vote at General Meetings)</p> <p>IN THE ABSENCE OF THE ABOVE MEMBERS: Barry Hastie, Director of Finance, or his nominated substitute, will exercise the Council's vote)</p> <p>Councillor M Heaven</p>	N	The Panel oversees the operation of the Waste Disposal Company	Twice per year

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry Law Centre Limited	Councillor A Tucker Councillor A Jobbar	N	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.	Monthly
Coventry Refugee and Migrant Centre - Board	Councillor R Singh Councillor S Agboola Councillor M Lapsa (Councillor D Welsh - to attend as Observer)	N	The Board oversees the work of the Centre which covers the following main categories: 1. Help for asylum seekers with subsistence, housing, health and racial harassment 2. Help set up home for those given leave to remain	Monthly except for August and December. AGM held in September.
Historic Coventry Trust - Board of Trustees	Councillor M Ali (Councillor D Welsh - to attend as Observer)	N	To protect city heritage assets	As required
Local Government Association - General Assembly	Councillor G Duggins Councillor AS Khan Councillor K Caan Councillor G Ridley (Councillor R Bailey - Substitute for Councillor G Ridley)	N	Acts as the "parliament" for local government	Once per year in July (Annual Conference held in July)

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor A S Khan (CM for Policing & Equalities)	N	Puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Every 3 months
Police and Crime Panel	Councillor A S Khan Councillor K Sandhu (Substitute)	N	The Police and Crime Commissioners are held to account on an on-going basis by the Panel	7 times per year. AGM held in June.
Regional Flood and Coastal Committee (Severn and Wye)	Councillor P Hetheron	N	Considers matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Quarterly
Sherbourne Recycling Shareholders Panel	Councillor P Hetheron	N	The Panel oversees the operation of the Recycling Company	TBC
SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor R Singh Councillor R Lakha (Substitute)	N	Represents most of the large towns and cities in the north, midlands and south coast regions of England as the collective voice of urban areas across the regions, working to release the opportunities and potential of the communities represented.	Monthly. AGM held in July.

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Tom White Waste Limited Shareholders Panel	Councillor G Duggins (Chair) Councillor P Hetherton Councillor G Lloyd	N	Overall responsibly for the investment, approval of the business plan and the financial parameters and to set the budget and receive information about the performance of the business.	To be determined
University of Warwick Science Park Business Innovation Centre Board	Councillor J O'Boyle (Authorised to exercise the Council's vote at General Meetings)	Y – Non-Executive	Management Board for the body.	Approx. Quarterly
West Coventry Academy - Governing Body (formerly Tile Hill Wood Academy)	Councillor K Maton (4-year term of office expires September 2027)	N	Academy set up by sponsors who own and run the school, with functions discharged through the Governing Body and Head Teacher	Once per term
West Midlands Combined Authority (Board)	Councillor G Duggins Councillor A S Khan Councillor J O'Boyle (Substitute) Councillor D Welsh (Substitute)	Y	Management Board for the combined authority to improve economic growth and transport for local authorities in the economic area	Monthly
West Midlands Combined Authority Audit, Risk and Assurance Committee	Councillor R Lakha Councillor N Akhtar (Substitute)	N	Responsible for matters concerning internal audit, including risk management, and the promotion and maintenance of high standards of conduct and ethical governance.	Bi-monthly

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Combined Authority Environment and Energy Board (formerly Environment Board)	Councillor J O'Boyle	Y	To advise and support the West Midlands on the Strategic Economic Plan goals on Carbon, Renewable Energy, Fuel Poverty, Air Quality, Waste, the Natural Environment, and the growth of the green business sector.	Bi-annually
West Midlands Combined Authority Housing and Land Delivery Board	Councillor D Welsh	N	To assist in the accelerated delivery of housing and employment space across the West Midlands by overseeing the delivery of the Housing & Land Delivery Action Plan and identifying freedoms and flexibilities that should underpin negotiations with the government and future devolution agreements.	Bi-monthly
West Midlands Combined Authority Investment Board	Councillor J O'Boyle	N	To make investment decisions on behalf of the WMCA relating to applications made in accordance with the Investment Programme that underpinned the devolution agreement, along with any other investment proposals.	Monthly
West Midlands Combined Authority Overview and Scrutiny Committee	Councillor N Akhtar Councillor R Thay (Substitute)	N	To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority	Bi-monthly
West Midlands Combined Authority Economic Growth Board (formerly Strategic Economic Development Board)	Councillor G Duggins	Y	Support the development of a number of the targets set out in the Strategic Economic Plan	As required

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Combined Authority Transport Delivery Overview and Scrutiny Committee (NB. this is a merge of the Transport Delivery Committee and the Transport Scrutiny Sub-Committee)	Councillor P Akhtar Councillor A Tucker Councillor J McNicholas	N	Responsible for operational transport matters	To be scheduled in line with work programme (Approx. monthly)
West Midlands Combined Authority Wellbeing Board	Councillor K Caan	N	To support the West Midlands in achieving its ambition of improving health outcomes for residents as quickly as possible by having responsibility for setting the overarching strategic vision for the region's health and social care economy	Quarterly
West Midlands Fire and Rescue Authority	Councillor C Miks (Voting Member) Councillor G Lloyd (Substitute voting Member)	N	Statutory responsibilities to the community of the West Midlands	5 times per year (Policy Planning Forum, comprising all members, meets 8 times per year)
West Midlands Pensions Committee	Councillor B Singh Councillor R Brown (Substitute Member)	N	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Every four months

Outside Bodies

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
West Midlands Rail Ltd - Board	Councillor P Akhtar (Principal Director) Councillor J O'Boyle (Named Substitute Principal Director)	Y	The Board provides West Midlands Rail with strategic and policy guidance towards developing a new, local passenger rail franchise for the West Midlands, as well as gaining influence over other key routes across the region.	Quarterly
West Midlands Shareholders Airport Committee	Councillor G Duggins (Voting Member) Councillor A S Khan (Non-voting Member) Councillor G Ridley (Non-voting Member)	N	Appoints officers to advise the Districts and Airport Committee on Birmingham Airport Holdings Limited and exercises the powers and rights of the Districts as shareholders of the Company.	6 meetings per year

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Blue Coat School Foundation – Trustees	Mr T Skipper Mrs J Jackson (Appointments expire May 2024)	N	Charitable body responsible for property management	2/3 times per year
Bond's Hospital Estate Charity Trustees	Councillor F Abbott (Appointment expires 31st May 2026) Mr J Clifford – (Appointment confirmed until 31 May 2024) Mrs S C Forte (Appointment expires 31st May 2025)	N	Charitable organisation that manages property for the benefit of the elderly	Three times per year in May, June, and July
Coventry Association for International Friendship	Councillor R Lakha	N	To bring together organisations and individuals to promote International friendship and create closer ties between the citizens of Coventry and people of its twinned towns	Twice per year (AGM held in May)

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
*Coventry Church (Municipal) Charities Trustees	<p>Mr J Clifford (Appointment confirmed 30th June 2026)</p> <p>Councillor L Bigham (Appointment expires 30th June 2027)</p> <p>Mr D Kershaw (Appointment expires 30th June 2024)</p>	N	Charitable body for the relief of poverty for elderly people	Quarterly in March, June, September, and December
*Bond's and Ford's Almshouse Charity Trustees	<p>Mr J Clifford (Appointment confirmed 30th June 2026)</p> <p>Councillor L Bigham (Appointment expires 30th June 2027)</p>	N	Charitable body to provide sheltered accommodation to the poor and needy citizens of Coventry	Four times per year once the charity is operational
Coventry Citizens' Advice Bureau Management Board	<p>Councillor F Abbott (Appointment expires May 2026)</p>	N	Manages the business of the bureau	Bi-monthly on the second Tuesday of the month at 5.45pm - 7.30pm

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Coventry General Charities Trustees	<p>Councillor C Miks</p> <p>Councillor T Jandhu</p> <p>Councillor R Lakha</p> <p>Mr J Clifford (Appointment confirmed until May 2024)</p> <p>Councillor P Hetherton</p> <p>Labour Group Appointment TBC</p> <p>(All appointments expire May 2024)</p>	N	Yearly payment to vicar & church wardens of ecclesiastical parish of St Michael for the poor; yearly payment to Governors of Monks Kirby exhibition foundation; relief for persons in conditions of need, hardship, or distress in Coventry; payment of pensions to poor people, preference given to Freemen of the City; the general advancement of education to persons under 25 years, preference given to sons and daughters of the City.	Monthly (AGM held in January)
Daimler Green Recreational Trust	<p>Councillor M Mutton (Appointment expires May 2024)</p>	N	Established to take responsibility for the community facilities being provided at Daimler Green.	Monthly
Sir Charles Barratt Memorial Foundation	<p>Councillor G Hayre</p> <p>Councillor M Heaven</p>	N	Charitable body that gives grants for musical instruments	Ad-hoc (AGM held in January)

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
Soothern and Craner Educational Foundation	Councillor F Abbott Councillor J Birdi Councillor C Miks Councillor C Thomas (All Appointments expire May 2026)	N	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants	Once per year. (AGM held in July/August)
Swillington's Charity Trustees	Dr R Auluck (Appointment confirmed until May 2024) Labour Group Appointment TBC	N	Charity for the general benefit of the poor in the City of Coventry	Bi-monthly
Tom Mann Centre Trust Management Committee	Councillor P Seaman (Trustee) Councillor R Lakha (Management Committee Member) Councillor R Thay (Management Committee Member) (All appointments expire May 2026)	N	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions.	Once per year

Charities

ORGANISATION	2023/2024 (Lead Member for Council reporting purposes in bold)	DIRECTOR OF THE BOARD	PURPOSE	FREQUENCY OF MEETINGS and AGM
William Proffitt's Charity	Councillor S Nazir Dr R Auluck Councillor F Abbott	N	Education of the poor - money distributed to Charities and Schools in the parish of Foleshill	Twice per year in March and December

CALENDAR OF MEETINGS 2023-24

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Meetings	Time (unless indicated otherwise)	May 23	Jun 23	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
Council	2.00pm	18 (11am)	20	18*		05	17		05	16	20	19		AGM 16 (11am)
Cabinet / Cabinet Members														
Cabinet	2.00pm	-	13	11	29	-	03	07	12	09	13, 20 (10am)	12	16	
Cabinet Briefing	2.00pm	30	27	-	15	19	24	28	13	30	27	-	02	
Political Cabinet	2.00pm	-	06 (3pm)	04	01	06	04, 31	29	19	23	14	13	09	
Cabinet Member for City Services	3.00pm	-	21	-	02	13	25	-	04	24	28	-	10	
Cabinet Member for Children and Young People	10.00am	-	-	11	-	-	-	-	-	-	-	-	-	
Other Cabinet Member Meetings		Meetings arranged as and when required												
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00am	-	-	12	-	20	25	22	20	24	21	20	24	
Scrutiny Board 1	2.00pm	-	-	06	-	21	-	16	-	11	08	21	-	
Scrutiny Board 2	10.00am	-	-	06	-	-	05	23	21	-	01	14	18	
Scrutiny Board 3	2.00pm	-	28	-	-	27	-	15	-	10	07	06	-	
Scrutiny Board 4	10.00am	-	-	13	-	21	26	-	07	-	08	07	-	
Scrutiny Board 5	11:00am	-	-	19	-	13	18	29	-	17	28	-	10	
Committees														
Audit and Procurement Committee	2.30pm	-	26	24	-	-	02	27	-	29	-	18	-	
Coventry Shareholders Committee	2.00pm	-	-	-	-	26	-	-	-	-	-	26	-	
Ethics Committee	11.00am	-	29	-	-	28	-	-	14	-	-	21	-	
Licensing and Regulatory Committee	9.30am	-	13	04	01, 29	26	24	21	19	23	13	12	09	
Licensing Sub Committee Hearings		Meetings arranged as and when required												
Planning Committee	2.00pm	25	15	20	-	14	05	02	14	25	29	28	18	
Planning Committee Seminars	2.00pm	-	29	-	-	07	-	09	-	-	01	-	-	
Appeals (HR) Committee (if required)		Meetings arranged as and when required												
Advisory Panels														
Corporate Parenting Board	5.00 pm	-	-	13	-	07	-	09	07	-	08	21	-	
Disability Equality Advisory Panel	10.30am	-	29	-	-	-	-	02	-	-	29	-	-	
Other Advisory Panel Meetings		Meetings arranged as and when required												
Other meetings														
Coventry & Solihull Waste Disposal Company Ltd Shareholders Panel	4.00pm	-	28	-	-	-	-	-	-	-	-	-	-	
Coventry Health and Wellbeing Board	10.00am	-	-	26	-	27	-	-	13	-	-	06	-	

(* if required)