

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 - 30)**

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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.

Cabinet Member for Policing and Equalities – 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 May 2024

	Total	Allocation to groups – adjusted for rounding			Proportional entitlement for political groups (1 decimal place)			
		Con	Lab	Green	Total %	Con %	Lab %	Green %
Party seats	53	12	39	2	100.0%	22.6%	73.6%	3.8%
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		23	75	4				
Planning Committee	11	3	8	0		2.5	8.1	0.4
Licensing and Regulatory Committee	14	3	10	1		3.2	10.3	0.5
Ethics Committee	6	1	4	1		1.4	4.4	0.2
Audit and Procurement Committee	7	2	5	0		1.6	5.2	0.3
Scrutiny Co-ordination Committee	9	2	7	0		2.0	6.6	0.3
Scrutiny Board 1	9	2	7	0		2.0	6.6	0.3
Scrutiny Board 2	9	2	6	1		2.0	6.6	0.3
Scrutiny Board 3	9	2	7	0		2.0	6.6	0.3
Scrutiny Board 4	9	2	7	0		2.0	6.6	0.3
Scrutiny Board 5	9	2	6	1		2.0	6.6	0.3
Joint Health Overview and Scrutiny Committee	5	1	4	0		1.1	3.7	0.2
Health and Well-being Board	5	1	4	0		1.1	3.7	0.2
Totals (excludes Cabinet)	102	23	75	4		22.9	75.0	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.

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APPOINTMENTS – 2024/25

CABINET

Appointed by the Leader (Report 7)

Non-Voting Representatives on Cabinet

Councillor G Ridley

Councillor P Male

Councillor S Gray

(2 Conservative, 1 Green)

Council is requested to:

- 1) Approve the appointments as detailed in the document
- 2) Delegate authority to the Director of Law and Governance, following consultation with the Leader of the Council, to appoint to the Labour vacancy on the Corporate Parenting Board.

COVENTRY SHAREHOLDER COMMITTEE (CABINET COMMITTEE)

CHAIR:	Councillor G 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 K Maton

Councillor J Birdi

Councillor B Christopher

Councillor S Gray

Councillor G Hayre

Councillor A Hopkins

Councillor J Innes

Councillor T Jandu

Councillor R Lakha

Councillor R Lancaster

Councillor J Lepoidevin

Councillor R Thay

Councillor CE Thomas

Political Balance (2024/25)	
Conservative	3
Green	1
Labour	10

LICENSING AND REGULATORY SUB COMMITTEES FOR HACKNEY CARRIAGES & PRIVATE HIRE (TAXIS)

SUB-COMMITTEE (1)

SUB-COMMITTEE (2)

CHAIR: Councillor F Abbott	CHAIR: Councillor F Abbott
DEPUTY CHAIR: Councillor K Maton	DEPUTY CHAIR: Councillor K Maton

Councillor J Birdi

Councillor B Christopher

Councillor A Hopkins

Councillor R Lakha

Councillor R Lancaster

Councillor J Lepoidevin

Councillor S Gray

Councillor G Hayre

Councillor J Innes

Councillor T Jandu

Councillor R Thay

Councillor CE Thomas

Political Balance for Sub-Committee (2024/25)	Sub-Committee 1	Sub-Committee 2
Conservative	2	1
Green	0	1
Labour	4 plus Chair and Vice	4 plus Chair and Vice

NOTE 1: Council is requested to delegate to the Director of Law and Governance any amendments to the membership of the above Sub-Committees following consultation with the Chair of the Committee and the appropriate Group Leader.

NOTE 2: The Constitution Working Group requested that when Group Leaders appoint to the Sub-Committee they ensure that there is a mix of experienced and non-experienced members on each Sub-Committee.

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor L Harvard	Councillor D Toulson

Councillor N Akhtar

Councillor P Akhtar

Councillor R Bailey

Councillor J Gardiner

Councillor T Jandu

Councillor G Lewis

Councillor G Lloyd

Councillor K Maton

Councillor C Miks

Political Balance (2024/25)	
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 D Welsh

Councillor E Reeves

1 Conservative vacancy

Labour Group Substitutes – Councillor G Lloyd
Councillor P Seaman

Conservative Group Substitute – 2 vacancies

Green Group Substitute – Councillor S Gray

Independent Persons

Steve Atkinson

Ruth Wills

Peter Wiseman

Political Balance (2024/25)	
Conservative	1
Green	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Director of Law and Governance 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 L Kelly

Councillor M Ali

Councillor A Jobbar

Councillor J Lepoidevin

Councillor C Miks

Councillor G Ridley

Councillor R Singh

Councillor C Thomas

Political Balance (2024/25)	
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 A Jobbar
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Councillor J Blundell

Councillor J Innes

Councillor R Lakha

Councillor G Lewis

Councillor P Male

Councillor J McNicholas

Councillor D Toulson

Councillor A Tucker

Political Balance (2024/25)	
Conservative	2
Labour	7

Note: The Chair of the Audit and Procurement Committee (Councillor 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 Birdi

Councillor B Christopher

Councillor J Gardiner

Councillor R Lancaster

Councillor S Nazir

Councillor E Reeves

Councillor R Thay

Councillor A Tucker

Political Balance 2024/25	
Conservative	2
Green	1
Labour	6

Co-opted Members for Education Matters

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

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor R Singh
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Councillor F Abbott

Councillor P Akhtar

Councillor J Blundell

Councillor T Jandu

Councillor A Kaur

Councillor T Khan

Councillor B Singh

Councillor D Toulson

Political Balance 2024/25	
Conservative	2
Labour	7

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor M Ali
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Councillor R Bailey

Councillor B Christopher

Councillor L Kelly

Councillor G Hayre

Councillor J McNicholas

Councillor E Ruane

Councillor T Sawdon

Councillor R Thay

Political Balance 2024/25	
Conservative	2
Labour	7

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 S Gray

Councillor L Harvard

Councillor A Hopkins

Councillor M Lapsa

Councillor G Lewis

Councillor K Maton

Councillor B Mosterman

Political Balance 2024/25	
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 M Lapsa

Councillor G Lewis

Councillor K Maton

Political Balance 2024/25	
Conservative	1
Labour	4

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor R Lakha	Councillor B Singh

Councillor M Ali

Councillor J Blundell

Councillor A Hopkins

Councillor A Jobbar

Councillor P Male

Labour Group Substitute – Councillor J Innes
Councillor R Singh

Conservative Group Substitute – Councillor J Lepoidevin
Councillor G Ridley

Political Balance 2024/25	
Conservative	2
Labour	5

COVENTRY HEALTH AND WELLBEING BOARD

Councillor K Caan Cabinet Member for Public Health, Sport and Wellbeing
(Chair)

Councillor G Duggins Leader of the Council

Councillor P Seaman Cabinet Member for Children and Young People

Councillor L Bigham Cabinet Member for Adult Services

Councillor M Lapsa Conservative Group Representative

Director of Adults and Housing Services (Statutory Appointment)

Director of Children's and Education Services (Statutory Appointment)

Director of Public Health and Wellbeing (Statutory Appointment)

Coventry Healthwatch – 2 representatives (Statutory Appointment)

Coventry and Warwickshire Integrated Care Board – 2 representatives

Director of Partnerships and Performance

Coventry University – Vice-Chancellor (or representative)

Warwick University – Vice-Chancellor (or representative)

NHS England – 1 representative

West Midlands Police – 1 representative

West Midlands Fire Service – Operations Commander Coventry

Coventry and Warwickshire Partnership Trust – 1 representative

University Hospitals Coventry and Warwickshire – Chief Executive or representative

Councillor K Caan, Cabinet Member for Public Health, Sport and Wellbeing to be appointed as Chair

A representative of one of the partner organisations to be appointed as Deputy Chair

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2024/25

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)
1 Labour Group vacancy	
Councillor J Birdi	Shadow Cabinet Member for Education and Skills
Councillor J Gardiner	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 P Seaman	(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 B Christopher

Councillor CE Thomas

Councillor A Tucker

Councillor J Birdi 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 Hetherington Cabinet Member for City Services

Councillor L Harvard Chair of Planning Committee

Councillor D Toulson 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 J Lepoidevin	Shadow Cabinet Member for Policing and Equalities
Lord Mayor, ex officio	
The Honorary Recorder	

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

Councillor J O’Boyle	Cabinet Member for Jobs, Regeneration and Climate Change
Councillor D Welsh	Cabinet Member for Housing and Communities
Councillor J Lepoidevin	Shadow Cabinet Member for Policing and Equalities
Councillor G Ridley	Conservative Group Nominee
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 Hetherton Labour Group

Councillor M Lapsa (Conservative Group Whip)

By invitation - New Councillors (Councillor B Christopher, G Lewis, D Toulson)