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### Scrutiny Co-ordination Committee

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**Time and Date**

10.00 am on Wednesday, 1st April, 2015

**Place**

Committee Rooms 2 and 3 - Council House

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**Public Business****1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes**

(a) To agree the minutes of the previous meeting held on 4th March, 2015  
(Pages 5 - 10)

(b) Matters Arising

**4. Review of the Police and Crime Board/Community Safety Partnership  
(10.05am - 11.35am)**

To receive a presentation. A Briefing Note of the Executive Director of People will follow.

The following representatives have been invited to the meeting for the consideration of this item:

Councillor Townshend, Chair of the Police and Crime Board and Cabinet Member (Policing and Equalities)

Councillor Abbott, Assistant Police and Crime Commissioner

Rob Allison, Voluntary Action Council

Claire Bell, Chief Superintendent, West Midlands Police

Alethea Fuller, Office of the Police and Crime Commissioner

Kobina Hall, Community Rehabilitation Service

Vicky Hancox (on behalf of Josie Spencer), Coventry and Warwickshire Partnership Trust

Heather Kelly (on behalf of Tanya Richardson), Public Health, Coventry City Council

Angie Parks, Head of Youth Offending, Coventry City Council

Mandie Watson, Head of Community Safety, Coventry City Council

5. **Management of Council Land (11.35am - 11.50 am)** (Pages 11 - 22)  
Briefing Note of the Scrutiny Co-ordinator
6. **Reports Back on the Work of Outside Bodies**
  - (a) The Coventry Law Centre (11.50am - 11.55am) (Pages 23 - 60)  
Report of Councillor L Bigham
  - (b) Belgrade Theatre Trust (Coventry) Limited (11.55 - 12 Noon) (Pages 61 - 74)  
Report of Councillor L Bigham
7. **Outstanding Issues**  
Outstanding Issues have been picked up in the Work Programme
8. **Review of 2014/15 Scrutiny Activity ( 12 Noon - 12.05pm)** (Pages 75 - 76)  
Briefing Note of the Scrutiny Co-ordinator
9. **Scrutiny Co-ordination Committee Work Programme 2014/2015 (12.05pm - 12.10pm)** (Pages 77 - 82)  
Report of the Scrutiny Co-ordinator
10. **Any Other Items of Public Business**  
Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.

### **Private Business**

**Nil**

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Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 24 March 2015

- Notes:1) The person to contact about the agenda and documents for this meeting is Suzanne Bennett, Democratic Services, Council House, Coventry, telephone 7683 3072, alternatively E-mail: [liz.knight@coventry.gov.uk](mailto:liz.knight@coventry.gov.uk)
- 2) Council Members who are not able to attend the meeting should notify Suzanne Bennett no later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.

- 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Committee, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors J Blundell, J Clifford (Deputy Chair), G Duggins, J Innes, R Sandy, B Singh, T Skipper (Chair), K Taylor and S Thomas

By invitation Councillors Abbott and Townshend

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.

**Suzanne Bennett, Governance Services – Telephone:024 7683 3072**  
**E-Mail: [Suzanne.bennett@coventry.gov.uk](mailto:Suzanne.bennett@coventry.gov.uk)**

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**Coventry City Council**  
**Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.00 am on**  
**Wednesday, 4 March 2015**

Present:

Members: Councillor T Skipper (Chair)  
Councillor J Blundell  
Councillor J Clifford  
Councillor G Duggins  
Councillor R Sandy  
Councillor B Singh  
Councillor K Taylor  
Councillor S Thomas

Other Members: Councillors P Hetherton, A Lucas and P Townshend

Other representatives: Claire Bell, West Midlands Police  
Ronnie Duggan, Aquarius  
Claire Thomas, Recovery Champion

Employees:  
G Holmes, Resources Directorate  
H Kelly, Chief Executive's Directorate  
L Knight, Resources Directorate  
I Lahel, People Directorate  
T Richardson, Chief Executives Directorate  
M Watson, People Directorate

Apologies: Councillors C Fletcher, A Gingell and J Innes

## **Public Business**

### **50. Declarations of Interest**

There were no disclosable pecuniary interests declared.

### **51. Minutes**

The minutes of the meeting held on 4<sup>th</sup> February, 2015 were signed as a true record.

With reference to Minute 44/14 headed 'Welfare Reform' the Committee were informed:

i) Adrian West, Members and Elections Team Manager, had attended the latest meeting of the Working Together on Welfare Group providing an update from the Scrutiny Co-ordination Committee meeting informing of the Committee's recommendations. The Group had highlighted their willingness to attend future Committee meetings in the new municipal year.

ii) Letters from the Chair, Councillor Skipper had been drafted for circulation to the city's three MPs and to Martin Buxcey, Department of Work and Pensions (DWP) informing of issues which had arisen as a result of benefit sanctions which require national solutions and requesting that consideration be given to making the DWP accountable locally for benefit sanction issues. The Committee's disappointment at the lack of representation from DWP had been highlighted.

iii) A report on the Independent Living Fund was to be submitted to Cabinet in June. Officers in the People Directorate were still awaiting guidance regarding the funding implications.

iv) Briefing notes had been sent to Councillor Gingell, Cabinet Member for Health and Adult Services and Councillor Thomas, Chair of the Health and Social Care Scrutiny Board (5) concerning the Marmot link between social care and welfare reform.

v) The Executive Director for People and the Assistant Directors had been contacted regarding welfare benefits training for appropriate employees.

With reference to Minute 46 headed 'Equality Strategy – Half Year Progress Report 2014/15', the Committee were reminded that additional information on equality issues had been circulated to Members and further information on figures for Early Year's Foundation Stage for Asian (Bangladeshi) would be included in the end of year report.

## **52. Coventry Drugs Strategy (2015 - 2017)**

The Committee considered a briefing note of Councillor Gingell, Cabinet Member for Health and Adult Services concerning the Coventry Drug Strategy for 2015-2017 which aimed to guide the partnership work currently being undertaken to tackle and address drug misuse in the city. A copy of the strategy was set out at an appendix to the note. Councillor Hetherington, the Council's lead champion for drugs, alcohol and mental health attended the meeting for the consideration of this item along with Commander Claire Bell, West Midlands Police. Ronnie Duggan, a volunteer with Aquarius and Claire Thomas, a recovery champion also attended for the consideration of this issue. Councillors Lucas and Townshend were also in attendance.

The strategy was not a statutory requirement however partners felt that a partnership strategy was the best way to steer the multi-agency response that was needed to deal with this cross-cutting issue. As the commissioners and funders of local treatment services, the City Council had taken the lead in producing the strategy. The two year strategy was relevant to both young people and adults and covered a wide range of issues including prevention, education, housing, social care, treatment, crime and rehabilitation.

The Committee were informed that the drug strategy sat alongside the local alcohol strategy which was established in 2013. Reference was made to the consultation exercise undertaken with partners whose views, along with the views of service users, had been incorporated into the strategy. It would be reviewed on an annual basis and an annual Implementation Plan would detail specific actions detailing responsibilities and target times.

The three key themes of the strategy were:

- (i) Providing effective prevention and recovery-focused treatment
- (ii) Changing and challenging attitudes and behaviour
- (iii) Controlling the supply of drugs and promoting drug-free environments.

The governance arrangements for the strategy were highlighted.

Claire Thomas addressed the Committee informing of her personal experiences which had led to her becoming a recovery champion.

Members questioned the officers and the representatives on a number of issues and responses were provided, matters raised included:

- The importance of using a holistic approach with services looking at individuals and their families
- The role of the local police in relation to enforcement, prevention and intervention
- The work of the police concerning the night time economy including their partnership work with the Council's Licensing Team and their involvement with local club owners
- Meeting the public's expectations in relation to enforcement
- The importance of passing on information to the Police to allow them to include all details in their intelligence systems and determine the most appropriate course of action
- How the strategy would help to tackle the issue of child sexual exploitation
- Dealing with cannabis factories in the city
- The contact with Coventry and Warwick universities and the work undertaken to identify and prevent substance use and misuse by students
- The significant impact that drug misuse has on people with mental health issues
- What was being done to tackle the issue of legal highs
- Whether it would ever be appropriate to legalise drugs.

**RESOLVED that:**

**(1) Having reviewed the strategy, the vision for Coventry and the three priority themes identified be endorsed.**

**(2) Councillor Gingell, the Cabinet Member for Health and Adult Services be recommended to adopt the strategy to guide Coventry's work for the next two years.**

**(3) An update on the Implementation Plan be submitted to a future meeting of the Committee to include:**

**a) Additional performance indicators on other projected benefits such as the links with domestic violence and abuse and how referrals have reduced the prevalence of illegal drugs**

**b) Information on the use and effects of legal highs which are not covered by current misuse of drug laws but can have serious health risks, with legal highs being included in the strategy**

**c) Details of the sharing of information between the partner organisations.**

**53. Progress Update on the Implementation of the New Domestic Violence and Abuse (DVA) Commissioned Services for Coventry**

Further to Minute 42/13, the Committee considered a briefing note of the Executive Director of People which provided an update on the implementation and performance of the new commissioned Domestic Violence and Abuse (DVA) Services in the city which commenced on 29<sup>th</sup> September, 2014. An update on key areas of development in relation to the city's overall approach to DVA was also detailed. Councillor Lucas, Chair of the Local Government Association Safer and Stronger Communities Board and Councillor Townshend, Cabinet Member for Policing and Equalities attended the meeting for the consideration of this item.

The new services included the Single Point of Access (SPA) services for Coventry which aimed to provide a one-stop contact point for victims of domestic violence. There were four key providers, each providing a specific element of the service model as follows:

- Refuge - helpline/single point of access and victim community based support
- Safe and Supported Partnership - victim supported accommodation
- Barnardo's Defuze - children and young people's service
- Fry Housing Trust - perpetrator service.

Fundamental to all services was the focus on the safety of children who could be subject to domestic violence. All services ensured that information was shared across providers and statutory agencies to ensure that no child was missed and services were linked appropriately to support affected children.

The Committee were informed that the implementation of the services had been overseen by an Implementation Group comprising all partner organisations and the providers themselves. All issues had been raised and resolved through this group.

As part of the contract, providers were subject to a range of contract monitoring/management processes which included a requirement for providers to show key outcomes achieved for people accessing the service.

The briefing note detailed key performance data from the first quarter of the contract. All services had met the targets and key performance indicators required by the service specifications. The improvements provided by the new services were highlighted along with the key areas to progress.

The Committee questioned the officers on a number of issues and responses were provided, matters raised included:

- An acknowledgement of the complexities often involved with cases of domestic violence
- Further details about performance data including the numbers of women and children moved out of their homes; the number of social care cases which



had been concluded due to the removal of abuse; if any cases had not been supported; and the help available for same sex relationships where abuse was occurring

- If providers were aware of victims who needed support but hadn't sought help and the reasons for this
- The potential for victims to be able to make free phone calls to the helpline when using a mobile phone and the option to be able to make contact via text messages
- When a phone call was received, who was responsible for determining the advice to be given and the level of support required
- The emergency out of hours support
- The support available for cases of domestic violence and abuse linked to forced marriages.

Councillor Lucas placed on record her appreciation of all the work undertaken by Councillor Fletcher which included attending the Implementation Group meetings and also supporting the staff induction events.

**RESOLVED that:**

**(1) The progress of the new commissioned services against key performance indicators be welcomed.**

**(2) The strong support and leadership from the Council and the success of the partnership be welcomed.**

**(3) Consideration to be given to enable victims to be able to make free calls to the helpline while using a mobile phone and to be able to make contact via text messages.**

**54. Outstanding Issues**

The Committee noted that all outstanding issues had been included in the Work Programme for the current year, Minute 55 below refers.

**55. Scrutiny Co-ordination Committee Work Programme 2014/2015**

The Committee considered the Work Programme for the remainder of the municipal year.

**RESOLVED that:**

**(1) The Work Programme be noted.**

**(2) Items included in the programme and not covered during the current year to be included in the Committee's Work Programme for the new municipal year.**

**56. Any Other Items of Public Business**

There were no other items of public business.

(Meeting closed at 12.00 pm)



Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**Date Wednesday 1<sup>st</sup> April 2015**

**Subject: Management of Council Land**

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### **1 Purpose of the Note**

- 1.1 To update Members on the progress made in respect of the Siskin Drive Gypsy and Traveller site and proposed next steps in order to achieve effective management of the site.

### **2 Information/Background**

- 2.1 The Joint meeting of the Cabinet Members for Community Development, Co-operatives and Social Enterprise and for Policing and Equalities on 10<sup>th</sup> March 2015 considered a report setting out the progress made in respect of the Siskin Drive Gypsy and Traveller site and proposed next steps in order to achieve effective management of the site.
- 2.2 The Cabinet Members requested that the report and recommendations be referred to Scrutiny Co-ordination Committee and the public report considered at that meeting is attached.

### **3 Recommendations**

- 3.1 The recommendations approved at the Joint meeting on 10 March 2015 were as follows:
- 3.2 Recommendations:

Having considered this report and the attached Equality Impact Assessment, Cabinet Members are recommended to:

1. In order to achieve effective management and control of the Siskin Drive Caravan Site, to authorise the Assistant Director of Legal and Democratic Services, in consultation with Cabinet Members for Community Development, Co-operatives and Social Enterprise and Policing and Equalities to commence appropriate legal/enforcement action in respect of any licensees who do not comply with the terms of their licence agreements by 17 March 2015, and against any trespassers on the site.
2. Where costs are awarded in the favour of the City Council as a result of any legal processes to approve the pursuing of recovery of these costs at the discretion of the Assistant Director of Legal and Democratic Services, in consultation with Cabinet

Members for Community Development, Co-operatives and Social Enterprise and Policing and Equalities

3. Approve the submission of a renewed bid for funding to re-develop the site to the Homes and Communities Agency.
4. Give delegated authority for the Executive Director of Place in consultation with Cabinet Members for Community Development, Co-operatives and Social Enterprise and Policing and Equalities to award the contract for the redevelopment of the site once the site is under effective management and control and subject to sufficient funds having been awarded by the Homes and Communities Agency.
5. To take full account of the Equality Impact Assessment and Welfare Assessment in considering the above recommendations.
6. A further report on progress made in relation to recommendations above be submitted to a Joint Cabinet Members meeting on or before 31 August 2015; with permission for an urgent meeting to be convened if required.
7. The report and recommendations to be referred to the Scrutiny Co-ordination Committee for their consideration should they so desire.

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**A separate report is submitted in the private part of the agenda in respect of this item as it contains details of information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it refers to information relating to the financial or business affairs of any particular person (including the authority holding that information), and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

Joint Meeting of Cabinet Member for Community Development, Co-operatives and Social Enterprise and for Policing and Equalities 10 March 2015

**Name of Cabinet Members:**

Cabinet Member for Community Development, Co-operatives and Social Enterprise – Councillor Abbott

Cabinet Member for Policing and Equalities – Councillor Townshend

**Director Approving Submission of the report:**

Executive Director of Place

**Ward(s) affected:**

Cheylesmore

**Title:** Management of Council Land

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**Is this a key decision?**

No

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**Executive Summary:**

The purpose of this report is to update Members on the progress made in respect of the Siskin Drive Gypsy and Traveller site and proposed next steps in order to achieve effective management of the site.

Local Authorities are required to undertake a Gypsy and Traveller Accommodation Needs Assessment when carrying out a periodical review of housing needs under section 8 of the Housing Act 1985, this being a statutory requirement under section 225 of the Housing Act 2004. A Gypsy and Traveller Accommodation Assessment (GTAA) was undertaken in 2014 which indicates that there is sufficient capacity in Coventry at the present time through the Siskin Drive site.

The site in Siskin Drive, Coventry has been used as Gypsy and Traveller accommodation for a considerable period of time. The site is, however, in poor condition and in need of redevelopment in order to provide a suitable standard of accommodation for the Gypsy and Traveller Community.

A bid will be submitted to the Homes and Communities Agency (HCA) under the 'Continuous Market Engagement' process for funds to redevelop the site. The City Council obtained planning permission for the redevelopment of the site in April 2014.

There have been a number of issues in relation to the management of the site which have prevented the re-development work from being progressed sooner. Progress has been made on bringing the site under effective management control and on 16 April 2014 the Council clarified ownership of the northern part of the land by obtaining an 'Order for Possession' which was subsequently enforced. In addition, on 3 February 2015, the Court granted the Council's application to terminate two pitch licences held by people who no longer live on site.

There do however, remain issues of non-compliance with licence agreements for the residents on site. The recommendations in this report establish the steps that will be taken to achieve effective management of the site in this regard.

**Recommendations:**

Having considered this report and the attached Equality Impact Assessment, Cabinet Members are recommended to:

1. In order to achieve effective management and control of the Siskin Drive Caravan Site, to authorise the Assistant Director of Legal and Democratic Services to commence appropriate legal/enforcement action in respect of any licensees who do not comply with the terms of their licence agreements by 17 March 2015, and against any trespassers on the site.
2. Where costs are awarded in the favour of the City Council as a result of any legal processes to approve the pursuing of recovery of these costs at the discretion of the Assistant Director of Legal and Democratic Services.
3. Approve the submission of a renewed bid for funding to re-develop the site to the Homes and Communities Agency.
4. Give delegated authority for the Executive Director of Place to award the contract for the redevelopment of the site once the site is under effective management and control and subject to sufficient funds having been awarded by the Homes and Communities Agency.
5. To take full account of the Equality Impact Assessment and Welfare Assessment in considering the above recommendations.

**List of Appendices included:**

None

**Background Papers:**

None

**Other Useful Documents:**

Gypsy and Traveller Accommodation Assessment 2014

**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

**Will this report go to Council?**

No

## Report title: Management of Council Land

### 1. Context (or background)

- 1.1 Local Authorities are required to undertake a Gypsy and Traveller Accommodation Needs Assessment when carrying out a periodical review of housing needs under section 8 of the Housing Act 1985, this being a statutory requirement under section 225 of the Housing Act 2004. The City Council currently meets these requirements through the provision of a Gypsy and Traveller site in Siskin Drive, Coventry, which has been used for this purpose for a considerable period of time.
- 1.2 A Joint Gypsy and Traveller Accommodation Assessment (GTAA) was undertaken on behalf of the City Council in 2014. This concluded that there is a requirement for a further four pitches in addition to the proposed fifteen pitches on the Siskin Drive site over the period 2014/15 to 2018/19. However, if assumptions regarding households in bricks and mortar accommodation are excluded from analysis then the authorised pitch shortfall is minus one, which leads to the conclusion that the Siskin Drive site can provide sufficient capacity at the present time.
- 1.3 The Siskin Drive site is, however, in poor condition and in need of redevelopment in order to provide a suitable standard of accommodation for the Gypsy and Traveller Community. There are no other publicly-owned sites in Coventry for Gypsies and Travellers.
- 1.4 Recognising the condition of the Siskin Drive site and accepting its obligations towards the Gypsy and Traveller Community, in December 2012 the Council secured grant funding of £1.073m from the Homes and Communities Agency (HCA) to re-build the site to a modern standard. A condition of the funding was that practical completion must be achieved by 31 March 2015. Planning permission for the completion of the re-development was secured in April 2014.
- 1.5 The outcome of the resulting tender process for the redevelopment was that the overall cost of works was in excess of the grant available. In addition, as there was no provision for funding to be available beyond 31 March 2015 should the City Council have proceeded with the project and not achieved completion, it would have been liable for the full costs of the project. For these reasons the decision was taken by Cabinet to not proceed with the re-development at that point and apply again for a revised level of funding through the Continuous Market Engagement programme operated by the Homes and Communities Agency which opened on 27 October 2014.
- 1.6 In respect of the management of the site significant progress has been made to bring the site under effective management control. On 16 April 2014 the Council clarified ownership of the northern part of the land by obtaining an 'Order for Possession' which was subsequently enforced. On 3 February 2015, the Court granted the Council's application to terminate two pitch licences for people who no longer live on site. At the same hearing, the court gave directions for the steps the City Council is to take to serve court papers to terminate the licence agreements of a further two people who are not on site. These directions will be progressed and it is anticipated that the termination of these licence agreements will be considered again at Court in April 2015.
- 1.7 There do however, remain issues of non-compliance with licence agreements for the remaining residents on site. These issues include the non-payment of pitch fees and water and electricity charges, which have accumulated over a number of years and which residents will be required to pay in order to continue to reside on the site. These matters have been brought to the attention of the residents through a series of letters in addition to three site visits by Council officers. Support from the City Council's Liaison Officer and the



Citizens Advice Bureau has been offered. Despite these offers of support and continued communication about breaches there has been no remedy of the breaches by residents to date.

- 1.8 There is also a resident living on the site without a licence, effectively creating a trespass. Possession proceedings can be taken against this resident as an unauthorised occupier to remove them from site.

## **2 Options considered and recommended proposal**

### **2.1 Option One - Enforcement Action– Recommended**

Should licensees continue to not comply with the terms of their licence agreements it is recommended that enforcement action is taken in order to bring the site under effective management control.

- 2.2 It is recommended that a further bid is submitted to the Homes and Communities Agency for grant funding to enable the redevelopment of the site to progress. Any contract for the redevelopment of the site will not be awarded until the remaining management issues have been resolved through either residents complying with the terms of their licence agreements or effective enforcement action being taken. If HCA funding is secured the deadline for the completion of the redevelopment will be 31 March 2018.

### **2.3 Option Two – Maintain the Current Position – Not Recommended**

The City Council could choose to take no further action should residents continue to fail to comply with the terms of their licence agreements and effectively maintain the current situation of residents residing on site and not paying licence fees or utilities.

- 2.4 The City Council could submit a further bid to the Homes and Communities Agency for grant funding to enable the redevelopment of the site to progress with existing residents in place and not complying with the terms of their licence agreements. This is not recommended. If HCA funding is secured the deadline for the completion of the redevelopment will be 31 March 2018.

## **3 Results of consultation undertaken**

- 3.1 No formal consultation has been undertaken in respect of the issues highlighted in this report. Residents of the site have been spoken to regarding the arrears and the plans for redevelopment. They have also been informed of the possibility of legal action should they continue to not comply.

## **4 Timetable for implementing this decision**

- 4.1 If enforcement action is approved should residents continue to not comply then proceedings will be issued before 31 March 2015.
- 4.2 The HCA has issued details of the Continuous Market Engagement (CME) process, including a timetable of monthly Board meetings to discuss submissions and determine allocations. CME will continue until the programme funds are all committed, therefore in order to give the greatest possible opportunity for a successful bid an application will be submitted as early as possible.

## **5 Comments from Executive Director of Resources**

### **5.1 Financial implications**

The costs incurred in relation to the issues contained within this report to date total £83k. This figure includes the costs required to secure planning permission, plus legal costs

incurred to date excluding litigation costs. There will be further costs entailed with delivering the project to the revised timescale associated with re-submission. These costs will be funded from the previously identified £191k of unringfenced capital grant to enhance the site.

## 5.2 Legal implications

Local Authorities are required to undertake a Gypsy and Traveller Accommodation Needs Assessment when carrying out a periodical review of housing needs under section 8 of the Housing Act 1985 this being a statutory requirement under section 225 of the Housing Act 2004.

The completion of the Siskin Drive re-development will assist in ensuring that the City Council can discharge its obligations to Gypsies and Travellers.

This action will require steps to be taken to establish effective management and control of the Siskin Drive Caravan site by the Council, and all necessary legal procedures to achieve this objective.

## 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)?

6.1.1 The recommended proposals will enable the Council to deal with the management problems on the site by taking enforcement action against the remaining non-paying licensees should they continue to not comply, and the trespasser. This action will ultimately allow the Council to improve the site, manage it effectively, and better provide for Gypsies and Travellers in the City.

6.1.2 An improved site will be more attractive and will give Gypsies and Travellers and their children a safer and healthier place to live. Gypsies and Travellers generally have poorer outcomes relative to the settled community in terms of health and education, and a modernised site will benefit this community.

### 6.2 How is risk being managed?

6.2.1 A Risk Appraisal is in place that identifies a number of potential risks and, where possible, mitigating action. The Risk Appraisal will be monitored and kept up to date as matters progress. The risk appraisal includes the management of potential personal risks to key officers involved in this work.

6.2.2 There are a number of variables that can impact on the delivery of the recommendations contained in this report and therefore introduce risk.

6.2.3 It is possible that the redevelopment costs will be too high for the HCA to allocate enough funding to cover the project in which case the City Council would need to allocate its own funds for the redevelopment to be completed. It is also possible that the City Council is unsuccessful through Continuous Market Engagement, leaving the Council with the full burden of funding if the redevelopment is to be completed. Due to the greater level of funding available for Gypsy and Traveller pitches any gap is expected to be lower than was previously the case.

### 6.3 What is the impact on the organisation?

6.3.1 None

### 6.4 Equalities / Equality Impact Assessment

6.4.1 The public sector equality duty under section 149 of the Equality Act 2010 came into force on 5 April 2011. In progressing work regarding the site, Council decision makers must have on-going due regard to the Council's obligations under section 149 of the Act which provides as follows:

- 1) A public authority must, in the exercise of its functions, have due regard to the need to:
  - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- (2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—
  - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
  - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
  - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- (4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- (5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—
  - (a) tackle prejudice, and
  - (b) promote understanding.
- (6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.
- (7) The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

An Equality Impact Assessment and Human Rights/Welfare Assessment has been completed in respect of the residents on the site. This has previously been considered by Cabinet Member (Housing and Heritage) and Cabinet Member (Community Safety and Equalities) and updated versions will be considered in the course of decision making.

6.4.2 The Equality Impact Assessment identifies the following potential impacts that need to be taken into account when considering the recommendations:

6.4.3 Impact on Older People – two of the residents are older people. Although no specific vulnerabilities are associated with this Cabinet Members need to be aware of this impact.

The impact of potential homelessness can be mitigated through the offer of temporary accommodation.

6.4.4 Impact on Children and Young People – 6 children reside on the site. None are subject to involvement from Children’s Social Care however there are school attendance issues with one of the children. The City Councils Referral and Assessment Service and appropriate schools will be informed as matters progress.

6.4.5 Impact on Disability – one of the residents has been under the care of Coventry and Warwickshire Partnership Trust (CWPT). As matters progress the City Council will ensure the GP services are informed of any movement of residents.

6.4.6 Gypsies and Travellers – the proposed redevelopment of the site will have a positive impact on Gypsies and Travellers in Coventry and it will help to ensure that there is appropriate provision of a suitable standard for this protected group within the City.

**6.5 Implications for (or impact on) the environment**

The proposal to modernise the site will have a positive impact on the environment in which Gypsies and Travellers can reside in the City.

**6.6 Implications for partner organisations**

The City Council is working in close collaboration with West Midlands Police and other agencies on progressing the issues detailed in this report.

**Report author(s):**

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Members: Councillor Abbott	Cabinet Member	Community Development, Co-operatives and Social Enterprise	26/02/15	26/02/15
Councillor Townshend	Cabinet Member	Policing and Equalities	26/02/15	

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Coventry City Council

## Public report

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**Report to**  
Scrutiny Co-ordination Committee

1 April 2015

**Report of**  
Councillor Linda Bigham

**Title**  
Report Back on the Work of Outside Bodies – The Coventry Law Centre

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

- 1.1 This report sets out details of the work of the Coventry Law Centre over the preceding twelve months and details of attendance by the City Council's representatives.

### **2 Recommendations**

- 2.1 That Coventry City Council should nominate two elected Members due to the nature of its work and the level of financial support from the City Council

### **3 Information on Work of Outside Body**

- 3.1 Coventry Law Centre's Audited Accounts and Trustee's report sets out the organisation's activities and resourcing. The report is available as an appendix.
- 3.2 The Coventry Law Centre states its purpose as, 'To fight social exclusion in communities and to effect change in society by increasing rights awareness and using legal processes to fight poverty, inequality and discrimination.'
- 3.3 'We seek to make our services accessible to those who are vulnerable, disadvantaged and socially excluded. The need in the population we service is high.'

### **4 Benefits to the City Council of the Appointment**

- 4.1 Members are able to set the direction for the Law Centre, are able to scrutinise annual accounts and are responsible for electing the Trustees who make up the Management Committee of the Law centre.

### **5 What Financial Contribution Does the Council Make to this Organisation**

2014/2015 the financial contribution was £513,729 which includes restricted funds for Social Services, Multi-disciplinary Team, Welfare Benefits and Troubled Families.

## 6 Attendance Record and Remuneration for the Appointment

- 6.1 There have been 5 meetings of the board of trustees of which Councillor Mrs Bigham has attended 4. Councillor Michael Hammon was appointed as a second Council representative, but is not a trustee, so would only be required to attend General Meeting, none of which have been called at this point.

Author: Councillor Linda Bigham

Telephone: 02476 834847

(Any enquiries should be directed to the above)

Papers open to Public Inspection

**Description of paper**

Schedule of City Council Appointments to Outside Bodies

**Location: CH59**



Company Number: 4149673  
Charity Number: 1087312

**COVENTRY LAW CENTRE LTD**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2014**

**COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)**

**Financial Statements for the year ended 31 March 2014**

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COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)

Trustees' Annual Report  
for the year ended 31 March 2014

## Legal and administrative information

Trustees	Prof. H Bahra (Chair) R G Hughes Councillor L J Bigham J Jeffrey C Christie K Wilding G Moffatt (appointed 28 May 2014)
Company Secretary and Director	S Bent
Registered Office & Principal Office	Oakwood House St Patrick's Road Entrance Coventry CV1 2HL
Auditor	Chantrey Vellacott DFK LLP Chartered Accountants & Statutory Auditor Cheviot House 53 Sheep Street Northampton NN1 2NE
Bankers	Bank of Scotland 33 Old Broad Street London BX2 1LB
Company Number	4149673
Charity Number	1087312

**COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)**

**Trustees' Annual Report  
for the year ended 31 March 2014**

## **Structure, Governance and Management**

### **Introduction**

Coventry Law Centre Ltd was formed on 29 January 2001, acquiring the assets of Coventry Legal & Income Rights Trust which had been operating since 1976. Coventry Law Centre has continued the work of the Trust in line with its own objects and has maintained its operations from the city centre of Coventry ever since, expanding in recent years to provide some services in Warwickshire.

In 2013, Coventry Law Centre established a specialist legal advice service in Birmingham to begin to fill the gap left by the closure of Birmingham Law Centre. We have combined the expertise, local knowledge and contacts of some staff who were employed by BLC with the organisational strength, management and leadership capability and experience of Coventry Law Centre to create Birmingham Community Law Centre.

We are currently in discussions with the Charity Commission about proposals for Coventry Law Centre to change its objects stated in its memorandum and articles in order to widen its operational base; to change its registered name to a more generic name to more accurately reflect its recent geographical expansion and any future expansion; and to trade under two operating names - Coventry Law Centre in Coventry and Birmingham Community Law Centre in Birmingham. We hope to conclude these discussions in the coming months.

### **Legal Status**

Coventry Law Centre is a company limited by guarantee and a registered charity, and is therefore governed by a Memorandum and Articles of Association. In the event of the company being wound up, its members are required to contribute an amount not exceeding £1.

### **Governance**

The directors of the company are also known as trustees for the purposes of charity law. All trustees give their time voluntarily and received no benefits from the Charity. No trustees claimed expenses during the year.

- *Recruitment and appointment of Trustees*

The Articles of Association state that one third of the trustees should retire by rotation. This means that two trustees must retire each year, after which they can be re-elected at the next Annual General Meeting.

Harinder Bahra and June Jeffrey will retire by rotation, and, being eligible, offer themselves for re-election.

The nature of the work of the charity means it is important to maintain a skill mix amongst the trustees which includes knowledge and understanding of legal advice and representation, as well as an understanding of the issues relating to social exclusion and the specific social welfare needs of the population in the area in which the charity operates.

The charity has been successful in attracting several people with experience in legal advice and representation, as well as representatives from the local authority and trustees with experience of equality issues.

Business skills are also well represented within the trustee body, with trustees experienced in running their own businesses. The organisation has recruited an additional Trustee in May 2014 and is still seeking a further Trustee with a finance or accountancy background to make the number back up to eight.

**COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)**

**Trustees' Annual Report  
for the year ended 31 March 2014**

▪ *Trustee induction and training*

New trustees attend the Centre for a brief introduction to the work of the charity. They are provided with an information pack which covers

- Their obligations as trustees
- Memorandum and Articles of Association
- Previous year's annual report and accounts
- Current year's business plan

Training sessions continue to focus on the work undertaken by the organisation, allowing trustees to get to have more contact with staff and to gain an insight into the issues they face. In addition, where necessary, training takes place as part of the monthly meetings to ensure that issues being discussed are fully understood by trustees.

The Board undertakes an annual self evaluation of its effectiveness. This enables identification of any skill gaps, and of the training needs of the Board. From this, and annual training plan is drawn up. In addition, the effectiveness of working arrangements and information reporting is reviewed, and changes made where necessary.

**Organisational structure**

Coventry Law Centre has a Board of up to 8 trustees who meet regularly and who are responsible for the strategic direction and policies of the charity. The Company Secretary and Director attends all meetings of the Board but is not a member of it.

Responsibility for the provision of services and for the delivery of the business plan is delegated to the Director. The charity operates within a series of policies which are approved by the trustees and which provide a framework for the day to day running of all aspects of the organisation.

Responsibility for professional conduct and for meeting Solicitors Regulation Authority requirements is delegated to the senior solicitor.

The Law Centre holds the Specialist Quality Mark in each of the areas of law in which it offers advice and representation. This provides a framework for the delivery of advice and representation and sets standards for training of staff and for supervision of these services, which is delegated to each of the team supervisors.

**Risk Management**

The Board of trustees has conducted a review of the major risks to which the charity is exposed, and a risk register has been established. This is reviewed at least quarterly along with a review of performance against the business plan. The Risk Register highlights those risks which are not 'standing risks', i.e. those where there are current issues which need to be reviewed. Any changes since the register was last reviewed by trustees are also highlighted.

Risks are grouped into "Business/Strategic", 'Operational' and 'Disaster'. Those risks which are entirely caused by external factors are dealt with by controls intended largely to mitigate the effect of the risk. Internal risks are minimised by procedures and controls within the charity.

The most significant risks to the charity are reduction or loss of funding from the LAA or the charity's other main funder, Coventry City Council.

Since April 2013, reductions in the scope of legal aid, brought in under the Legal Aid, Sentencing and Punishment of Offenders Act 2012, have reduced legal aid income for the charity. The Trustees have reviewed and planned for this and have adopted a strategy of bidding for funding from other sources.

**COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)**

**Trustees' Annual Report  
for the year ended 31 March 2014**

Coventry City Council has again protected the budget for advice services and has indicated that it will continue to do so for 2014/15.

The other key risk to financial stability is the liability currently arising from membership of the West Midlands Metropolitan Authorities Pension Fund. Trustees took the decision in May 2007 to close the pension scheme to new members in order to manage this risk and they continue to regularly review the financial impact of the fund on the finances of the organisation.

**Related parties and wider networks**

Coventry Law Centre is a member of the Law Centres' Network. This is the national body which sets the framework for the operation of law centres, and membership is obligatory for any organisation which wants to operate as a Law Centre. The Director of the Law Centre has been elected to serve on the Executive Committee of the Law Centres' Network.

The Director of the Law Centre is the chair of Advice Services Coventry. This is a group of voluntary and statutory organisations who all deliver advice services in the city. The group has developed a strategic approach to the delivery of advice services in Coventry. Membership of the group offers an opportunity to improve links and working arrangements with other agencies, which, in turn, improves services for clients.

Our Birmingham office is a member of the Gateway to Birmingham Advice Services. This is a group of voluntary organisations who all deliver advice services in Birmingham. It is funded by Big Lottery and provides arrangements for members to refer clients within the partnership and to share training and publicity.

Coventry Law Centre is a founding member of Here 2 Help (H2H), a Voluntary Sector Consortium recently established to safeguard and grow high quality voluntary and community sector service provision to local people through working with the local authority to co-design services and negotiate a pipeline of funding, and by tendering competitively for public service contracts via a range of channels. The Director of the Law Centre is a Board Member of H2H.

The Law Centre works in partnership with other organisations where this assists in achieving our goal of reaching clients who most need our services and who may be hard to reach, and where the partner organisation offers complementary services that improve the overall effectiveness of our specialist legal advice. In Coventry, for example, we are working with Grapevine Coventry and Warwickshire on two projects: Intensive work with Troubled Families and a Young Migrant Rights Project. In Birmingham, we are working with ASIRT and Hope on a project to support families with no recourse to public funds.

We also work with local universities to provide volunteering opportunities for students and to extend our capacity to provide free advice. The Universities involved are Coventry, Warwick and Birmingham.

## **Objectives and Activities**

The charity's purposes as set out in the objects contained in the company's memorandum of association are:

- i) The relief of financial hardship and other forms of distress among the people of the City of Coventry in England and others through the provision of legal and other advisory, representation and information services which they could not otherwise obtain through lack of means
- ii) The advancement of education of the public by the improvement and diffusion of knowledge of the law and the administration of justice, having regard especially to those areas of the law which are of particular concern to poor people or are directed to the relief of poverty
- iii) To promote such other charitable purposes as are for the benefit of the people of the City of Coventry

These are summarised in our statement of purpose.

**Trustees' Annual Report  
for the year ended 31 March 2014**

*We will do this by:*

- *Being active in communities and developing individual and community rights*
- *Working in partnership with other advice agencies, voluntary organisations and community groups*
- *Being accessible to vulnerable individuals and communities*
- *Offering specialist, professional, high quality advice and representation*
- *Treating clients and each other with respect, and building the confidence of individual clients and communities*
- *Being independent and politically neutral, and always acting in the best interests of the client*
- *Being flexible and adaptable to meet changing needs and emerging problems*

## **Strategic aims:**

In determining the strategic aims for the charity for 2011-14, trustees took account of a number of external influences and issues that are likely to affect potential services users of the Law Centre, as well as trends and developments which will affect organisational development.

Trustees paid due regard to the guidance issued by the Charities Commission in relation to public benefit in deciding that all activity undertaken by the Charity must be in support of strengthening and expanding its capacity to provide legal advice and representation and to improve its ability to reach the most vulnerable individuals and communities.

The development plan for 2013/14 therefore was to achieve these key objectives, while taking account of the strengths and weaknesses of the charity, as well as opportunities and threats that it faces in the medium term.

The key issues underpinning the strategic aims for 2011-2014 were:

- Significant reductions in public services, along with major programmes of welfare reform, will put pressure on welfare benefits, housing, health and care services. These changes, along with increases in unemployment and debt, thereby will potentially increase demand for the charity's services
- The need to ensure as far as possible that legal services to meet the needs of local people are sustained, in the context of significant cuts to legal aid and severe reductions in funding to the local authority
- The potential opportunities that could come from the government's stated intention to develop the role of the voluntary sector, and the willingness of Coventry City Council to work in new ways with the voluntary sector to maintain or improve services while finding savings

Accordingly, the charity has seven strategic aims for 2011-2014

- Consolidating and strengthening our existing advice and representation services, and evolving and, where possible, expanding these to meet the changing needs of the population
- Strengthening the financial position of the organisation
- Developing new services to meet identified gaps in provision
- Seeking new ways to fund our services and finding new opportunities to use our expertise
- Ensuring that we play a leading and shaping role in partnership working within Coventry, allowing the organisation to make its services more accessible, ensuring that our services complement those of other partners, and that any duplication is removed

## Trustees' Annual Report for the year ended 31 March 2014

- Establishing a strong reputation for quality and expert advice in our new office in Birmingham and building the links and partnerships we need in the city to strengthen our service
- Maintaining and developing the profile and reputation of the Law Centre within Coventry, Birmingham and nationally, and taking opportunities to develop a regional presence across the Midlands. We are acknowledged nationally for partnership working and for developing innovative solutions with partners that combine advice with other forms of support to tackle multiple and complex needs. We will use our reputation to enhance rights awareness amongst the population, particularly amongst those who are most vulnerable and socially excluded. We will also use this to ensure that funders and potential funders value our services, and that our expertise and success is recognised amongst other legal professionals

The main activities that we have undertaken in pursuit of these aims during 2013/14 are described below. All our charitable activities focus on strengthening and expanding our capacity to provide legal advice and representation and improving our ability to reach the most vulnerable individuals and communities, and are undertaken to further our charitable purposes for the public benefit.

## Who used and benefited from our service?

We seek to make our services accessible to those who are vulnerable, disadvantaged and socially excluded. The need within the populations we service is high.

Coventry's population estimate for 2013 was 329,800 residents (increased by 6,700 from 2012). This increase was estimated to be among the highest in the UK and Coventry is the centre of a sub-region serving half a million people.

- 18.3% of Coventry's population live in the top 10% most deprived LSOAs\* nationally  
\* Lower Super Output Area – a geographical area used in the UK for statistical analysis and containing approximately 1500 people
- 23.3% of children in Coventry live in poverty, compared with 20.2% in the UK.
- 16.3% of households in Coventry are in fuel poverty, compared with 10.9% nationally
- 17.7% of the population has a limiting long term health problem or disability; the premature death rate and infant mortality rates are both higher than the national average and average life expectancy is shorter than the national average by a year for both males and females
- The numbers of children looked after by the local authority per head of the under 18 population is almost 30% higher than the national average.
- 8.1% of economically active working age residents are unemployed, compared with 7.8% nationally, and workless households (households with anyone of working age but with no one in employment) is 24%, compared with 18% nationally
- 7.4% of young people are not in education, employment or training, compared with a national average of 5.3%
- Average annual income per head is £13,374, compared with an average of £17,066 nationally
- Car ownership in Coventry is lower than the national average, with one third of households with no car
- Almost twice the national average number of households is accepted as homeless and in priority need each year.
- Violent crimes against another person are 12.4 per 1,000 residents, compared a national average of 11.<sup>1</sup>

In Coventry, the Law Centre ensures its services reach those who are most vulnerable by working in partnership with other agencies and community organisations to reach those people living in the most deprived areas of the city and those who are disabled or have physical or mental health problems. We prioritise cases where discrimination is a factor.

<sup>1</sup> Source: Facts about Coventry, Headline Statistics July 2014



**Trustees' Annual Report  
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The client group that we seek to assist will be affected during the next 2-3 years by both the impact of major Government reform in social welfare services and by the impact of the significant cuts in public sector spending. We anticipate increasing demand for our services in response to this situation.

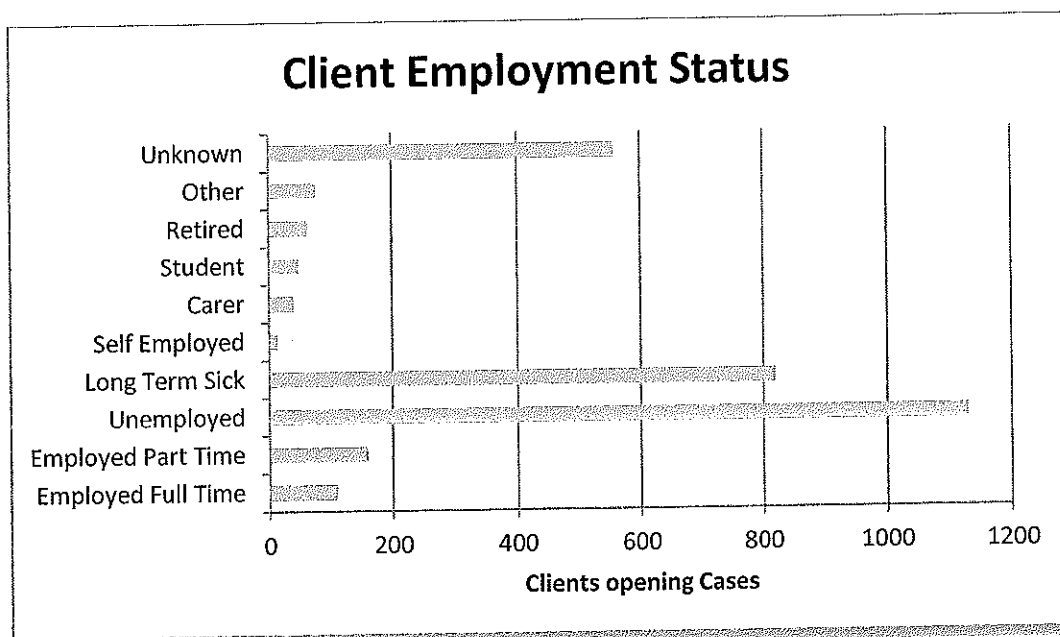
**Birmingham** is ranked the third most deprived core city in the UK, behind Liverpool and Manchester, and is ranked the most deprived in terms of both income and employment deprivation. Deprivation in Birmingham is mainly concentrated in a ring around the city centre that closely follows the inner ring road and Number 8 bus route. Approximately 40% of Birmingham's population lives in areas described as in the most deprived 10% in England.

Our new service in Birmingham is based at the Bangladesh Centre in Sparkbrook, directly on the Number 8 bus route – which connects the eight inner-city wards where deprivation is highest and where the migrant population is 76%.

Sparkbrook itself is the second most deprived ward in Birmingham and, contained within it, is an area which is within the most deprived 5% nationally. 64% of the local population is from the South Asian community with just under 10% from the Caribbean. There are growing numbers of Somalis, including refugees and asylum seekers as well as those who have moved here directly from other countries in the European Union. 77.6% of the population is defined as non-white in the 2011 census and 42.5% were born overseas<sup>2</sup>. Many people live in overcrowded conditions with several generations sharing accommodation in order to reduce living costs. According to the 2011 Census data, 22.5% of households are overcrowded - almost double the percentage for Birmingham as a whole.

At 18.8%, unemployment is higher than the Birmingham average and average household income is lower than £20,000. The combination of low income and greater numbers of children means a greater reliance on child benefit and child tax credit although, unlike other deprived areas, there is evidence of under claiming ESA and Disability Living Allowance.<sup>3</sup>

The characteristics of the people we have helped during 2013/14 are

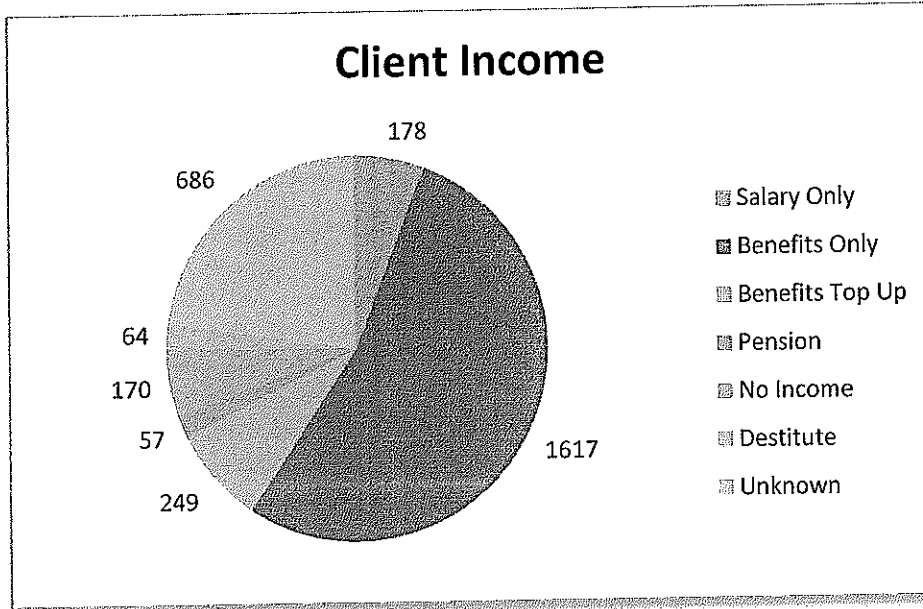


Though the age groups most likely to be economically active form the largest proportion of our client base, The majority of our clients were not working at all and only a small number were in full time employment.

<sup>2</sup> Source: 2011 Census Data, Birmingham Quick Ward Profiles

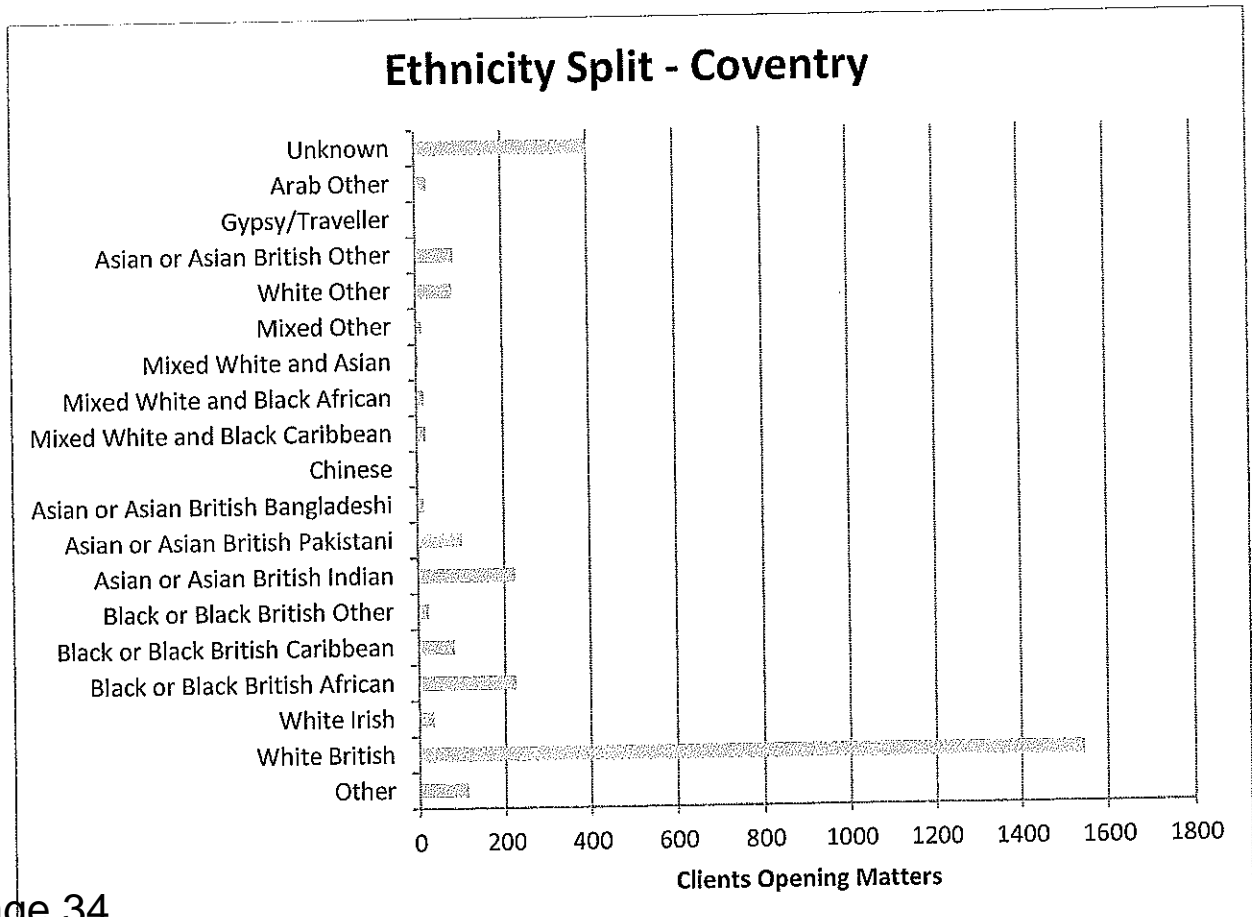
<sup>3</sup> Source: Experian Mosaic UK, Consumer Classification Data

Trustees' Annual Report  
for the year ended 31 March 2014

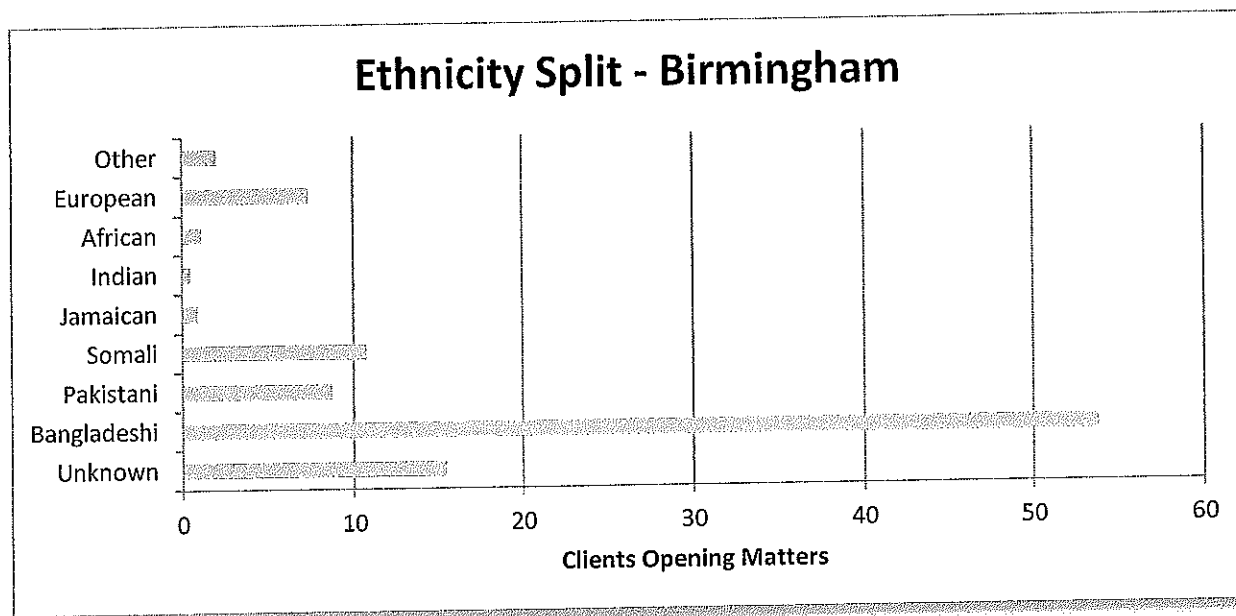


66% of our clients had a disability or serious/long term illness.

The ethnicity profile is shown below and represents a significant use of our services by minority ethnic groups.



Trustees' Annual Report  
for the year ended 31 March 2014



## Achievements and performance

### Service delivery

In **Coventry**, we offer free advice and representation in the following areas of law:

- Discrimination
- Debt
- Employment
- Family
- Health and Community Care
- Housing
- Immigration and Asylum
- Public Law
- Welfare Benefits

We provide a comprehensive service: encompassing casework, representation, legal education and rights awareness raising, as well as working with partners to influence service delivery.

As is demonstrated in the data above, we primarily advise residents of Coventry and those who work in the city, but we also have funding to assist small numbers of people in Warwickshire, and people in Birmingham.

The scope of legal aid funding reduced significantly from 1<sup>st</sup> April 2013. The areas of law still covered under Legal Aid contracts are Housing, Community Care, Family, Asylum and Public Law. Consequently, we rely on a growing range of other forms of funding to continue to provide services.

We received £528,729 from Coventry City Council, which allows us to undertake work in Coventry that is not funded by the LAA - and continues to provide long term financial stability to our work in the city. For this year, this included an extra amount of money to help us respond to the significant increase in benefit appeals that has resulted from the Government's programme of Welfare Reform.

This was complemented by funding from The Baring Foundation, who enabled us to employ a member of staff to focus on training and awareness-raising to support disabled people through Welfare Reform, as well as undertaking research into the application of benefits sanctions in Coventry.

Other funding we have received has supported a programme of work that focuses on particularly vulnerable groups of people.

- We received funding from Coventry Building Society and from Whitefriars Housing. These sources of funding allowed us to continue our debt advice service, which has proved particularly

**Trustees' Annual Report  
for the year ended 31 March 2014**

valuable as increasing numbers of people have sought help with debt problems because of the impact of the economic recession.

- Scottish Power Energy Trust provided funding that allowed us to offer home visits to clients experiencing problems with fuel debt. Assistance is given to resolve fuel debt and other financial issues, as well as giving guidance on energy saving.

We also began delivering our specialist legal advice services in ways that take them closer to those who are most vulnerable:

- We began working alongside the local authority's Children and Families First Team offering home visits to families identified by the local authority as in need of support. With funding from The Baring Foundation we were able to expand this work and place an advisor with the new Troubled Families Team. This takes our service direct to some of the most vulnerable households in the city and an independent evaluation has shown it to be making a positive impact.
- Funding from the Paul Hamlyn Foundation has allowed us to establish a Young Migrants Rights Project. We are working in partnership with Grapevine (a local charity) to reach young, undocumented migrants, to provide them with access to immigration and other specialist advice, and also to help them connect into services and make connections with other people to reduce their isolation and vulnerability. This funding has been extended for a third year into 2014/15.
- We have also been working in partnership with Grapevine on a project funded by Lankelly Chase. This is part of a national programme of funding for projects that work with people facing severe and multiple disadvantage – and we have been working intensively with families in Willenhall – a neighbourhood in Coventry.

Finally, we are members of a consortium selected by Here 2 Help to tender for the Healthwatch contract. The consortium was successful and the Law Centre is responsible for the operation of the Independent Complaints Advocacy Service – dealing with health complaints throughout Coventry. This service complements our Community Care casework service – for which we have just recently secured a new three year legal aid contract.

In **Birmingham** we are concentrating initially on services that are relevant for the local community and for other migrant communities within the inner city.

We offer an accessible, open door service for local community advice work

- Benefits/Debt basic advice work (form filling, phone calls, signposting)
- Assistance with on line applications in readiness for the introduction of Universal Credit
- Low level Immigration work, form filling, witness statements, statutory declarations, submissions

We take referrals from other agencies across the city for specialist legal advice and representation:

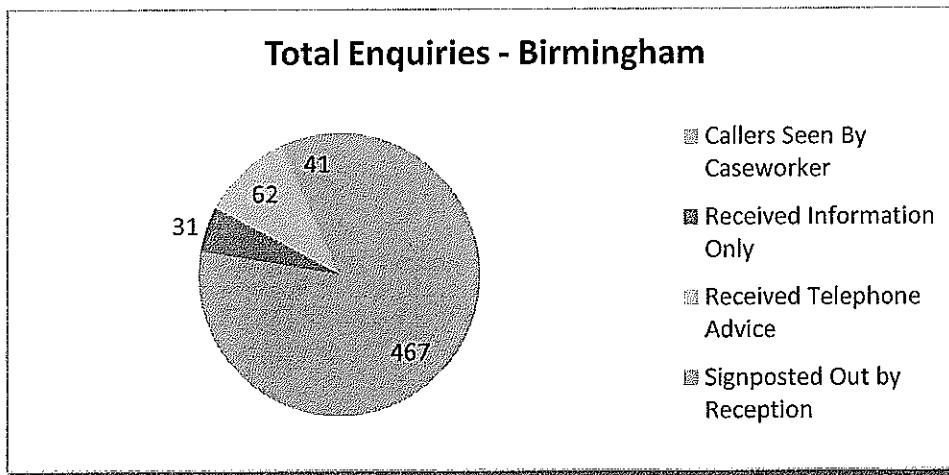
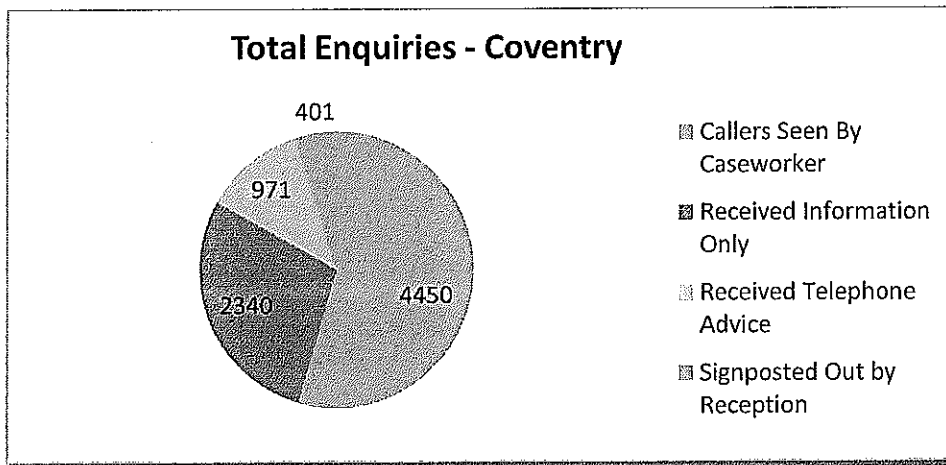
- Migrants rights (access to support and accommodation under s17, s21, s4, asylum support etc)
- Immigration advice and representation
- Community Care casework
- Public law challenges
- Benefits Upper Tribunal challenges
- Debt County Court Representation; Debt Relief Orders and Bankruptcies

Our service in Birmingham was initially supported by the Bangladesh Centre, who allowed us to establish, rent free, an office in their premises. We were also backed by Barrow Cadbury, Yardley Great Trust, Friends Hall Farm Street Trust and Grimmits. Later in the year, we received funding from AB Charitable Trust, the Access to Justice Foundation and the Harry Payne Trust. Barrow Cadbury has awarded further funding to support the establishment of pro-bono advice clinics in partnership with the University of Birmingham. The Baring Foundation, Unbound Philanthropy and Comic Relief have provided funding for us to work with migrant families with no recourse to public funds.

Trustees' Annual Report  
for the year ended 31 March 2014

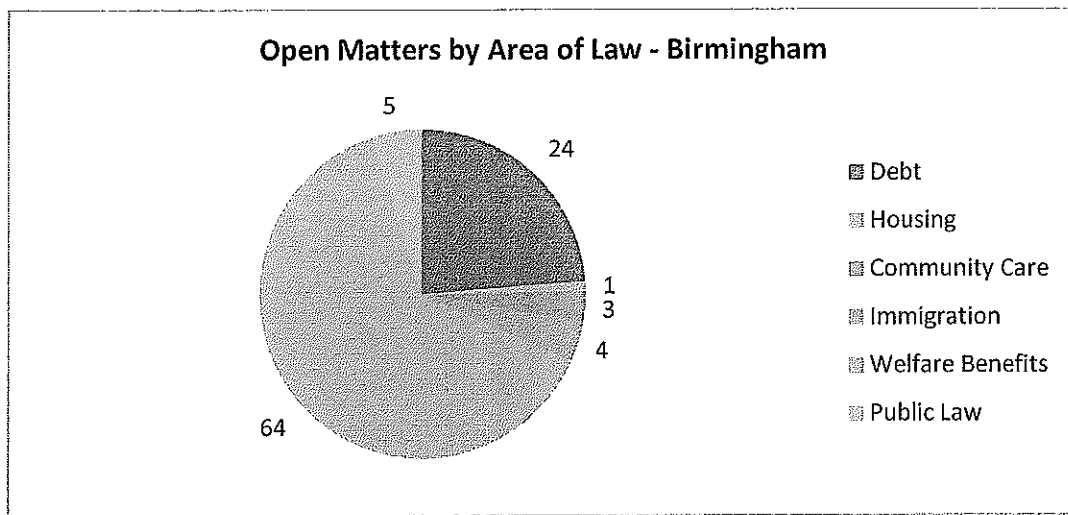
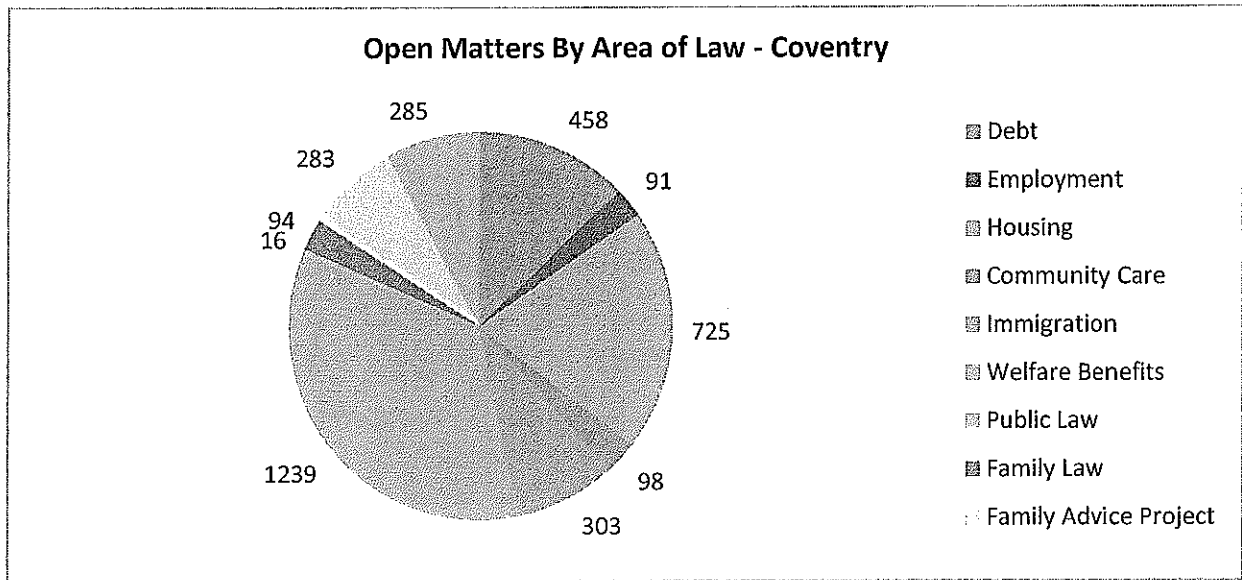
The Birmingham office has recently successfully tendered for a legal aid contract in Community Care, and can also provide legal aid funded services to clients to wish to appeal decisions made by the first tier benefits tribunal.

**During 2013/14 we assisted nearly 9,000 people across our two offices**



**We worked on 3693 new cases**

Trustees' Annual Report  
for the year ended 31 March 2014



**1152 cases involved representation at tribunal or court.**

**Development of staff**

All staff continued to benefit from development and training to meet needs identified through the charity's staff appraisal process.

**Governance**

Governance of the charity remains strong. The trustees, who are directors for the purpose of company law, and trustees for the purpose of charity law, who served during the year and up to the date of this report, are as follows:

- Prof. H Bahra (Chair)
- R G Hughes
- Councillor L J Bigham
- J Jeffrey
- C Christie
- K Wilding
- G Moffatt (appointed 28 May 2014)

**COVENTRY LAW CENTRE LTD  
(LIMITED BY GUARANTEE)**

**Trustees' Annual Report  
for the year ended 31 March 2014**

**Financial stability**

The charity has continued to move forward positively and an overall net increase in funds of £128,654 (before actuarial liabilities relating to the West Midlands Pension Fund) was achieved for the year. Continued support from Coventry City Council, as well as an expansion the range of funders provided strong foundations on which to continue to develop. Expansion into Birmingham has been carefully considered and has proceeded cautiously, but early signs show that it is proving to be positive financially in providing opportunity for growth and for spreading overheads.

The Trustees have a reasonable expectation that the charity will continue in operational existence for the foreseeable future (being over 12 months from the date of signing this report) and have therefore, used the going concern basis in preparing these financial statements.

**Principal sources of funding**

Coventry City Council continues to represent the main source of funding for the charity. The Trustees are very grateful to the Council for its consistent support of the work of the Law Centre. Its investment in the charity over many years has allowed the Law Centre to develop into a highly professional and respected charity, which can, in turn, support other agencies within the city.

The funding from Coventry City Council allows the Law Centre to undertake the rights awareness raising work which is critical to reaching those who are most vulnerable and socially excluded; as well as allowing representation at tribunals where these are not funded by the Legal Aid Agency; and free advice and casework for people on low incomes, but who do not qualify for legal aid.

Fees paid by the Legal Aid Agency (LAA) for work undertaken for clients who are eligible for legal aid is another key source of funding . This covers approximately 40% of the casework undertaken.

As mentioned above, we also received funding from Whitefriars Housing, Coventry Building Society, British Scottish Power Energy Trust, enabling us to continue a debt advice service and to focus on fuel debt.

Other funders this year were Paul Hamlyn Foundation; and new funding from Lankelly Chase, The Baring Foundation and Children's Services in the local authority.

Our services in Birmingham are supported by a wide range of funders, with Barrow Cadbury, Unbound Philanthropy, The Baring Foundation and Comic Relief being the biggest of the group. Newly won contracts for legal aid work will start to see an expansion of funding from that source in the coming year.

**Pension fund**

The charity is an admitted body member of the West Midlands Metropolitan Authorities Pension Fund. This is a multi-employer pension scheme providing benefits based on career averaged re-valued earnings. Details of the pension scheme are included in note 16 of the financial statements.

The detail in the note highlights a significant liability in relation to the membership of the Pension Fund. As mentioned earlier in the report, Trustees closed the pension scheme to new members in order to manage this risk, and alternative pension provision has been established.

In making this decision, trustees have taken account of the guidance issued by the Charity Commission on Charity Reserves and Defined Benefit Pension Schemes. This highlights that, in considering the position in relation to the FRS 17 valuation, trustees should take account of the fact that the deficit does not crystallize immediately, but must give consideration to the impact on future cash flow forecasts of the impact of increased contributions. In this context, trustees have corresponded with the West Midlands Metropolitan Authorities Pension Fund and have built the future planned contribution rates into their cash flow projections. Trustees are satisfied that planned increases can be accommodated and will not therefore impact negatively on future operational plans and budgets.

**COVENTRY LAW CENTRE LTD  
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**Trustees' Annual Report  
for the year ended 31 March 2014**

**Reserves Policy**

The trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission.

They presently recognise the need to set aside or designate amounts to fund the planned replacement of current operational fixed assets; an emergency operating reserve which would safeguard the charity's service commitment in the event of delays in receipt of grants or other serious disruptions such as the withdrawal of funding from key sources; and a redundancy reserve in the event of a reduction or close down in service provision due to damaging circumstances.

The trustees have set together the targets for each of these requirements, and collectively this gives rise to a target for total reserves. The target for the replacement of fixed assets is £117,840 reflecting the replacement costs of assets in use; the equivalent level of three months operating costs, currently £ 304,153, calculated and reviewed annually, is the target for the operating reserves; and the target for redundancy reserves reflects existing redundancy costs, currently £ 62,588.

This gives a total target of £484,581.

The General Reserve shows a balance of £563,324 following the net increase in funds during the year. The Pension Fund liability is valued at £437,000, which leaves the General Reserve with a balance of £126,324.

**Public Benefit**

The trustees have considered the Charities Commission's requirement in respect of Public Benefit. In their view the charity meets, in full, the criteria to satisfy the test. The trustees' annual report has described earlier in this report the activities undertaken to further its charitable purposes for the public benefit.

**Investment policy**

The trustees are empowered by the Articles of Association to invest the charity's money as they see fit and make their decisions with reference to the Charity Commission's guidance. Given the absence of substantial reserves, the current investment policy is for funds to be held on deposit with the charity's bankers at the best available rate of interest. Funds over £60,000 may be placed on the money market through the charity's bankers where the returns warrant this course of action.

## **Plans for Future Periods**

For 2014/15, we will continue to offer advice and representation in the same areas of law.

Income from the Legal Aid Agency has reduced by approximately £200,000 since the changes introduced to the scope of legal aid. We have been successful in securing new investment to replace much of this funding, although more of our work is undertaken as projects and so is focused more tightly on specific vulnerable groups.

For the longer term, we recognise that the environment in which we are operating is extremely challenging: the combination of the recession and public sector funding cuts means demand for our assistance is rising; at the same time significant cuts to legal aid funding are being implemented.

During 2014/15, in support of our strategic aims to evolve and expand our existing services to meet the changing needs of the population and to meet identified gaps in provision, we will continue, where possible, to expand and develop our services. We will do this by



**Trustees' Annual Report  
for the year ended 31 March 2014**

- ❖ Ensuring successful delivery of the remaining Legal Aid Agency contracts that we hold. We have been successful in securing a new three year contract for Community Care that covers Birmingham as well as Coventry. and we are providing legal aid funded services from a range of additional premises in Coventry: at CAB, Coventry Refugee and Migrant Centre, St Peters Centre and Valley House – forging stronger relationships with those agencies.
- ❖ Continuing the pursuit of additional funds to expand our debt and money advice services and working to establish Coventry Law Centre as a leader in financial inclusion and capability services.
- ❖ Seeking new funding to ensure the continuation of our advice services – and particularly focusing on reaching the most vulnerable clients directly. We intend to build our expertise in working with families in need and in working alongside partner agencies to provide support as well as legal advice to those who need it.
- ❖ Continuing the development of links and partnerships in Warwickshire to support the extension of our Housing work into the county. We have recently tendered successfully to deliver a housing legal advice service at Leamington Justice Centre funded by Warwick District Council – and this will open up new relationships.
- ❖ Working closely with our partners in Advice Services Coventry and Here 2 Help to ensure that our services are delivered in a way that responds to the needs of those who are most vulnerable and socially excluded. This will include developing new ways of delivering services in multi- disciplinary teams to better target those who most need our help
- ❖ Developing our new services in Birmingham and becoming acknowledged experts in Migrants Rights and Community Care within the city.
- ❖ Working with partners in Gateway to Birmingham Advice Services to ensure our services complement and support those of other agencies in the city
- ❖ Developing pro-bono clinics for employment and immigration advice in both Coventry and Birmingham – working in partnership with local universities and with private firms.
- ❖ Continuing to analyse data on our client base and the need for advice services, as well as seeking and analysing feedback on our services to ensure that we deliver services that are flexible and dynamic and that can evolve to meet changing needs

We will continue to seek savings in overheads by sharing services where appropriate, and by extending our use of IT to ensure that we maximise efficiency and improve data analysis to inform our performance management.

## **Trustees' Responsibilities**

The trustees (who are also directors for the purposes of company law) are required by company law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the year and the incoming and outgoing resources for the year then ended.

In preparing those financial statements the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial

**COVENTRY LAW CENTRE LTD  
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**Trustees' Annual Report  
for the year ended 31 March 2014**

statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The maintenance and integrity of the charity's website is the responsibility of the trustees. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

In accordance with company law, as the company's directors, we certify that:

In so far as we are aware, there is no relevant audit information of which the company's auditors are unaware and as directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of this information.

## **Auditors**

A resolution to re-appoint Chantrey Vellacott DFK LLP as auditors for the ensuing year will be proposed at the annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

**Registered Office:  
Oakwood House  
St Patricks Road Entrance  
Coventry  
CV1 2HL**

**Signed by Order of the Trustees**



**Sue Bent  
Company Secretary  
Approved by the trustees on**

**17 | 12 | 2014**

**COVENTRY LAW CENTRE  
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**Independent Auditor's Report To The Members of Coventry Law Centre Ltd**

We have audited the financial statements of Coventry Law Centre Ltd for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 15 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

*William Devitt*

WILLIAM DEVITT (Senior Statutory Auditor)  
for and on behalf of CHANTREY VELLACOTT DFK LLP  
Chartered Accountants and Statutory Auditor  
Northampton

19/12/2014

**COVENTRY LAW CENTRE  
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**Statement of financial activities (including income and expenditure account)  
for the year ended 31 March 2014**

	Note	Unrestricted funds £	Restricted funds £	Total funds 31 March 14 £	Total funds 31 March 13 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations	2	668	1,372	2,040	2,480
<i>Activities for generating funds:</i>					
Investment income		84	-	84	90
Other incoming resources		-	-	-	31
<b>Incoming resources from charitable activities</b>					
Grants and contracts receivable	3	911,777	576,515	1,488,292	1,282,536
<b>Total incoming resources</b>		<b>912,529</b>	<b>577,887</b>	<b>1,490,416</b>	<b>1,285,137</b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
Finance cost - expected return on pension scheme assets		875,531	478,591	1,354,122	1,256,268
- interest on pension scheme liabilities		(88,000)	-	(88,000)	(82,000)
		94,000	-	94,000	93,000
<b>Governance costs</b>		<b>7,640</b>	<b>-</b>	<b>7,640</b>	<b>7,035</b>
<b>Total resources expended</b>	4	<b>889,171</b>	<b>478,591</b>	<b>1,367,762</b>	<b>1,274,303</b>
<b>Net incoming resources for the year</b>	5	<b>23,358</b>	<b>99,296</b>	<b>122,654</b>	<b>10,834</b>
<b>Other recognised gains and losses</b>					
Actuarial gain/(loss) on defined benefit pension scheme	16	311,000	-	311,000	(198,000)
<b>Net movement in funds during the year</b>		<b>334,358</b>	<b>99,296</b>	<b>433,654</b>	<b>(187,166)</b>
<b>Total funds brought forward</b>		<b>(190,837)</b>	<b>4,354</b>	<b>(186,483)</b>	<b>683</b>
<b>Total funds carried forward</b>	13	<b>143,521</b>	<b>103,650</b>	<b>247,171</b>	<b>(186,483)</b>

The charity has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 20 to 30 form part of these financial statements.

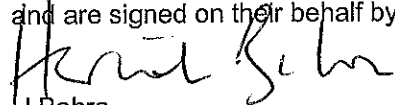
**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Balance Sheet 31 March 2014**

	Note	£	2014 £	£	2013 £
<b>Fixed assets</b>					
Tangible fixed assets	8		18,989		40,020
<b>Current assets</b>					
Debtors	9	515,710		489,037	
Cash at bank and in hand		510,363		415,607	
		1,026,073		904,644	
<b>Creditors: amounts falling due within one year</b>	10	(360,891)		(384,870)	
<b>Net current assets</b>			665,182		519,774
<b>Total assets less current liabilities</b>			684,171		559,794
<b>Creditors: amounts falling due after more than one year</b>	11		-		(6,277)
<b>Net assets before pension scheme liability</b>			684,171		553,517
Defined benefit pension liability	16	(437,000)		(740,000)	
<b>Net assets/(liabilities) including pension scheme liability</b>			247,171		(186,483)
<b>Funds</b>					
Unrestricted:					
General funds excluding pension liability		580,521		549,163	
Pension reserve		(437,000)		(740,000)	
<b>Total unrestricted funds</b>			143,521		(190,837)
Restricted			103,650		4,354
<b>Total funds</b>	13		247,171		(186,483)

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the board of Trustees and authorised for issue on 17/12/14 and are signed on their behalf by:



H Bahra  
Director

Company Registration Number: 4149673

The notes on pages 20 to 30 form part of these financial statements.

**COVENTRY LAW CENTRE  
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**Notes to the financial statements for the year ended 31 March 2014**

**1. Accounting policies**

(a) **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005), the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (FRSSE) (effective April 2008) and UITF 40 – Revenue Recognition. The financial statements have been prepared on the going concern basis.

(b) **Fund accounting**

The charity maintains various types of funds as follows.

**Restricted funds** – Restricted funds represent grants and donations received which are allocated by the donor for specific purposes.

**Designated funds** – Designated funds represent funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

**Unrestricted funds** – Unrestricted funds represent income, which is expendable at the discretion of the Trustees in the furtherance of the objects of the charity.

(c) **Incoming resources**

Incoming resources are shown exclusive of Value Added Tax, where applicable.

Donations and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Investment income and other income are included in the SOFA in the year in which it is receivable.

Amounts receivable under contracts for legal services are scheduled on an accruals basis. Income reflects the fair value of services provided on each assignment including expenses and disbursements, based on the stage of completion of each assignment as at the Balance Sheet date.

Unbilled income is scheduled as accrued income in Debtors and is valued on an hourly rate plus a reasonable percentage of attributable overheads together with any disbursements expended.

(d) **Resources expended and basis of allocation of costs**

Expenditure is recognised on an accrual basis as a liability is incurred. Grants payable are charged in the year they become payable.

(e) **Allocation of overhead and support**

Overhead and support costs have been allocated between Charitable Activities and Governance Costs. Costs which are not wholly attributable to an expenditure category have been apportioned to each activity based on an estimate of staff time.

(f) **Costs of generating funds**

The costs of generating funds are those costs attributable to generating incoming resources for the charity.

(g) **Charitable Activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total cost of charitable expenditure therefore includes support costs and an apportionment of overheads, as shown in note 4.

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Notes to the financial statements for the year ended 31 March 2014**

**Accounting policies (continued)**

- (h) **Governance costs**  
Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.
- (i) **Tangible fixed assets**  
Tangible fixed assets are stated at cost less depreciation, which is provided in annual instalments over the estimated useful lives of the assets. The rates of depreciation applied to the assets are:  
 Computer equipment - 33<sup>1</sup>/<sub>3</sub>% on cost  
 Office equipment - 20% on cost  
 Property improvements - 20% on cost
- (j) **Operating leases**  
Rentals applicable to operating leases are charged to the Statement of Financial Activities (SOFA) over the period in which the cost is incurred.
- (k) **Pension costs**  
Retirement benefits to employees of the charity are provided by Scottish Widows (a defined contribution scheme) and the Local Government Pension Scheme (West Midlands Pension Fund). The Local Government Pension Scheme is a funded defined benefit scheme and the assets are held separately from those of the charity. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses. The Trustees note that the calculated notional deficit or surplus calculated under FRS 17 can vary greatly from year to year depending on the assumptions made at the valuation date.
- (l) **Client accounts**  
As part of working practices the charity holds third party funds in separate designated bank accounts. These funds are not assets of the charity and are not accounted for in these financial statements.

**2. Voluntary income**

	Unrestricted funds £	Restricted funds £	Total funds 31 March 14 £	Total funds 31 March 13 £
Donations	668	1,372	2,040	2,480
	<hr/>	<hr/>	<hr/>	<hr/>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Notes to the financial statements for the year ended 31 March 2014**

3. Grants and contracts receivable	Unrestricted funds £	Restricted funds £	Total funds 31 March 14 £	Total funds 31 March 13 £
Coventry City Council	475,272	-	475,272	475,272
Legal Services Commission	277,874	-	277,874	319,748
Legal Services Commission – housing pilot	21,680	-	21,680	20,535
Coventry City Council – Social Services	38,457	-	38,457	38,457
Disbursements and profit costs	98,494	-	98,494	96,367
Big Lottery Fund	-	-	-	70,000
The Baring Foundation STVS Independence Grant Project 2011-2013	-	20,006	20,006	18,981
The Baring Foundation and Esme Fairbairn Foundation – Restructuring Fund 2011	-	-	-	22,414
Baring Foundation STVS Future Advice Providers Fund 2012	-	61,188	61,188	9,312
Whitefriars Housing Association	-	44,616	44,616	42,232
Coventry Building Society	-	15,000	15,000	25,000
Midland Legal Support Trust	-	-	-	5,000
Paul Hamlyn Young Migrant Rights Project	-	84,365	84,365	35,635
Paul Hamlyn Arrivals Project	-	-	-	2,500
Scottish Power Energy Trust	-	27,900	27,900	8,100
Coventry City Council – Multi Disciplinary Team	-	24,500	24,500	17,150
British Gas Energy Trust	-	-	-	75,833
Strategic Legal Fund for Vulnerable Young Migrants	-	6,217	6,217	-
Coventry City Council - Troubled Families	-	12,370	12,370	-
Coventry City Council – Welfare Benefit	-	15,000	15,000	-
Coventry City Council –Multi Disciplinary Team Children and Families	-	8,760	8,760	-
Lankelly Chase	-	92,000	92,000	-
Healthwatch	-	21,692	21,692	-
Yardley Great Trust	-	5,500	5,500	-
Friends Hall Farm Street Trust	-	2,000	2,000	-
The Grimmitt Trust	-	5,000	5,000	-
Barrow Cadbury	-	30,000	30,000	-
Harry Payne	-	750	750	-
Access To Justice Foundation	-	10,000	10,000	-
DLA Piper	-	500	500	-
The Barings Foundation/Unbound Philanthropy	-	74,151	74,151	-
AB Charitable Trust	-	15,000	15,000	-
	<u>911,777</u>	<u>576,515</u>	<u>1,488,292</u>	<u>1,282,536</u>



**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**4. Analysis of total resources expended**

	Charitable activities	Governance	Total 31 March 14	Total 31 March 13
	£	£	£	£
<b>Costs directly allocated to activities</b>				
Staff costs	648,007	-	648,007	571,966
Insurance	7,500	-	7,500	8,252
Publications	3,831	-	3,831	4,850
Subscriptions	8,197	-	8,197	6,094
Courses	10,297	-	10,297	11,616
Disbursements	107,814	-	107,814	97,962
<b>Support costs allocated to activities</b>				
General office and finance staff	282,922	-	282,922	350,698
Communications	7,154	-	7,154	5,645
Premises costs	59,084	-	59,084	53,562
Other costs	30,917	-	30,917	24,237
Depreciation	22,595	-	22,595	23,654
Legal and professional fees	35	-	35	3,189
Audit and accountancy	-	5,540	5,540	5,135
Printing, postage & stationery	26,450	-	26,450	25,820
Advertising	-	-	-	3,577
Travel	3,472	-	3,472	1,913
Bank charges	68	-	68	26
Grant funded activities	106,507	-	106,507	31,813
Pension fund valuation	-	2,100	2,100	1,900
Pension operating charge	29,272	-	29,272	31,394
Pension finance cost	6,000	-	6,000	11,000
	<u>1,360,122</u>	<u>7,640</u>	<u>1,367,762</u>	<u>1,274,303</u>

The charity allocates its support costs as shown in the table above and then further apportions those costs between the charitable activities undertaken. Support costs are allocated between charitable activities based on an estimate of staff time.

The charity incurred a cost of £2,067 (2013 £2,067) for professional insurance.

**5. Net incoming resources for the year**

This is stated after charging

	Total 31 March 14	Total 31 March 13
	£	£
Depreciation	22,381	23,654
Operating lease costs – property	38,766	37,912
Auditors' remuneration:		
As auditors	3,850	3,750
Other services	1,690	1,160
	<u>130,654</u>	<u>18,834</u>
Net incoming resources before FRS 17 adjustment	(8,000)	(8,000)
Net FRS17 adjustment		
Net (outgoing)/incoming resources after FRS 17 adjustment	<u>122,654</u>	<u>10,834</u>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**6. Staff costs and numbers**

The aggregate payroll costs were as follows:

	Total 31 March 14 £	Total 31 March 13 £
Salaries and wages	852,237	840,164
Social Security costs	76,691	74,716
Pension costs	31,372	36,294
Recruitment costs	2,083	4,341
	<u>962,383</u>	<u>955,515</u>

No employee earned salary at a rate above £60,000 per annum in either year.  
No trustee received any remuneration or was reimbursed for any expenses in either year.

The average number of staff employed by the charity during the period calculated in full time equivalents was:

	2014 No.	2013 No.
Administrative staff	6	5
Legal and advisory staff	27	27
	<u>33</u>	<u>32</u>

**7. Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**8. Tangible fixed assets**

	Property improvements £	Computer equipment £	Office equipment £	Total £
<b>Cost</b>				
At 1 April 2013	64,502	111,904	38,689	215,095
Additions	-	1,350	-	1,350
Disposals	-	-	-	-
	<u>64,502</u>	<u>113,254</u>	<u>38,689</u>	<u>216,445</u>
At 31 March 2014	<u>64,502</u>	<u>113,254</u>	<u>38,689</u>	<u>216,445</u>
<b>Depreciation</b>				
At 1 April 2013	41,926	97,412	35,737	175,075
Charge for the year	12,900	8,686	795	22,381
Released on disposal	-	-	-	-
	<u>54,826</u>	<u>106,098</u>	<u>36,532</u>	<u>197,456</u>
At 31 March 2014	<u>54,826</u>	<u>106,098</u>	<u>36,532</u>	<u>197,456</u>
<b>Net book value</b>				
At 31 March 2014	<u>9,676</u>	<u>7,156</u>	<u>2,157</u>	<u>18,989</u>
At 31 March 2013	<u>22,576</u>	<u>14,492</u>	<u>2,952</u>	<u>40,020</u>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

<b>9. Debtors</b>	<b>2014</b>	<b>2013</b>
	£	£
Other debtors	49,016	52,121
VAT	13,663	-
Prepayments and accrued income	453,031	436,916
	<u>515,710</u>	<u>489,037</u>
	<u><u>515,710</u></u>	<u><u>489,037</u></u>
	<b>2014</b>	<b>2013</b>
	£	£
<b>10. Creditors: amounts falling due within one year</b>	36,698	23,743
Trade creditors	22,290	22,447
Taxation and social security	-	1,019
VAT	119,041	21,663
Other creditors	2,534	3,879
Pension creditor	104,820	147,093
Accruals	75,508	164,936
Deferred income (10a)	<u>360,891</u>	<u>384,780</u>
	<u><u>360,891</u></u>	<u><u>384,780</u></u>
	<b>2014</b>	<b>2013</b>
	£	£
<b>10a. Deferred income</b>	164,936	114,748
Balance at 1 April 2013	45,000	131,624
Receipts in advance	(134,428)	(81,436)
Released to Statement of Financial Activities	<u>75,508</u>	<u>164,936</u>
	<u><u>75,508</u></u>	<u><u>164,936</u></u>
	<u><u>75,508</u></u>	<u><u>164,936</u></u>
	<b>2014</b>	<b>2013</b>
	£	£
<b>11. Creditors: amounts falling due after more than one year</b>	-	6,277
Other creditors	<u>-</u>	<u>6,277</u>
	<u><u>-</u></u>	<u><u>6,277</u></u>
	<u><u>-</u></u>	<u><u>6,277</u></u>
	<b>2014</b>	<b>2013</b>
	£	£
<b>12. Commitments under operating leases</b>		
At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as set out below:		
	<b>2014</b>	<b>2013</b>
	£	£
<b>Land and buildings</b>		
<b>Operating leases which expire:</b>		
Within 2 to 5 years	38,000	38,700

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**13. Statement of funds**

	Balance at 31 March 13 £	Incoming £	Outgoing £	Actuarial gain(loss) £	Balance at 31 March 14 £
<b>Unrestricted funds:</b>					
General reserve	(190,837)	912,529	(889,171)	311,000	143,521
<b>Total unrestricted funds</b>	<b>(190,837)</b>	<b>912,529</b>	<b>(889,171)</b>	<b>311,000</b>	<b>143,521</b>
<b>Restricted funds:</b>					
Legal Advice Booklet fund	167	-	(167)	-	-
Annual Report fund	2,083	-	(2,083)	-	-
CLS Development fund	115	-	(115)	-	-
Heart of England	198	-	(198)	-	-
Subscription fund	-	1,372	(1,372)	-	-
Whitefriars Housing Association	-	44,616	(43,641)	-	975
Coventry Building Society	-	15,000	(15,000)	-	-
Midland Legal Support Trust	1,131	-	(1,131)	-	-
The Baring Foundation 2007-2010	660	-	(660)	-	-
The Baring Foundation SVTS Independence Grant Project 2010-2013	-	20,006	(20,006)	-	-
The Baring Foundation STVS Future Advice Providers Fund 2012	-	61,188	(52,087)	-	9,101
Paul Hamlyn Young Migrant Rights Project	-	84,365	(66,635)	-	17,730
Scottish Power Energy Trust	-	27,900	(27,900)	-	-
Diana Princess of Wales – Strategic Legal Fund For Vulnerable Young Migrants	-	6,217	(6,217)	-	-
Coventry City Council – Troubled Families	-	12,370	(12,370)	-	-
Coventry City Council – Welfare Benefit	-	15,000	(15,000)	-	-
Coventry City Council – Multi Disciplinary Team Children and Families	-	33,260	(33,260)	-	-
Lankelly Chase	-	92,000	(86,100)	-	5,900
Healthwatch	-	21,692	(20,192)	-	1,500
Yardley Great Trust	-	5,500	(5,500)	-	-
Friends Hall Farm Street Trust	-	2,000	(1,167)	-	833
The Grimmitt Trust	-	5,000	(5,000)	-	-
Barrow Cadbury	-	30,000	(17,500)	-	12,500
Harry Payne	-	750	(750)	-	-
Access To Justice Foundation	-	10,000	(5,834)	-	4,166
DLA Piper	-	500	(500)	-	-
The Barings Foundation/Unbound Philanthropy	-	74,151	(35,706)	-	38,445
AB Charitable Trust	-	15,000	(2,500)	-	12,500
<b>Total restricted funds</b>	<b>4,354</b>	<b>577,887</b>	<b>(478,591)</b>	<b>-</b>	<b>103,650</b>
<b>Total funds</b>	<b>(186,483)</b>	<b>1,490,416</b>	<b>(1,367,762)</b>	<b>311,000</b>	<b>247,171</b>

The purposes of the majority of the restricted funds are outlined on page 9 in the Trustees' Report. The funds from Midland Legal Support Trust are for the purchase of computers and the purpose of the other small funds are as per their individual headings.

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**14. Analysis of net assets (between restricted and unrestricted funds)**

	Restricted funds £	General funds £	Total £
Tangible fixed assets	-	18,989	18,989
Current assets	195,657	830,416	1,026,073
Current liabilities	(92,007)	(268,884)	(360,891)
Long-term liabilities	-	-	-
Defined benefit pension liability	-	(437,000)	(437,000)
	103,650	143,521	247,171
	103,650	143,521	247,171

**15. Company limited by guarantee**

The company is limited by guarantee. There are presently 15 members whose liability in the event of a winding-up is limited to £1 each.

**16. Pension commitments**

Some of the charitable company's employees belong to the Local Government Pension Scheme (LGPS), a defined benefit scheme.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation related to the period ended 31 March 2013.

Contributions amounting to £2,534 (2013: £3,879) were payable to the scheme at 31 March 2014 and are included within creditors.

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 March 2014 was £31,631, of which employer's contributions totalled £24,441 and employees' contributions totalled £7,190. The agreed contribution rates for future years are 12% for employers and depending on salary 5.5%-7.5% for employees.

**Principal Actuarial Assumptions**

	2014	2013
Discount rate for scheme liabilities	4.50%	4.20%
Rate of increase in salaries	4.15%	4.15%
Rate of increase of pensions	2.40%	2.40%
Inflation assumption	2.40%	2.40%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

<i>Retiring today</i>	22.9	22.1
Males	25.5	24.8
Females		
<i>Retiring in 20 years</i>	25.1	23.9
Males	27.8	26.7
Females		

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**16. Pension commitments (continued)**

The charitable company's share of the assets and liabilities in the scheme and the expected rates of return were:

	Expected Rate of return	Value 2014 £'000	Expected Rate of return	Value 2013 £'000
Equities	7.00%	849	7.00%	629
Government Bonds	3.40%	119	2.80%	135
Other Bonds	4.30%	156	3.90%	179
Property	6.20%	131	5.70%	135
Cash/liquidity	0.50%	39	0.50%	33
Other	7.00%	162	7.00%	384
		<hr/>		<hr/>
<b>Total market value of assets</b>	5.98%	1,456	5.85%	1,495
Present value of scheme liabilities – Funded		(1,893)		(2,235)
		<hr/>		<hr/>
<b>Surplus/(deficit) in the scheme</b>		(437)		(740)
		<hr/>		<hr/>

To develop the expected long-term rate of return on assets assumption, the employer considered the current level of expected returns on risk free investments (primarily government bonds), the historical level of the risk premium associated with the other asset classes in which the portfolio is invested and the expectations for future returns of each asset class. The expected return for each asset class was then weighted based on the asset allocation to develop the expected long-term rate of return on assets assumption for the portfolio. This resulted in the selection of the above assumptions.

The actual return on scheme assets was £45,000.

Amounts recognised in the statement of financial activities:	2014	2013 £'000	£'000
Current service cost		(26)	(28)
Past service cost		-	-
		<hr/>	<hr/>
Total operating charge		(26)	(28)
		<hr/>	<hr/>

**Analysis of pension finance income/(Costs)**

Expected return on pension scheme assets	88	82
Interest on pension scheme liabilities	(94)	(93)
	<hr/>	<hr/>
Net return	(6)	(11)
	<hr/>	<hr/>

The actuarial gains and losses for the current year are recognised in the statement of financial activities.

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

Notes to the financial statements for the year ended 31 March 2014

**16. Pension commitments (continued)**

	2014 £'000	2013 £'000
<b>Change in benefit obligations</b>		
Benefit obligation at 1 April 2013	2,235	1,847
Current service cost	26	28
Interest cost	94	93
Member contributions	7	11
Past service costs	-	-
Actuarial (gains)/losses	(448)	279
Benefits paid	(21)	(23)
	<u>1,893</u>	<u>2,235</u>
<b>Change in plan assets</b>		
Fair value of plan assets at 1 April 2013	1,495	1,313
Expected return on plan assets	88	82
Actuarial (gains)/losses	(137)	81
Employer contributions	24	31
Member contributions	7	11
Benefits paid	(21)	(23)
	<u>1,456</u>	<u>1,495</u>
Fair value of plan assets at 31 March 2014	<u>1,456</u>	<u>1,495</u>

The employer expects to contribute £31,000 in the year to 31 March 2015.

<b>Five year history of experience adjustments</b>	2014 £'000	2013 £'000	2012 £'000	2011 £'000	2010 £'000
Benefit obligation at year end	1,893	2,235	1,847	1,707	1,918
Fair value of plan assets at end of year	1,456	1,495	1,313	1,288	1,144
	<u>(437)</u>	<u>(740)</u>	<u>(534)</u>	<u>(419)</u>	<u>(774)</u>
Difference between the expected and actual return on scheme assets:					
Amount	(137)	81	(53)	76	211
Percentage of scheme assets	-9.4%	5.4%	-4.0%	5.9%	18.5%
Experience gains and losses on scheme liabilities:					
Amount	-	-	-	148	-
Percentage of scheme liabilities	0.0%	0.0%	0.0%	8.6%	0.0%
Total amount recognised in statement of total recognised gains and losses:					
Amount	311	(198)	(104)	420	(368)
Percentage of scheme liabilities	16.4%	-13.3%	-5.6%	28.1%	-26.1%
	24.6%	-10.0%	-4.2%	19.2%	-24.6%

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Notes to the financial statements for the year ended 31 March 2014**

**17. Related party transactions**

Whitefriars Housing Association is a related party of Coventry Law Centre Ltd as Counsellor Linda Bigham is a trustee of both organisations.

During the year ending 31 March 2014 income totalling £44,616 (2013: £42,232) was received from Whitefriars Housing Association.



**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Income and expenditure account pre FRS 17  
31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
LSC	277,874	319,748
LSC – housing pilot	21,680	20,535
Disbursements and other profit costs	98,494	96,667
Coventry City Council – fund	475,272	475,272
Coventry City Council – social services	38,457	38,457
Donations	2,040	2,480
Miscellaneous income	-	31
Interest received	84	90
Big Lottery Fund grant	-	70,000
Whitefriars Housing Association	44,616	42,232
Homeless Prevention Project funded by Coventry Building Society	15,000	25,000
Coventry Building Society Mortgage Arrears Service	-	(300)
The Baring Foundation and Esme Fairbairn Foundation – Restructuring Fund 2011	-	22,414
The Baring Foundation STVS Independence Grant Project 2011-2013	20,006	18,981
The Baring Foundation STVS Future Advice Providers Fund 2012	61,188	9,312
Midland Legal Support Trust	-	5,000
British Gas Energy Trust	-	75,833
Paul Hamlyn Young Migrants Rights Project	84,365	35,635
Paul Hamlyn Arrivals Project	-	2,500
Scottish Power Energy Trust	27,900	8,100
Coventry City Council – Multi Disciplinary Team	24,500	17,150
Strategic Fund for Vulnerable Young Migrants	6,217	-
Coventry City Council – Troubled Families	12,370	-
Coventry City Council – Welfare Benefit	15,000	-
Coventry City Council MDT	8,760	-
Lankelly Chase	92,000	-
Healthwatch	21,692	-
Yardley Great Trust	5,500	-
Friends Hall Farm Street Trust	2,000	-
The Grimmitt Trust	5,000	-
Barrow Cadbury	30,000	-
Harry Payne	750	-
Access To Justice Foundation	10,000	-
DLA Piper	500	-
The Barings Foundation/Unbound Philanthropy	74,151	-
AB Charitable Trust	15,000	-
	<u>1,490,416</u>	<u>1,285,137</u>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Income and expenditure account pre FRS 17  
31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Expenditure</b>	957,412	953,241
Salaries	-	3,443
Redundancy	2,889	2,274
Agency staff	38,766	38,662
Rent	20,318	14,900
Service charge	7,154	5,645
Telephone	22,381	23,654
Depreciation	20,131	15,485
Equipment maintenance and repairs	7,500	8,252
Insurance	15,132	11,898
Postage	3,831	4,850
Publications	8,197	6,094
Subscriptions	4,070	4,204
Printing and stationery	7,248	6,931
Photocopying	-	3,577
Advertising	2,083	-
Recruitment Advertising	3,472	1,913
Travel	10,297	11,616
Courses	35	1,539
Professional fees	-	1,650
SQM audit	5,540	5,135
Audit and accountancy	2,477	2,787
Citypay	107,814	97,962
Disbursements and court expenses	6,440	8,452
Miscellaneous	68	26
Bank charges	-	300
Compensation	3,000	995
The Baring Foundation STVS Independence Grant Project 2011-2013	-	187
The Baring Foundation STVS Future Advice Providers Fund 2012	-	10,000
Citizens Advice Bureau Homelessness Project	275	183
Whitefriars Housing	-	7,143
British Gas Energy Trust	26,062	10,323
Paul Hamlyn Young Migrant Rights Project	-	2,500
Paul Hamlyn Arrivals Project	-	482
Coventry City Council – Multidisciplinary Team	44,050	-
Lankelly Chase	2,560	-
Troubled Families	866	-
MDT	1,242	-
Scottish Power	75	-
Strategic legal	(210)	-
Court expenses	28,587	-
Birmingham Law Centre	-	-
	<u>1,359,762</u>	<u>1,266,303</u>
<b>Surplus of income over expenditure</b>	<u>130,654</u>	<u>18,834</u>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Income and expenditure account post FRS 17  
31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
LSC	277,874	319,748
LSC – housing pilot	21,680	20,535
Disbursements and other profit costs	98,494	96,667
Coventry City Council – fund	475,272	475,272
Coventry City Council – social services	38,457	38,457
Donations	2,040	2,480
Miscellaneous income	-	31
Interest received	84	90
Big Lottery Fund grant	-	70,000
Whitefriars Housing Association	44,616	42,232
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The Baring Foundation and Esme Fairbairn Foundation – Restructuring Fund 2011	-	22,414
The Baring Foundation STVS Independence Grant Project 2011-2013	20,006	18,981
The Baring Foundation STVS Future Advice Providers Fund 2012	61,188	9,312
Midland Legal Support Trust	-	5,000
British Gas Energy Trust	-	75,833
Paul Hamlyn Young Migrants Rights Project	84,365	35,635
Paul Hamlyn Arrivals Project	-	2,500
Scottish Power Energy Trust	27,900	8,100
Coventry City Council – Multi Disciplinary Team	24,500	17,150
Strategic Fund for Vulnerable Young Migrants	6,217	-
Coventry City Council – Troubled Families	12,370	-
Coventry City Council – Welfare Benefit	15,000	-
Coventry City Council MDT	8,760	-
Lankelly Chase	92,000	-
Healthwatch	21,692	-
Yardley Great Trust	5,500	-
Friends Hall Farm Street Trust	2,000	-
The Grimmitt Trust	5,000	-
Barrow Cadbury	30,000	-
Harry Payne	750	-
Access To Justice Foundation	10,000	-
DLA Piper	500	-
The Barings Foundation/Unbound Philanthropy	74,151	-
AB Charitable Trust	15,000	-
	<u>1,490,416</u>	<u>1,285,137</u>

**COVENTRY LAW CENTRE  
(LIMITED BY GUARANTEE)**

**Income and expenditure account post FRS 17  
31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Expenditure</b>		
Salaries	928,040	916,947
Redundancy	-	3,443
Agency staff	2,889	2,274
Cost of FRS 17 information	2,100	1,900
Pension fund operating charge	29,272	31,394
Pension fund finance charge	6,000	11,000
Rent	38,766	38,662
Service charge	20,318	14,900
Telephone	7,154	5,645
Depreciation	22,381	23,654
Equipment maintenance and repairs	20,131	15,485
Insurance	7,500	8,252
Postage	15,132	11,898
Publications	3,831	4,850
Subscriptions	8,197	6,094
Printing and stationery	4,070	4,204
Photocopying	7,248	6,931
Advertising	-	3,577
Recruitment Advertising	2,083	-
Travel	3,472	1,913
Courses	10,297	11,616
Legal fees	-	-
Professional fees	35	1,539
SQM audit	-	1,650
Audit and accountancy	5,540	5,135
Citypay	2,477	2,787
Disbursements and court expenses	107,814	97,962
Miscellaneous	6,440	8,452
Bank charges	68	26
Compensation	-	300
The Baring Foundation STVS Independence Grant Project 2011-2013	3,000	995
The Baring Foundation STVS Future Advice Providers Fund 2012	-	187
Citizens Advice Bureau Homelessness Project	-	10,000
Whitefriars Housing	275	183
British Gas Energy Trust	-	7,143
Paul Hamlyn Young Migrant Rights Project	26,062	10,323
Paul Hamlyn Arrivals Project	-	2,500
Coventry City Council – Multidisciplinary Team	-	482
Justice for All March 3 <sup>rd</sup> June	-	-
Lankelly Chase	44,050	-
Troubled Families	2,560	-
MDT	866	-
Scottish Power	1,242	-
Strategic legal	75	-
Court expenses	(210)	-
Birmingham Law Centre	28,587	-
	<u>1,367,762</u>	<u>1,274,303</u>
<b>Surplus of income over expenditure</b>	<u>122,654</u>	<u>10,834</u>



Coventry City Council

## Public report

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**Report to**  
Scrutiny Co-ordination Committee

1 April 2015

**Report of**  
Councillor Linda Bigham

**Title**  
Report Back on the Work Of Outside Bodies - Belgrade Theatre Trust (Coventry) Limited

---

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

- 1.1 This report sets out details of the work of the Belgrade Theatre Trust (Coventry) Limited over the preceding twelve months and details of attendance by the City Council's representatives.

### **2 Recommendations**

The City Council should nominate two elected members due to the importance of Belgrade Theatre Trust (Coventry) Limited to the cultural life of the city and to the level of financial support from the City Council.

### **3 Information on Work of Outside Body**

- 3.1 The Belgrade Theatre Trust contributes to Coventry culturally, economically, in education and in community work. This year is the 50<sup>th</sup> anniversary of Theatre in Education which was started by the Belgrade and is now an international model. Work in the community promotes community cohesion and raises the national and international profile of Coventry while serving the local community. The Annual Report for 2013/14 is available as an appendix.

### **4 Benefits to the City Council of the Appointment**

- 4.1 Benefits to the City Council are that members are able to add to direction and strategy, are able to scrutinise annual accounts and use their knowledge and experience to strengthen the board.

### **5 What Financial Contribution Does the Council Make to this Organisation**

- 5.1 The core grant is £817,478.

### **6 Attendance Record and Remuneration for the Appointment**

- 6.1 There have been a total of 5 meetings held of which Councillor Mrs Bigham attended 4 and Councillor Bailey attended 3. There was an additional board meeting which Councillor Mrs Bigham also attended.

List of background papers

Proper officer:

Author:

Cllr Linda Bigham

(Any enquiries should be directed to the above)

Telephone:

Other contributors:

Gennie Holmes

Papers open to Public Inspection

**Description of paper**

Schedule of City Council Appointments to Outside Bodies

**Location:** CH59



# BELGRADE THEATRE

## REVIEW OF THE YEAR 2013/2014



***“It has been another very successful year for the Belgrade. The shows have been interesting, varied and popular”***

I'm very proud to have been part of the journey that the Belgrade has been on over the past year. I'm delighted that 2013/14 has been another successful year with the Theatre increasing audiences, turnover and

proportion of earned income despite the challenging economic circumstances. Looking back, the shows have been interesting, varied and popular, but it is the activities that go on behind the scenes that make this all possible.

Successful fundraising activity as well as a vibrant box-office means the Theatre's reliance on public funding has been greatly reduced to 40% (from 50% in 2011/12). A great achievement in these times of cuts, but the pressure to build on these achievements in the coming year should not be underestimated.

Belgrade Production Services especially continues to flourish and, with further investment this year and next, should continue to be an important income source for the Theatre. I'm also happy to see the return of evening catering at the Theatre with the strategically positioned B4 Grill again enabling us to offer theatre-goers a complete night out in a relaxed environment.

The Theatre continues to serve the whole community with its vibrant range of shows, but at the same time succeeds in standing out from other regional theatres and attracting national press with

its bold home produced work. The challenges of attracting audiences to this new produced work are clear, but taking taster extracts of shows out into the community in an event called Unplugged was an exciting new move for the Theatre last summer.

The Belgrade continues to be a major contributor to the City's goals for Community and Economic development. Evidence demonstrates conclusively that cities can regenerate and reinvent themselves through the success of their cultural institutions. They project the City's profile nationally and serve the City's needs locally.

The work of the Community & Education Company is the most inspiring example of this. Despite cuts in funding they still succeed in "transforming lives" and I look forward to 2015 when they celebrate 50 years of Theatre in Education (TiE) which started at the Belgrade.

There are inevitably challenging times ahead but the continued support of our funders go hand in hand with the Theatre's many other stakeholders towards further success. Not to forget the commitment of a highly skilled and hard-working staff. The road ahead is clearly not smooth, but with everyone's continued support we can ensure that the Theatre will be here to serve our future generations.

Stewart Fergusson  
Chairman

Photographs: Robert Day, Simon Annand, Keith Pattison, Paul Blakemore, Steve Jane & Nicola Young

**Board Members:**

**Belgrade  
Theatre  
Trust  
(Coventry)  
Limited**

(A company limited  
by guarantee)

Mr S Fergusson, Chairman  
Mr A Bhabra  
Cllr J Blundell (resigned 24.4.14)  
Cllr R Bailey (appointed 20.5.14)  
Cllr L Bigham (appointed 20.5.14)  
Mr P A W Deeley  
Mr P Fenner ACA/FCCA  
Mr W H Glen LLB

Mrs P Johnstone  
Mr J McGuigan  
Ms V E Parylo (appointed 22.11.13 resigned 13.6.13)  
Mr L Patel (appointed 7.2.13 resigned 24.4.14)  
Mr A Pollock (appointed 28.11.13)  
Ms K J Reid BA Hons  
Mrs D Williams

**Company Secretary and Executive Director:** Ms K J Reid BA Hons

**Chief Executive and Artistic Director:** Mr W H Glen LLB

**Funding Body Representatives entitled to attend Board meetings:**

Arts Council England West Midlands - Mr M Addison (Theatre Officer), Coventry City Council - Mr D Cockcroft (Assistant Director, City Centre & Development Services)

**Charity registered number** 219163

**Company registered number** 593331

**Registered office:**

Belgrade Theatre  
Belgrade Square  
Coventry  
West Midlands  
CV1 1GS



***The Belgrade Theatre's vision:*** To be one of the most dynamic producing houses in the country.

***Mission:*** Our role is to provide a comprehensive performing arts service of the highest possible quality for Coventry and the surrounding regions and to act as an ambassador for Coventry & The West Midlands when touring.

2013/14 was the second year when the general funding cuts hit the Theatre in a significant way which makes our artistic achievements even more impressive. Our first production of the financial year was a new version of Chekhov's *SONS WITHOUT FATHERS* co-produced with Arcola Theatre London. Followed by a revival of our hit Blitz show *ONE NIGHT IN NOVEMBER*; *THE PRODIGALS* a co-production with Inspire; the world premiere of *CHARLIE PEACE, HIS AMAZING LIFE AND ASTOUNDING LEGEND* co-produced with Nottingham Playhouse; and a new version of *THE ALCHEMIST* with Riding Lights. Community & Education productions included *JOURNEY TO X*, *FROM THE END*, *SPRING NEW BEGININGS*, our annual TiE production *BIG SCHOOL*, *THE TEMPEST* in association with Frantic Assembly and *PRONOUN*, part of the NT Connections Festival. The Belgrade's pantomime was *JACK & THE BEANSTALK*, and the "alternative Christmas show" was *OH NO IT ISN'T!*

In the year we also developed several 'in association with' partnerships. We supported smaller companies like Phizzical to open *CYMBELINE*, Hoopla with *THREE WITCHES*; Highly Sprung's annual production; Midland Creative Projects with *BEING HUMAN* and Opera Up Close's tour of *LA TRAVIATA*. We also supported larger companies to launch tours; *KINDERTRANSPORT* with Hall and Childs Ltd and The Booking Office; *A COMEDY OF ERRORS* and *A MIDSUMMER NIGHT'S DREAM* with Propeller and The Touring



Partnership; and *THE MUMMY* again with The Booking Office. Alongside our own produced work is visiting company work of different strands to appeal to Coventry's different audiences, and work for children and young people continues to be an important thread. Post show discussions are increasingly popular as was the *UNPLUGGED*, our "out and about" programme. In addition we live-streamed a performance of *ONE NIGHT IN NOVEMBER* world-wide and did a streaming of the Panto into local hospitals and hospices.

We believe that we are continuing to articulate a bold artistic policy intended to differentiate the Belgrade in the region, and to contribute on a national level to the Arts Council's strategic plan *GREAT ART FOR EVERYONE*.

We are delighted to have retained our NPO funding which means we have secured Arts Council Funding until at least April 2018. Going forward we will continue to offer a vibrant mix of presented and produced work alongside our Community & Education programme. The Belgrade's staff are creative, flexible, loyal and passionate about what they do, led by a talented and committed senior management team and adding up to an organisation that is both strong and robust. It is these characteristics that will see us through the further challenges ahead.

A handwritten signature in black ink, which appears to read "Hamish Glen".

Hamish Glen  
Artistic Director & Chief Executive



2013/14 was the second year of the Theatre's three year contract as an Arts Council National Portfolio Organisation (NPO). It was another difficult year with declining core funding and an economic climate that continues to bite with large swings in attendance and a clear risk aversion to work that is new or without a high profile "brand". Despite this, the Theatre has maintained its recent trajectory of increasing audience numbers, particularly for its own work. The Theatre saw audience confidence returning at the end of 2013 with record sales and audiences for Panto and a Box Office boom that played to the end of the first quarter of 2014, and the year saw us increase audiences by 12% to a record-breaking 164,300.

Another major success in the year was the Theatre's very successful fundraising aided by its winning an Arts Council Catalyst Grant. Comparing this year to 2012/13 core Fundraising has almost doubled from £86k to over £160k which is a huge achievement, and which gives us confidence for maintaining this level once the Catalyst Grant has run out in the years ahead.

The Theatre continues to do very well to increase its earnings from new sources and to recover its ancillary sales to pre-crash levels. Commercial set building BPS has had a record year with its turnover growing by 60%, despite the need to work around a much needed refurbishment, and Events & Conferencing is increasingly contributing more to the Theatre's income. Overall the Theatre has successfully increased its earned vs grant income ratio to 60%, up from 50% in 2011/12.

The Theatre returned another excellent year's result despite some very high variances in some areas of income and expenditure. To make a contribution towards reserves in such difficult economic times is an excellent result and allows the Theatre to proceed with some confidence. 2014/15 sees a particularly ambitious fundraising target, which is enabling the Theatre's plans, and while the Theatre has recently been very successful in this area the increase in target to over £237k necessitated by reductions in core funding is extremely challenging.

Staff continue to work hard to minimise costs and improve existing income generation and to find new sources in order to enable the Theatre to fulfil its mission and the results of the years since reopening speak for themselves.

Joanna Reid  
Executive Director

**The Belgrade Theatre gratefully acknowledges financial support from:**

The Belgrade Theatre is reliant on a number of organisations who support its work in the community. These generous supporters make it possible for us to undertake our exciting and innovative programme of work. Supporters in 2013/14 included:

**29th May 1961 Charitable Trust, The Grantham Yorke Trust, The Norton Foundation, The Ernest Cook Trust, The W E Dunn Trust and The Bewley Charitable Trust.** We gratefully acknowledge the commitment of all our supporters.



Photo: The Prodigals



Photo: Jack & The Beanstalk



Photo: Sons Without Fathers



Photo: The Alchemist

***“Does a fantastic job of appealing to a very wide demograph - Coventarians, students, visitors - and all ages too. There is a something for everyone during a Season”*** Comment on Trip Advisor, July 2013

***“This is physical theatre at its best.”*** Leamington Courier on The Prodigals

***“...an ambitious adaptation of Chekhov’s earliest work”***  
The Daily Telegraph on Son’s Without Fathers

***“The Belgrade’s director, Hamish Glen, has continually rendered provincial theatre viable by mixing major - often rarely staged - classics with a sophisticated programme of visiting companies.”*** The Stage on The Alchemist



Photo: Charlie Peace



Photo: Oh No It Isn't



Photo: One Night in November



Photo: The Tempest

# Community & Education Company

The Belgrade's Community & Education Company (C&E) aims first and foremost to make theatre which bears witness to the experiences of marginalised communities within our city. We believe that these voices are best heard when given a platform through high quality productions and projects, which attract a diverse audience. The C&E programme is committed to supporting participants to gain skills which enable

them to develop careers in the performing arts and other industries.

2013/14 saw C&E deliver 9,424 participation opportunities through 1,027 workshops. The 56 C&E performances and 22 sharings were seen by 2,822 audience members. At the start of 2013/14 Belgrade youth theatres staged their own short



Photo: Big School



Photo: Scratch Projects



Photo: Journey to X

***“It gives you confidence, because I’m one of those kids that would worry a lot”*** Pupil attending Big School

productions in a series of In Our Own Words ‘scratch’ nights. During Autumn ‘13 and Spring ‘14 we ran an innovative programme of artist residencies, involving professionals delivering practical workshops for all C&E groups in order for them to gain a wide range of skills and experiences. These varied approaches to theatre making will be used to create projects during the 50<sup>th</sup> Anniversary of Theatre in Education (TiE), in 2015.

The Young Company’s production of THE TEMPEST in association with Frantic Assembly, and the Senior Youth Theatre’s production of PRONOUN as part of National Theatre Connections played to full houses, and feedback from audiences and critics was excellent.

June ‘13 saw the second tour of BECOMING ME, a TiE production aimed at supporting young people in their transition from Primary to Secondary school, which reached 35 schools in Coventry. We continue to deliver our ground-breaking work related learning programme, Acting Out, for young people at risk of exclusion from school. They staged JOURNEY TO X and a dance piece THE ABANDONED GENERATION, with 8 students graduating with BTEC qualifications.

CRITICAL MASS, our programme for writers from Black and Minority Ethnic backgrounds ran for the fourth time, with 45 aspiring writers applying, and 13 being selected for the programme. January also saw the launch of the Belgrade’s first Asian Youth Theatre. Our 50+ group, Shine On, continues to grow in numbers and in Summer 2013 they performed a new show, FROM THE END SPRINGS NEW BEGINNINGS as part of the Coventry Mysteries Festival. Throughout the year we also continued the commercial strand of C&E workshops including two weeks of SUMMER SCHOOL and Saturday Drama Classes for 8 -16 year olds.



Photo: From the End Spring New Beginnings

***“I was fortunate to attend the performance of The Tempest ... and was blown away by this young cast of actors. The performance was thought provoking, emotive and very moving”*** Audience Member

***“I’ve got a bit more ‘get up and go’ since I’ve started doing things here in coming to these workshops. I’ve got a bit more purpose in my life”*** Shine On Participant



Photo: Pronoun

### 2013/14 STATS

1027	WORKSHOPS
9424	PARTICIPATION OPPORTUNITIES
35	PERFORMANCES IN SCHOOLS
256	TARGETED WORKSHOPS
8	BTEC CERTIFICATES ACHIEVED, 185 SINCE 2007
30%	OF PARTICIPANTS FROM PRIORITY POSTCODE AREAS

## THE BELGRADE THEATRE:

# Is a National leader in education work ...

The Belgrade Theatre invented TiE (Theatre in Education) in 1965.

**42%** of Coventry's primary schools saw the Theatre in Education play, Big School, in partnership with the Education Authority.

**35** schools saw the Big School tour directly benefitting ...

**1858** pupils aged 10 and 11.

**61** schools workshops were given.

**184** BTEC certificates awarded since 2007 to students at risk from exclusion from school.

**19,675** schools tickets sold.

***"The insight into the past language has given me a better understanding of our present one"*** Tempest performer



## Promotes community cohesion ...

The Belgrade is a vibrant place offering a wide range of shows that appeal to a variety of audiences. It does extensive and sustained work with the city's communities within priority post code areas and attracts people who have never been to the Theatre before.

### We enable access to the arts via:

- Concessionary ticket schemes for paid activity
- Wheelchair access to all public areas of the Building
- Free access for community activity
- Access performances for those with hearing or sight impairment

**990** free tickets  
were given to under 26s

**46%** of our tickets were sold  
to people eligible for a concession\*\*

\*\* Concessions comprise: Unemployed, Students, Children, Disabled, Senior Citizens and Passport to Leisure. Other discounts include 20% and other offers.



## Aids employability ...

- The Belgrade provides participative arts activity free at the point of delivery ensuring access to those who would otherwise not be able to afford to attend. These activities enable the development of confidence, transference of skills and the creation of high quality work by and for local people.
- The Theatre employs up to **200** people at the height of its season and during 2013/14 supported the equivalent of **71** full time posts.
- Belgrade Production Services increase in turnover by **32%** on last year. It provides an income stream for the Theatre and retains a pool of skilled workers in the city. In 2013/14 we provided almost **15,964** hours of work for freelance/casual carpenters, welders, props makers, scenic artists and wardrobe technicians, in addition to the Belgrade's core staffing.

**3,786** hours of  
work placements were provided.



## THE BELGRADE THEATRE:

# Is key to the City's regeneration ...

Evidence from around the UK demonstrates conclusively that cities can regenerate and reinvent themselves through the success of their cultural institutions because those institutions not only help to project the City's profile nationally, they also serve the City's needs locally.

The Belgrade's 1958 listed building was refurbished and extended in 2007 with a **£14m** capital project. The Theatre is now pivotal to the city's economic regeneration, attracting increasing numbers of people from outside areas and is at the heart of the City's night time economy. In 2013/14 the Theatre's activities generated £6.2m in the local economy.

The Belgrade offers a wide range of shows that appeal to a variety of audiences. It is well known and loved in the City and has a significant impact on the well-being of local people, contributing towards making **Coventry a good place to work and live.**



### Number of bookers by area\*\*\*

5,972 from North Warwickshire region (up from 5,835)

15,357 from City (down from 15,419)

4,429 from South Warwickshire region (up from 3,224)

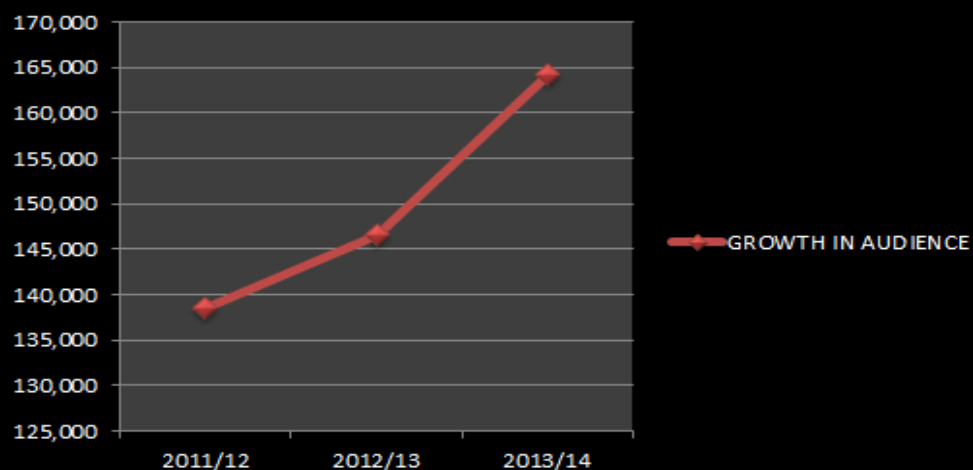
6,420 from other areas (up from 5,950)

**32,178 bookers in total (up from 30,428)**

\*\*\***Note:** number of bookers figure is the number of individuals making the booking, not the number of tickets purchased.

**48%** of visitors come from outside of the Coventry City area.

## GROWTH IN AUDIENCE





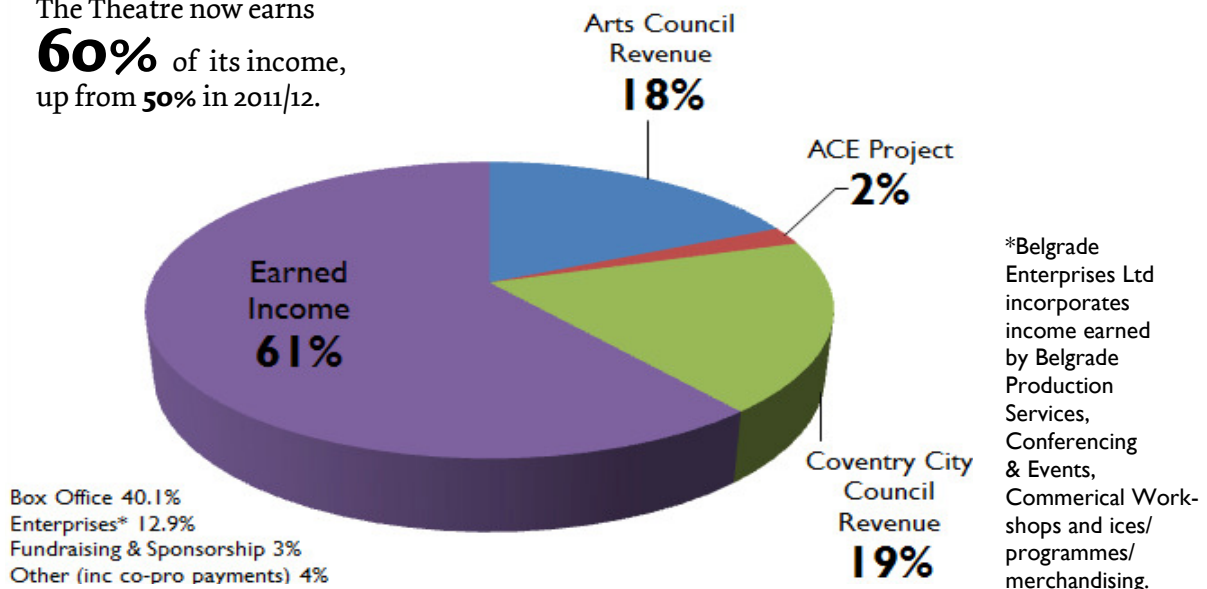
# Helping ourselves and others ...

The Theatre works hard to develop and diversify its income streams, creating Belgrade Production Services (BPS), commercial workshop programmes for children and young people and also developing Events & Conferencing.

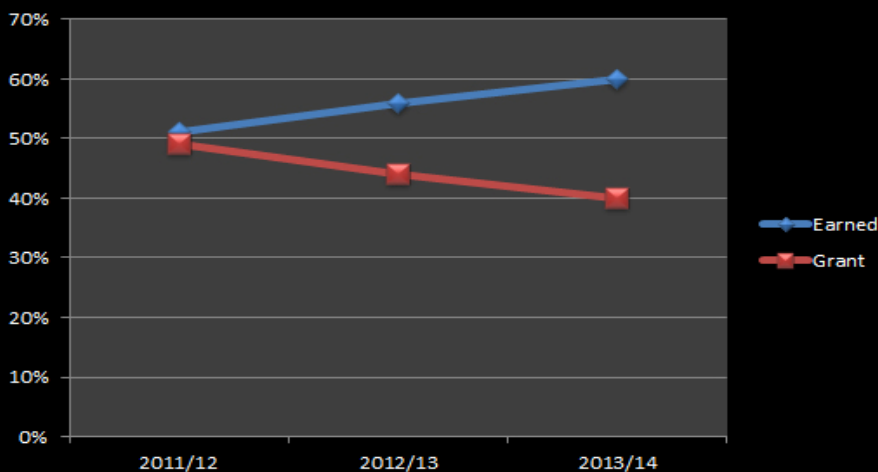
Additional and existing sources of commercial income earned **£667,000** turnover in 2013/14 and **£1.9m** since 2007.

During 2013/14 **each £1** of CCC funding was **matched by £3.45** of earned income which rises to **£4.44** with Arts Council funding.

The Theatre now earns **60%** of its income, up from **50%** in 2011/12.



## % EARNED V. GRANT INCOME

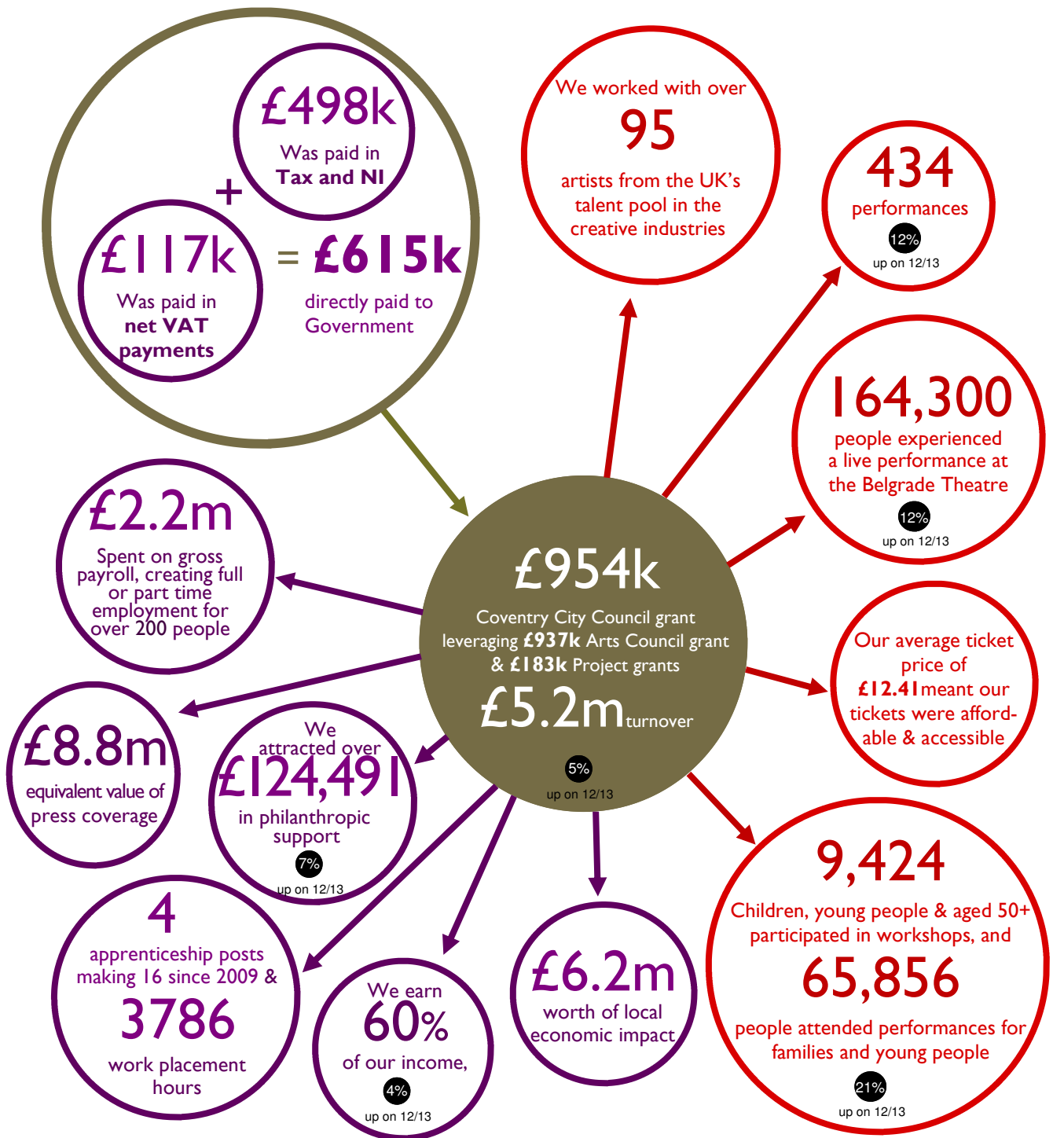


# Coventry's vibrant producing & presenting theatre

## THE IMPACT OF PUBLIC INVESTMENT 2013-14

The Belgrade Theatre is a charity. Public funding received from Coventry City Council, Arts Council England; fund-raising from various Trusts and Foundations; and Charitable and Business Sponsorship, enables us to leverage considerably more from earned income generated through ticket and other sales.

Belgrade Theatre



### Economic Impact

**£4.44 GENERATED FOR EVERY £1 OF COVENTRY CITY COUNCIL FUNDING**

### Cultural & Social Impact

**BROADENING CULTURAL ENGAGEMENT & SOCIAL COHESION**



Coventry City Council

## Briefing note

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**To: Scrutiny Co-ordination Committee**

**Date: 1<sup>st</sup> April 2015**

**Subject: Review of 2014/15 Scrutiny Activity**

### **1 Purpose of the Note**

- 1.1 To review the work of the Scrutiny Board carried out during the course of the 2014/15 municipal year and identify any priorities or issues for consideration when planning next year's scrutiny work programme.

### **2 Recommendations**

- 2.1 The Scrutiny Board is asked to review the activities and issues covered by the Board during the year and make any comments or recommendations for consideration as part of work programming and planning for the 2015/16 municipal year.

### **3 Information/Background**

- 3.1 During the year, the Board has met 8 times and considered the items set out in the work programme, included at item 9 on this meeting's agenda.
- 3.2 The Cabinet Members and portfolio responsibilities covered by the Board are set out in Appendix 1.
- 3.3 To help with the review, it is suggested that the Board include consideration of the following questions:
- 3.3.1 Recognising that the Board cannot cover everything, the work programme was used to prioritise issues for consideration. There are some issues on the work programme that were not covered during the year and some areas of Cabinet Member portfolios that were not addressed. The national and local policy landscape is also constantly changing.  
**Are there any issues that should be given priority for next year?**
- 3.3.2 During the year, Scrutiny Boards have carried out their business through a range of activities including traditional board meetings, task and finish groups and visits. Boards have gathered evidence from and engaged with Cabinet Members, council officers, partner organisations from the public, private and third sectors and members of the public.  
**What has worked most effectively and what should be taken into account when planning arrangements for next year?**

Adrian West  
Members and Elections Team Leader  
024 7683 2286

## Scrutiny Co-ordination Committee

Cabinet Member	Portfolio Responsibility
Policy and Leadership	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
Policing and Equalities	Community Safety
	Community Cohesion
	Refugees and Asylum Seekers
	Welfare Advice Services
	Public Protection and Licensing
	Democratic Services (incl. Lord Mayor's)
	Equalities
	Legal Services
	Training (Members)
	Neighbourhood Services
	Constitutional Matters + Political Management
	Delivering A Programme for Action
	Deputising on Leader items
	Domestic Violence and Sexual Exploitation
	Local Policing

## Scrutiny Co-ordination Committee

### Work Programme 2014/15

*For more details on items, please see pages 2 onwards*

#### 16 July 2014

Dog Control Orders  
Council Plan – Performance Report 2013/14  
Scrutiny Work Programme

#### 3 September 2014

Equalities

#### 8 October 2014

Female Genital Mutilation  
Welfare Reform  
Outside Bodies reports back

#### 5 November 2014

Air Quality Action Plan  
Tourism/Heritage

#### 10 December 2014

Child Sexual Exploitation

#### 7 January 2015

Meeting not held

#### 4 February 2015

Welfare Reform  
Progress against the Council Plan  
Equality Strategy Progress report

#### 4 March 2015

Drugs Strategy  
Commissioning of Domestic Violence and Abuse services

#### 1 April 2015

Review of Coventry Police and Crime Board/ Community Safety Partnership  
Management of Council Land  
Report from Outside Body - Coventry Law Centre Limited

#### Dates to be determined

Regulatory Services  
City Centre First

#### Reports from Outside Bodies

- Albany Theatre Trust
- Belgrade Theatre Trust
- Coventry Ambassadors Social Enterprise Board
- Coventry Citizens' Advice Bureau Management Board
- Coventry Refugee and Migrant Centre
- Coventry Law Centre Limited
- Culture Coventry
- Voluntary Action Coventry

#### Next Municipal Year

Air Quality Action Plan

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
<b>16 July 2014</b>	Dog Control Orders	Craig Hickin	During the last twelve months the Council has received complaints concerning dogs in public places which are not adequately supervised by their owners. The City Council can adopt Dog Control Orders to assist in dealing with this issue and most neighbouring local authorities have taken this route. The Cabinet Member has asked scrutiny to contribute to the review and proposed consultation prior to a Cabinet Member report.	Referred by the Cabinet Member Community Safety and Equalities
	Council Plan – Performance Report 2013/14	Jenni Venn / Si Chun Lam	This performance report summarises progress in 2013/14 in relation to the plans priorities and a set of key headline indicators. The Council's equality objectives have also been revised in light of the new Council Plan; the headline equality indicators have been included in this report. Reviewing the plan provides an opportunity to identify any issues of concern for inclusion in the Scrutiny work programme for the coming year.	Annual report
	Scrutiny Work Programme	Adrian West	Review of the draft scrutiny work programme for the coming year.	Scrutiny management
<b>3 September 2014</b>	Equalities	Jenni Venn/ Surindar Nagra	To review the Council's annual equalities report and identify any priorities or concerns for future action or review.	Annual review
<b>8 October 2014</b>	Female Genital Mutilation	Tanya Richardson	Following discussion at full Council, the 24 <sup>th</sup> February meeting of The Health and Well-being Board commissioned some work with partners to develop an action plan specific for Coventry which includes gathering knowledge and intelligence on the extent of the problem in Coventry, how it is been addressed by various partners and the barriers in dealing with Female Genital Mutilation locally. After reviewing the most recent evidence, the group will make recommendations for consideration by Scrutiny prior to being presented to the Health and Wellbeing board.	Council 03/12/13, and Scrucoco 11/12/13

Scrutiny Co-ordination Committee Work Programme 2014/15

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Welfare Reform	Scrutiny Co-ordinator	To review the outcomes of work being undertaken by Coventry Law Centre and local partners on appeals against sanctions. This is part of the Committee's wider oversight of the impacts of the Welfare Reform.	Scruco 11/12/13 and 19/03/14
	Outside Bodies reports back	Scrutiny Co-ordinator	To identify which outside bodies appointed to by the Council at their annual general meeting report to Scrutiny Co-ordination Committee and other Scrutiny Boards.	Annual review
<b>5 November 2014</b>	Air Quality Action Plan	Hamish Simmonds	To review progress on the development of a city-wide plan involving other services and external partners to address identified problem areas. To include the impact of road transport and the effects on public health.	Informal meeting 23/06/14
	Tourism/Heritage	David Nuttall	To look in more detail at what is being done to address poor performance in visitor numbers in 2012 and to follow up the recommendations made to CM at the meeting on 19 <sup>th</sup> March 2014.	Scruco 3/9/14
<b>10 December 2014</b>	Child Sexual Exploitation	Yolanda Corden	A response from Coventry following the report into Child Sexual Exploitation in Rotherham.	Scruco 3/9/14
<b>7 January 2015</b>	Meeting not held			
<b>4 February 2015</b>	Welfare Reform	Scrutiny Co-ordinator	Following on from the Sanctions report, Members requested an update that would include progress on addressing issues with the implementation of the policy, issues with the specific details of the policy and whether the ethos behind the sanctions approach is an effective one. Also that all Members would be invited to attend.	Scruco 8/10/14
	Progress against the Council Plan	Carol Dear	To assess progress on the Council Plan and identify any further scrutiny on issues raised.	
	Equality Strategy Progress report	Jenni Venn/ Surindar Nagra	To review the 6 month progress on the Council's equalities report and identify any priorities or concerns for future action or review.	
<b>4 March 2015</b>	Drugs Strategy	Tanya Richardson Heather Kelly	An opportunity for members of the Board to comment on the proposed Drugs Strategy before it goes to Health and Well-being Board, the Police and Crime Board and Cabinet	

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Commissioning of Domestic Violence and Abuse services	Mandie Watson/ Inderjit Lohal	To review progress on the implementation and delivery of better outcomes by the re-shaped services, following discussion at the Committee on 6 November 2013.	Scruco 06/11/13
<b>1 April 2015</b>	Review of Coventry Police and Crime Board/ Community Safety Partnership	Sara Roach/ Mandie Watson	To review: <ul style="list-style-type: none"> <li>Proposed changes to the Police and Crime Board/ Community Safety Partnership;</li> <li>performance for 14/15 and the emerging priorities from the strategic assessment; and</li> <li>proposed Police and Crime Plan priorities, delivery plan and spending plan.</li> </ul>	Scruco 16/04/14/ Annual review
	Management of Council Land	Pete Fahy	To update Members on the progress made in respect of the Siskin Drive Gypsy and Traveller site and proposed next steps in order to achieve effective management of the site.	Chair
	Report from Outside Body - Coventry Law Centre Limited	Cllr Bigham	See below	Scruco 8/10/14
	Report from Outside Body - Belgrade Theatre Trust	Cllr Bigham	See below	Scruco 8/10/14
<b>Dates to be determined</b>	Regulatory Services	Simon Brake/ Hamish Simmonds	At its January meeting, Scruco considered a pilot approach to reviewing risk levels and thresholds for intervention and how this could affect the way the service operates and engages with local people. It was agreed that the outcomes of the pilot and proposals for rolling this approach out be considered at a future meeting early in the 2014/15 municipal year.	Informal Scruco meeting 10/06/13 and Scruco 22/01/14
	City Centre First	Nigel Clews	To consider what the City Centre First project is trying to achieve and to invite comments from the Board	Chair 18/11/14
<b>Reports from Outside Bodies</b>	- Albany Theatre Trust - Belgrade Theatre Trust - Coventry Ambassadors Social Enterprise Board		At their meeting on 8/10/14, Scruco decided to receive reports from those outside bodies that received grant funding from the local authority. It was also agreed to write to all Members on the remaining	Scruco 8/10/14



Scrutiny Co-ordination Committee Work Programme 2014/15

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
	<ul style="list-style-type: none"> <li>- Coventry Citizens' Advice Bureau Management Board</li> <li>- Coventry Refugee and Migrant Centre</li> <li>- Coventry Law Centre Limited</li> <li>- Culture Coventry</li> <li>- Voluntary Action Coventry</li> </ul>		outside bodies to report to Scrucro if they had any concerns or issues about the outside body.	
<b>Next Municipal Year</b>	Air Quality Action Plan	Hamish Simmonds	An update on progress on the development of an Air Action Plan, following s briefing note to SCRUCO on 5/11/14, also to cover action identified at the meeting on 5/11/14	Scrucro 5/11/14

In addition the following dates are available if required: 18 March, 22 April 2015

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