



Cabinet Member (Policing and Equalities)

Time and Date

1.00 pm on Thursday, 26th February, 2015 (Please note change of time)

Place

Committee Room 2 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 10)
 - (a) To agree the minutes of the Cabinet Member for Policing and Equalities meeting held on 22 January 2015.
 - (b) Matters arising
 - (c) To note the minutes of the meeting of the Joint Cabinet Members' for Business, Enterprise and Employment and for Policing and Equalities held on 18 December 2014.
4. **Community Grant Funds - Round Two Award Decisions** (Pages 11 - 30)

Report of the Executive Director of People
5. **Continued Authorisation of the England Illegal Money Lending Team** (Pages 31 - 42)

Report of the Executive Director of Place
6. **Outstanding Issues Report** (Pages 43 - 48)

Report of the Executive Director of Resources
7. **Any Other Business**

To consider any other items of public business which the Cabinet Member decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 18 February 2015

Note: The person to contact about the agenda and documents for this meeting is Usha Patel Tel: 024 7683 3198

Membership: Councillors C Fletcher (Deputy Cabinet Member) and P Townshend (Cabinet Member)

By invitation Councillor A Andrews (Shadow Cabinet Member)

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.

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Coventry City Council
Minutes of the Meeting of Cabinet Member (Policing and Equalities) held at 2.00 pm on Thursday, 22 January 2015

Present:

Members: Councillor P Townshend (Chair)
Councillor C Fletcher (Deputy Cabinet Member)

Employees (by Directorate):

People Directorate: J Bilen, Resources Directorate
M Fothergill, Place Directorate
Place Directorate: C Goodwin, Resources Directorate
Harwood
Resources Directorate: C Hickin, People Directorate
S Hutt, People Directorate
B Massey, People Directorate
S Nagra, Chief Executive's Directorate
M O'Brien, Resources Directorate
U Patel, Resources Directorate
S Roach, People Directorate
J Venn, Chief Executive's Directorate
M Watson, People Directorate

In Attendance: P McNamara (for item 71 below)

Apologies: Councillors N Akhtar, A Andrews (Shadow Cabinet Member),
J O'Boyle and D Welsh

Public Business

67. Declarations of Interest

There were no declarations of interest.

68. Exclusion of Press and Public

RESOLVED that the press and public be excluded under Section 100(A)(4) of the Local Government Act 1972 in relation to the private reports referred to in Minute 68 and 69 headed "Magistrates' Court Building" and "Update report in relation to Planning Enforcement Action at the Old Hall, Tamworth Road" respectively on the grounds that they refer 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.

69. Minutes

The minutes of the Cabinet Member meeting held on 18 December 2014 were signed as a true record. There were no matters arising.

70. **Progress Report on the Hillfields Community Safety Action Plan**

Further to Minute 13/14, the Cabinet Member considered a report of the Executive Director of People which outlined progress on the Hillfields Community Safety Action Plan.

During 2012-2013 the Council received a number of petitions which when reviewed collectively identified recurring themes in relation to public place nuisance behaviour and some problematic households across a number of locations within the Hillfields area.

Officers developed a strategy and action plan to address these issues to provide a more proactive approach to prevent the same taking place.

The report provided a performance update on the measures implemented from the action plan and progress against additional recommendations made by the Cabinet Member on 31 July 2014 (Minute 13 refers).

The action plan as attached at Appendix 1 of the report, would continue to be monitored, updated and revised via the St. Michael's Safer Neighbourhood Group.

Councillor O'Boyle, a St. Michael's Ward Councillor who was unable to attend the meeting, submitted written representation which was read out at the meeting. In summary, Councillor O'Boyle agreed with the main thrust of the report and noted the figures as this reflected the St. Michaels Ward Councillors' case work and postbag and the need to continue to monitor and tackle the issues. He added that the work undertaken should become an integral part of partnership working and delivery as the area continues to experience a high turnover of residents, but with the same recurring problems.

RESOLVED that the Cabinet Member for Policing and Equalities:

- (1) Notes the work of officers and agrees that this continues.**
- (2) Requests members of the St. Michael's Safer neighbourhood Group continue to deliver against, monitor and regularly review and update the action plan in accordance with local issues identified and reported incidents.**
- (3) Requests Police to continue to dedicate patrols to hotspot locations within the Hillfields area, responding swiftly to any issues raised or identified and to exercise their powers to obtain identities and disperse individuals in groups that are likely to cause public nuisance and/or offending behaviour, should it become necessary implement the use of the current Section 60 powers or alternative new power when it comes into force.**
- (4) Endorses the monthly schedule of Community Payback work which has been developed with the Community Rehabilitation Service**

and request officers to review the effectiveness of this initiative; working alongside community representatives and City Council staff for implementing new ways of working.

71. Progress Report on Improvements made to the Environment and Security of the Hearsall Area of Coventry

Further to Minute 34/14, the Cabinet Member considered a report of the Executive Director of People which outlined progress made on improvements made to the environment and security of the Hearsall area of Coventry.

The petition bearing 184 signatures was originally submitted on 25 March 2014 by Councillors Howells and Singh, Whoberley Ward Councillors and requested the Council to implement measures to address environmental issues which were subsequently likely to improve the security of the Hearsall area in Whoberley Ward.

The petitioners highlighted issues including fly-tipping and obstruction caused by wheelie bins. In addition, they requested that estate/letting agency signs should be removed and that all alleyways and entryways should be gated and any existing gates be repaired to a good working order.

The report provided further details of additional measures taken by Council Officers to address these issues as recommended by the Cabinet Member on 2 October 2014.

The Chair of the Hearsall Earlsdon Residents' Association attended the meeting and reported that the problems with the bins still remained on Melbourne Road and Sovereign Road and as residents on both roads were mainly students, no complaints had been registered and as a result the bins stayed out.

RESOLVED that the Cabinet Member for Policing and Equalities:

- 1. Requests that "wheelie bin etiquette" packs be reissued to all properties in Melbourne Road and Sovereign Road.**
- 2. Seven days after the packs have been issued, warning notices be distributed to those properties in Melbourne Road and Sovereign Road where the bins still remain on the street.**
- 3. That seven days after the service of such notices, the Head of Environmental Services be directed to consider the issuing of fixed penalty notices in respect of on-going breaches.**
- 4. Requests the Legal Services Department of the City Council identify by whatever means appropriate (HM Land Registry/office Copy Entry Searches) the owners of relevant properties in Melbourne Road and Sovereign Road and write to the owners of properties duplicating the issues referred to in recommendations 1-3 above.**

- 5. Requests a further report to be submitted to the Cabinet Member meeting scheduled for 23 April 2015. This report is to provide a short update in respect of the implementation of recommendations above and should incorporate advice from the Legal Services Department as to what action if any can, be taken in respect of breaches in relation to signage.**
- 6. Acknowledges and endorses the action taken by Officers since the last Cabinet Member meeting as detailed in section 2 of the report.**
- 7. Requests officers to:**
 - i. Continue to monitor the area to ensure that the progress made in removing wheelie bins from the street is maintained.**
 - ii. Continue to work with the local residents' group and support them when and where required.**

72. Fines Policy - Redress Schemes for Letting Agents and Property Management

The Cabinet Member considered a report of the Executive Director of Place which provided information on the fines policy in relation to the Redress Schemes for Letting Agents and Property Management. This is a result of the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014.

This means that a complaint could be made to an independent person about service provided by letting agents and property managers in the residential sector. The complaint can be made by tenants, prospective tenants, landlords dealing with lettings agents in the private rented sector, and leaseholders and freeholders. This would make it easier for tenants and landlords to complain about bad service and prevent disputes escalating.

The local authority is the enforcing body and would be required to set out its policy that would determine the level of fines to be imposed and to identify the reasons why. The report sought approval for the setting of these two criteria.

RESOLVED that the Cabinet Member for Policing and Equalities:

- 1. Approves the level of fines detailed in Section 2 of the report.**
- 2. Approves the criteria set out applicable to each level of fine.**
- 3. Requests a report back on the operation of the system to the Cabinet Member for Policing and Equalities or Cabinet Member with responsibility for such matters on or before 30 September 2015.**

4. **Requests that there be a focused communications strategy to alert the public as to the implementation of the fines policy and the level of potential fines.**

73. **Equality Strategy - Half Year Progress Report 2014/15**

The Cabinet Member considered a report of the Chief Executive which provided information on the half year progress of the Equality Strategy 2014/15.

The current Equality Strategy was approved in March 2013 and outlined how the Council complied with the Equality Act 2010. It also set out the Council's equality objectives which were linked to the priorities of the Council Plan 2011-2014. The new Council Plan was approved by Council in January 2014 and sets out the aspirations and priorities for the Council for the next ten years and the equality objectives were revised to reflect the new priorities.

The report looked at progress made in the first six months of 2014/15 in relation to the equality of objectives. It also provided a high level of summary and gave an overview including where applicable, contextual information to describe what was happening in Coventry and how this compared nationally or regionally depending on the data available. The report also provided an overview of some of the work being done to promote equality for the different groups protected by the Equality Act.

The report was due to be considered by the Scrutiny Co-ordination Committee on 4 February 2015 to identify any areas to be addressed in the work programme of the Scrutiny Boards.

RESOLVED that the Cabinet Member for Policing and Equalities considered the progress made on the equality measures set out in the Council Plan and requested that the report and the Equality Strategy be circulated formally to all members of the Senior Management Board and all elected members of the City Council for information.

74. **Processing CCTV Footage for Investigating Alleged Employee Misconduct**

The Cabinet Member considered a report of the Executive Director of Resources which provided an overview of the proposed Procedure for submitting and authorising applications for processing CCTV footage in respect of alleged employee misconduct.

From time to time, the Council's Audit and Risk Manager would receive requests from Managers for authorisation to view CCTV footage to investigate alleged employee misconduct. The proposed procedure and supporting documentation as attached at Appendices 1-4 of the report would ensure that in processing CCTV footage for this purpose, the Council complied with its duties under the Data Protection Act 1998, The Protection of Freedoms Act 2012 and the Human Rights Act 1998. The procedure only relates to CCTV equipment owned and managed by the Council.

In drafting the procedure, regard was given to the Information Commissioner's Data Protection Code of Practice for Surveillance Cameras and Personal Information 2014, the Information Commissioner's Guidance on the Employment Practices Code and the Surveillance Camera Code of Practice 2013 to ensure that it promoted good practice.

In accordance with the legislation and Codes of Practice referred to above, employees would be made aware that their images are being overtly recorded by a CCTV camera by appropriate signage which indicates the presence of recording, the purpose of the recording, the ownership of the system and contact details.

RESOLVED that the Cabinet Member for Policing and Equalities:

- 1. Considered the draft Procedure and supporting documents.**
- 2. Approves the Procedure for processing CCTV footage in respect of alleged employee misconduct.**
- 3. Requests that the Monitoring Officer provide a report to the Cabinet Member for Policing and Equalities on an annual basis identifying the number of applications and any other relevant issues, the report will be considered in private if necessary where data and information about individuals is referenced in the report with the first such report to be presented on or before 31 March 2016.**

75. Evaluation of Local Democracy Week 13 - 19 October 2014

The Cabinet Member considered a report of the Executive Director of Resource which reviewed and evaluated the programme of activities delivered during the Council's Local Democracy Week 2014.

Each year the programme would be adjusted to try new events and to improve other regular events. As a result of feedback and take-up levels in 2014, the report recommended that the following successful activities be repeated; the Year 12 schools debating competition, Lord Mayor for a Day, Lord Mayor's Quiz, Virtual Council, Question Time and the Democracy Day. The programme for Local Democracy Week 2015 would be improved and refined during the year and further activities may be added to those repeated from 2014.

RESOLVED that the Cabinet Member for Policing and Equalities:-

- 1. Notes the review of activities undertaken during Local Democracy Week 2014 and records his profound appreciation of the significant effort of Hugh Peacocke and Matthew Rossi in particular, and all of their colleagues in promoting these events and directs that a copy of this recommendation be sent to the Chief Executive of the City Council.**
- 2. Approves that, if resources permit, the successful events be repeated in 2015, including the Lord Mayor's Youth Quiz, Lord Mayor for a Day,**

the Year 12 School Debate, Virtual Council, Question Time and Democracy Day.

3. Approves the other actions relevant to future Local Democracy Week initiatives as set out in the report.
4. Approves that officers explore other avenues for democratic engagement amongst young people throughout the year.
5. Request that officers explore opportunities for income generation arising from democratic engagement activities.
6. Requests an interim report on progress made in relation to recommendations 2-5 above to be presented to the first meeting of the Cabinet member with responsibility for Democratic Services in the New Municipal Year.

76. **Authority for Attendance - Conference/Seminar**

RESOLVED that the Cabinet Member for Policing and Equalities gives approval for the Lord Mayor and senior support officers to undertake a Civic visit to Dresden, Germany for the commemoration of the 70th Anniversary of the destruction of Dresden from 12-15 February 2015.

77. **Outstanding Issues Report**

The Cabinet Member noted a report of the Executive Director of Resources that identified those issues on which further reports had been requested and were outstanding, so that progress could be monitored.

78. **Magistrates' Court Building**

Further to Minute 61/14, the Cabinet Member considered a further report of the Executive Director of Resources which provided an update as to the progress of the proceedings to date and considered the options going forward.

RESOLVED that the Cabinet Member for Policing and Equalities notes the progress made since the last report dated 18 December 2014 and directs that a further report be submitted for consideration at the Cabinet Member meeting on 26 February 2015.

79. **Any Other Business**

There were no other items of public business.

80. **Magistrates' Court Building**

Further to Minute 78 above, the Cabinet Member considered a corresponding private report of the Executive Director of Resources which provided confidential information on the Magistrates' Court Building.

RESOLVED that the Cabinet Member notes the progress made since the last report dated 18 December 2014 and directs that a further report be submitted for consideration at the Cabinet Member meeting on 26 February 2015.

81. Update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road

The Cabinet Member considered a report of the Executive Director of Place which provided an update on enforcement action undertaken to date in relation to The Old Hall, Tamworth Road concerning the continuing wilful neglect of this Grade II Listed Building; under the Planning (Listed Buildings & Conservation Areas) Act 1990 (as amended). The report outlined the actions taken to date and those that were available to the Council. The update on progress was requested by the Cabinet Member at his meeting held on 18 December 2014 (Minute 62(b) refers).

RESOLVED that the Cabinet Member for Policing and Equalities:

- 1. Endorses the actions taken to date and notes those actions proposed.**
- 2. Requests a further progress report to be presented to the Cabinet Member meeting scheduled for 23 April 2015.**

82. Any Other Business

There were no other items of private business.

(Meeting closed at 3.40 pm)

Coventry City Council
Minutes of the Meeting of Joint Cabinet Member (Business, Enterprise and Employment) and (Policing and Equalities) held at 3.30 pm on Thursday, 18 December 2014

Present:

Members: Councillor P Townshend (Chair)
Councillor Fletcher (Deputy Cabinet Member)
Councillor Maton

Other Members: Councillor Clifford

Employees (by Directorate):

People: S Chantler and C Hickin

Place: M Fothergill

Resources: H Lynch and U Patel

Apologies: Councillors A Andrews (Shadow Cabinet Member), Lancaster and Lucas

Public Business

14. Appointment of Chair

RESOLVED that Councillor Townshend be appointed as Chair for this meeting.

15. Declarations of Interest

There were no declarations of interest.

16. Minutes

The minutes of the Joint Cabinet Members meeting held on 3 November 2014 were signed as a true record. There were no matters arising.

17. Update report in response to a petition regarding the condition of an empty home in Holbrooks

The Cabinet Members (Policing and Equalities) and (Business, Enterprise and Employment) considered a report of the Executive Director, People which provided an update on actions taken since the Joint Cabinet Member meeting held on 3 November 2014 in response to a petition received on 21 June 2013. The petition was signed by 49 individuals in the Holbrook area and asked the Council to take action against the owner of an empty property that had become overgrown and damaged by fire.

The report detailed the measures taken to address this problem, by using Council powers to force the sale of the property in order to recover monies owed and measures taken since that date with the new owner of the property.

RESOLVED that the Cabinet Members (Policing and Equalities) and (Business, Enterprise and Employment) jointly:

- 1. Instruct officers to continue to follow procedure which will ultimately lead to the serving of a notice under s.215 Town & Country Planning Act 2000 if sufficient progress has not been made by the owner by no later than 7 January 2015.**
- 2. Agree to receive a further progress report before 28 February 2015.**

18. Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved

There were no other items of business.

(Meeting closed at 3.50 pm)



Cabinet Member for Policing and Equalities

26 February 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities - Councillor Townshend

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

All

Title:

Community Grant Fund – Round Two Award Decisions

Is this a key decision?

No

Executive Summary:

The Community Grant Fund is managed by the City Council's Community Development Service within the People Directorate. This report covers Round Two of Grant Fund awards, following on from Round One which closed on 30 June 2014.

In Round One, a total of £54,754 was awarded to 31 community and voluntary sector groups.

Round Two of the Grant Fund awards followed the same process as Round One. Groups were invited to apply for a maximum grant of £5000, with a restriction of one award per round. Round Two closed on 31 December 2014.

This report provides information and recommendations on applications received during Round Two of the process.

The Community Grant is a valuable resource for local community and voluntary sector groups and supports the Council's Asset Based Working Strategy "Active Citizens, Strong Communities". The Strategy makes a series of commitments to support the growth of community led activities and support and the Community Grant Fund is a valuable means of providing important one-off funding to a number of community organisations to enable their work to continue.

Recommendations:

Cabinet Member for Policing and Equalities is requested to:

Approve the award of grants as identified in section 2.3 table one.

List of Appendices included:

1. Grant Criteria Document

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Community Grant Fund – Round Two Award Decisions

1. Context (or background)

- 1.1 Round Two of the Council's Community Grant Fund 2014/15 was opened on 1 September 2014, in accordance with timescales approved in a report presented to the Cabinet Member for Community Safety and Equalities at his meeting on 1 May 2014.
- 1.2 Round Two was promoted via the Council's funding helpdesk, the Community Development Service, flyers, noticeboards, by direct emails to all contacts and through Social Media including Twitter and the Council's website. The closing date for applications through Round Two was 31 December 2014.
- 1.3 As well as being accessible on the Council website and the Coventry Partnership website, hard copy applications were made available at the Council House reception to ensure that they were available to anyone who may not have access to a computer.
- 1.4 In line with the recommendations from the Cabinet Member meeting of 1 May 2014, and the process followed for Round One, an officer evaluation panel was established, to scrutinise Community Grant applications for completeness and compliance with application criteria and to inform recommendations for Grant award to Cabinet Member.
- 1.5 The Cabinet Member for Policing and Equalities will make all final decisions on Grant award.
- 1.6 During Round Two of the Community Grant application process, 88 applications were received with £298,017.32 worth of funding requests.
- 1.7 A total of £42,848 is recommended for Community Grant award to 39 community groups and organisations. The maximum amount available for allocation through Round Two is £45,000.
- 1.8 A total of 49 applications to the value of £168,728.14 are not recommended for Community Grant award. Where approval is not recommended, this is for a number of reasons including:
 - application criteria not being met;
 - applications failing to evidence how they will meet the objectives of the scheme;
 - lack of evidence of how ongoing sustainability can be achieved;
 - applications being incomplete or vague in content;
 - monitoring criteria not met for previous Grant awards awarded to the organisation/group in question;
 - alternative potential funding streams have been identified;
 - a lack of evidence that the project supports community cohesion.
- 1.9 All applicants that are not fully funded as a result of the Grant award process will be offered support from a member of the Community Development Service to further explore the viability of their project proposals and/or to seek other potential funding streams to enable them to be developed.
- 1.10 Only £2,398 of the Community Grant is not recommended for allocation. This amount will be dealt with through usual Council finance processes and procedures.

- 1.11 The Community Grant aims to strengthen the voluntary and community sector through enabling local projects and events to be delivered; to enhance asset based provision; and to build resilience within communities. The Community Grant scheme continues to provide important funds to support small organisations and groups in adding value to their communities.
- 1.12 All applicants are required to demonstrate how they will meet at least one of the objectives outlined in the table below through delivery of their project. This ensures alignment of outcomes with corporate objectives.

No	Objective
1	To deliver projects that aim to improve health and wellbeing, community safety or the local environment for communities (geographical communities or specific city-wide community).
2	To enable groups to deliver projects and/or events in the City (please note: *evidence of why the project/event is required must be provided within your application).
3	To support Community Venues to become or remain sustainable.
4	To improve Community Cohesion by developing networks and/or partnerships of communication, trust, co-operation and collaboration between communities.

2. Options considered and recommended proposal

- 2.1 Table One below describes those Grant applications received that have been recommended for approval as well as the total amount recommended for approval, in part or in full.
- 2.2 Table Two describes those Grant applications that have been received but are not recommended for approval. Feedback will be provided to these organisations by the Community Development Service.
- 2.3 Cabinet Member for Policing and Equalities is recommended to approve the award of Grant funding described in Table One, all of which meet the approved Grant Application criteria (see Appendix 1) and at least one of the objectives noted at section 1.12.

Table One: Applications recommended for award

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
Binley & Willenhall	Grangers Club	To provide transport, activities and room hire. Members aged 14+ with learning disabilities providing a safe environment for people to meet and build confidence	£4,670.00	£1670.00
Cheylesmore	Cheylesmore Good Neighbours	Development of Age Friendly self-help group for the elderly/isolated in Cheylesmore and district	£4,786.00	£400.00

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
Cheylesmore	Cheylesmore social club allotments association	Support allotment group to reinstate plots with long term goal of hosting open days and events	£5,000.00	£2,000.00
Cheylesmore	Coventry Recovery Community	Fun in Recovery aiding mental wellbeing, workshops and support group with weekend opening	£781.20	£781.00
Cheylesmore	Pinley over 60's Group, Pinleys Thursday Group	Room hire for the Life Centre and minibus hire for a number of trips to prevent social isolation	£2,870.00	£1000.00
Cheylesmore	Styvechale Grange Residents Association	To reduce the risk of isolation within an ageing community	£597.10	£120.00
Earlsdon	Coventry Cruse Bereavement Care	Providing volunteer counselling for the bereaved, training for volunteers, rent of office space, telephone costs and postage	£5,000.00	£1852.00
Earlsdon	South Earlsdon Neighbourhood Association	To support the local woodland by planting native bulbs	£340.00	£200.00
Earlsdon	The Notables Foundation, United in Music	Supporting people with disabilities to perform at community events across the city	£2,890.00	£2,300.00
Foleshill	Broad Street Meeting Hall	Supporting New Communities in Foleshill. To fund new community worker to complete funding bids	£4,500.00	£1000.00
Foleshill	St Pauls Church & Community Hall	Friends Community Café To provide hot meals to citizens who would otherwise be in difficulties	£2,550.00	£1,350.00
Henley	Coventry Burundian Community, Our Journey	Large community event supporting over 300 people bringing new and existing communities together.	£2,865.50	£425.00
Henley	Moat House Community Trust, Happy and Healthier Families – Summer Provision	To provide gym/dance studio hire, refreshments, sports instructors, admin/staff time and equipment hire for a summer scheme	£1,730.00	£280.00

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
Henley	Coventry City Mission	Uniform Bank to supply storage equipment to support existing project	£5,000.00	£500.00
Holbrooks	Coventry Community sports	Weekly sports programme for young people aged 5 - 16 from across the city	£2,500.00	£1,824.00
Longford	Warwickshire Wildlife Trust (my wild Sherbourne)	To raise awareness of the benefits of using this open space and encouraging community responsibility	£4,194.00	£400.00
Lower Stoke	Coventry Sea Cadets	To improve IT training equipment for over 130 sea cadets and staff	£5,000.00	£1,000.00
Lower Stoke	Gosford Community Hub & Local Residents	To create a community garden to the rear of a day centre who cater for adults with multiple disabilities. Construction of raised beds, a bark chipped area and poly tunnel.	£4,570.00	£670.00
Radford	Godiva Trust	Time out to encourage women to meet and break down isolation between different cultures,	£500.00	£500.00
Radford	Hardly Athletic	Football for youths who are at risk of offending. To fund a new football team, including registration, insurance and full kit	£2,500.00	£255.00
Sherbourne	Bethel Church	Distribution centre for Coventry Foodbank. To provide paving for the food container unit and a new freezer	£4,515.00	£400.00
Sherbourne	Imani, Coventry Lives On	Building confidence and skills by knitting for charities, supply of wool and knitting needles	£4,156.38	£500.00
Sherbourne	Rose Community Centre	Rose Youth Club, to provide activities for young people. 24 young people 2 sessions per week	£3,900.00	£1,995.00
Sherbourne	Special Schools and Youth Community	To create a community/city wide rugby network for disabled students across the City. Promote health and fitness to 11 - 19 year old children.	£5,000.00	£2000.00

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
St Michaels	British Organisation for people of Asian Origin (BOPA)	Asian Contribution in World War 1. Centenary of WW1 Conference at Belgrade Theatre to celebrate the participation of ethnic groups in WW1	£3,975.00	£1000.00
St Michaels	Coventry Artspace Limited	The TABLE; supporting community cohesion events across the city	£4,395.00	£1,000.00
St Michaels	Coventry Charterhouse	To provide blackout blinds to prevent damage to existing artwork	£500.00	£500.00
St Michaels	Coventry Jesus Centre	Your Space Activity Space. Two weekly activity sessions, coordinator/ support worker, office overheads and volunteer expenses	£4,970.00	£1000.00
St Michaels	Coventry Makerspace Community Interest Company	Coventry Makerspace Pop-up shop Community Workshop. 20 art and craft workshops to enable people to become producers rather than consumers.	£4,340.00	£2000.00
St Michaels	Creative Optimistic Visions Community Interest Company	Feeling Safe: Knowing Me Knowing You, training on sexual exploitation for vulnerable young women. To provide safety alarms and trainer costs.	£2,578.00	£500.00
St Michaels	Three Spires Tots (Coffee Tots)	Parenting Support project: move to bigger premises to expand the services offered to support young parents.	£5,000.00	£2000.00
St Michaels	Warwickshire Association of Youth Clubs,	Support Moving On Youth Club for young adults leaving care	£4,700.00	£2000.00
Upper Stoke	Crafty Tots	Parents Stay and Play sessions supporting a parents and young people weekly activity session	£1,500.00	£100.00
Wainbody	Aao Miloh	An over 60's group, reducing isolation and encouraging fitness through wellbeing sessions	£816.00	£636.00

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
Westwood	Willowbrook Extra Care Housing scheme	To build a sensory garden in the grounds of Willowbrook Extra Care housing in Glebe Close Canley.	£5,000.00	£1000.00
Whoberley	Hearsall Earlsdon Residents Association (HERA)	Refurbishment of Edwardian street signs	£1,100.00	£200.00
Whoberley	Guphill Residents Association	To erect security fencing to the rear of 2 - 16 Brookside Avenue following reports of Anti-social behaviour	£5,000.00	£5000.00 <i>(maximum subject to demonstration of costs)</i>
Woodlands	Westcotes neighbourhood watch	To promote the active Neighbourhood Watch operating in the area and encourage local engagement	£1,500.00	£390.00
Wyken	Vanny Radio-Community Broadcasters	Youth Radio Broadcasting Enterprise. A project that supports young people city wide - offers training in media and DJ performance	£3,500.00	£2,100.00
TOTAL	39		£129,289.18	£42,848.00

Table Two : Applications not recommended for award

Ward	Project name	Brief description	Amount requested
Bablake	Coventry Tree Warden Network (CTWN)	Tree planting and education to promote tree awareness	£1,500.00
Bablake	Sikh aid, Community bubble football	To provide a 'bubble' football experience, cost of equipment including clothing, balls and pumps	£1,000.00
Binley & Willenhall	Coventry Independent Advice Services	To purchase IT software and six laptops to provide additional advice services	£4,850.00
Binley & Willenhall	The Patch, Health and wellbeing outdoor in the community	To cultivate an outdoor area to grow food links into healthy exercise and healthy eating	£5,000.00
Cheylesmore	Trinjen	Knitting, Sewing and Crochet Fund will be used to cover the cost of room rental	£500.00

Ward	Project name	Brief description	Amount requested
		and purchase of knitting wool	
Earlsdon	South Earlsdon Neighbours Association (SENA)	Sing us your dreams; Poetry performance with local historian to coincide with Battle of the Somme	£1,000.00
Foleshill	AB3D, Shiamak Dance	Bollywood style dance project to deliver 10 sessions, venue hire, tutor fees, dance kits and refreshments	£3,835.00
Foleshill	Coventry Muslim Swahili Association	Supplementary School Project. Funding to be used for travel expenses for 15 teachers and teaching equipment.	£20,000
Foleshill	Coventry Peace House Education Trust	Vulnerable people's wellbeing project. Empowerment project for 18 people over six sessions to promote wellbeing	£5,000.00
Foleshill	Coventry Roma Project	IT equipment, laptops, printer and external hard drive plus DBS checks for volunteers	£1,514.00
Foleshill	Coventry Somali Community Network	Community integration project - recruit volunteers to support events - venue, refreshments, expenses, promotional material and office rent	£3,973.95
Foleshill	Fountain of Light - Women's group	Fountain of Light - Women's group to promote cohesion between older and younger Asian women; to provide healthy eating workshops.	£4,200.00
Foleshill	FWT - Foleshill Women's Training Ltd	Web wise Women in the Community. IT equipment and support to convert existing facilities into a cyber café	£4,335.00
Foleshill	Heartbeat Christian Centre	To support a weekly job club three hours per week in Paradise area of the City. To purchase additional computers to help support those attending.	£1,000.00
Foleshill	Hope in Unity Limited	Hope in Unity Project for Black, Asian, Minority Ethnic (BAME) Elders Provide a luncheon club for the BME community with holistic therapy sessions	£4,985.00
Foleshill	Sahara, Sahara on the beach	Five day trip to the Isle of Wight for 40 Asian elder men and women with complex, multi layered issues. To fund cost of 5 medically trained staff/ volunteers travel/accommodation/food costs)	£1,500.00

Ward	Project name	Brief description	Amount requested
Foleshill	Sahil	Improving Health and Wellbeing of South Asian Communities. To run 40 healthy eating and arts and crafts sessions.	£5,000.00
Foleshill	Sanatan Dharm Hindu Temple Society	IT equipment, three laptops, printers and network/phone line, to enable basic IT training.	£3,250.00
Henley	Bob Woodley Angling Academy	Fishing project for up to 30 young people to prevent anti-social behaviours; Tutor, bait and registration fees	£3,840.00
Holbrooks	7th Coventry Scouts	External repair work to headquarters building and fencing.	£5,000.00
Holbrooks	Holbrooks Community Care Association	Digital Update. To purchase 15 new computers and monitors for the over 50's club	£5,000.00
Longford	Peggie's Park	Community Resource building improvements to enhance security to the storage area.	£3,215.00
Lower Stoke	Rumi Art Group (RAG)	To teach Farsi to A level and GCSE levels to children where this is their first language and provide a newsletter	£5,000.00
Lower Stoke	Stoke Aldermoor Community Association	Family Activity Weekend for 53 people from the Stoke Aldermoor area to attend an activity weekend including two nights' accommodation, activities for 53 people for two days and coach hire.	£5,000.00
Lower Stoke	Stoke Aldermoor Residents Association	Aldermoor News Newsletter paper, ink, card and HP printer to create a booklet form newsletter	£2,671.68
Lower Stoke	Gosford Park Residents Association	Restoration of the Joseph Levi clock	£5,000.00
Lower Stoke	The Enterprise Club for Disabled People	Healthy Life Styles. After club activities, including catering equipment	£2,790.00
Radford	YMCA Coventry and Warwickshire	YMCA Hire to supply and replace sports and musical equipment	£3,500.00
Sherbourne	RCCG CRA Coventry	Reach Out project. Rent, youth workers, refreshments and equipment for weekly sessions for 13-25 year olds	£3,659.99

Ward	Project name	Brief description	Amount requested
Sherbourne	Coventry & Warwickshire Friends, LGBT	Safe Zone : Up skilling volunteers and strengthening community connection. IT social media and web training to ensure the delivery of a safe online environment.	£3,600.00
St Michaels	Eurosoma, Young Womens health project	Women's Health project. Delivery of 18 weeks two x 3 hour exercise sessions for young Somali, African and Muslim youth	£4,104.00
St Michaels	Art Therapy for Health (HeArtT) Community Interest Company	Art therapy for people with dementia. Two x therapists salaries, room hire, materials and refreshments for 10 people and their carers	£5,500.00
St Michaels	Celestinecelest Community Organisation	Back to Basics Rental for office space and all associated office costs including lighting, heating and telephone for a Female Genital Mutilation (FGM) project	£4,980.00
St Michaels	Coventry Carers Centre, Milan Asian Carers Support Group	To organise a programme of activities to support Asian carers to improve their wellbeing	£5,000.00
St Michaels	Elemental Wellbeing	CHERISH Therapy sessions for women following abortions	£4,700.00
St Michaels	Headway Coventry & Warwickshire	To provide counselling services for brain injured people	£4,270.00
St Michaels	Helen's Women's Project	Healthy Life Project to run physical activities, including swimming, walking and yoga for women from different ethnic backgrounds who are isolated with poor or little knowledge of the English language.	£5,000.00
St Michaels	Marimba Community Group	Break out of your shell. To purchase equipment laptop, Congas, camera, performance attire, advertising, and hall hire, refreshments and volunteer workshop travel expenses.	£4,000.00
St Michaels	Radio Plus (Coventry and Warwickshire Media Community Ltd)	Routes to Employment. Media training for five unemployed young people. Covers venue hire, trainer and course material.	£3,220.00
St Michaels	Somali youth community Coventry	New Goals. Twelve week programme to support young people into work	£3,986.60
St Michaels	Sunrise Community Solutions Community Interest Company	Mirror Images. Eight workshops for 48 people to create or capture 12 images that reflect their culture and share and enjoy diverse experiences.	£2,432.34

Ward	Project name	Brief description	Amount requested
St Michaels	The Highlife Centre Ltd	Community Empowerment and Voice of Hope Project. Handheld IT equipment to help engage difficult to reach communities and to inform them of services	£3,530.00
St Michaels	The Right Note, Eglise Armee Des Vainqueurs	Twelve introductory musical instrument sessions for either 20 or 30 young people from the Congolese community with a performance showcasing what they have learned.	£3,004.88
Upper Stoke	St Albans Church	Set up a warm and friendly weekly drop in for the residents of Stoke Heath to include room hire, heating costs and catering equipment	£2,000.00
Upper Stoke	Stoke Heath Community Centre	To improve the flooring and fitting of suitable hardwearing flooring	£1,100.00
Westwood	Maurice Edelman House	Improve garden area for respite care service users and residents.	£3,700.00
Westwood	Friends of Cannon Park	Keep Fit trail and equipment within the school grounds.	£4,530.70
Westwood	Knitting Needles Charity Group	Knitting for Charity. Room hire and material costs to make items for charitable sales	£1,150.00
Woodlands	St Oswalds Parish & Community Hall, Tile Hill Tumble Tots	Exercise and nutrition sessions for mums and toddlers. Room hire and tutor costs.	£1,800.00
TOTAL	49		£168,728.14

3. Results of consultation undertaken:

- 3.1 No specific formal consultation has been undertaken for Round Two of the 2014/15 Community Grant application process. However, the process has been undertaken in accordance with guidance and evaluation criteria developed as a result of consultation completed in 2013.
- 3.2 Feedback on the Community Grant process will be sought from those Groups who have benefited from Community Grant funding during 2014/15 and this will be used to inform any possible changes or improvements to the operation of the scheme alongside an analysis of the impact of this funding.
- 3.3 The Community Development Service will continue to actively engage with the local community to encourage the development of a variety of community groups and activities to support the development of Asset Based Working. Positive impacts have been realised as a result of 2013/14 Grant funding including training, developing people's skills to enable them to deliver their own community events, healthy lifestyle training and supporting young people in their own communities.

4. **Timetable for implementing:**

Both successful and unsuccessful applicants will be notified of the outcome their Community Grant application subject to Cabinet Member approval. Grant funding will be paid to successful applicants by 31 March 2015.

5. **Comments from the Executive Director of Resources**

5.1 **Financial implications**

5.1.1. The total Community Grant Budget is £100,000. A total of £54,754 was awarded during Round One and £42,848 is recommended for award as a result of Round Two. £2,398 of the Community Grant is not recommended for allocation. This amount will be dealt with through usual Council finance processes and procedures.

5.1.2. Recommendations for grant awards as detailed in Table One are within the existing budget for Round Two.

5.2 **Legal implications**

There are no legal implications.

6. **Other implications**

6.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The Community Grant Fund seeks to support voluntary and community sectors to:

- Improve Health and Wellbeing.
- Improve the local environment.
- Address community safety.
- Support and develop cohesive communities.
- Develop confidence and resilience within communities

All of which support the Council's key objectives and priorities.

6.2 **How is risk being managed?**

Risk will be managed through the existing risk management processes and frameworks. The Community Development Service will undertake monitoring activity to ensure that all successful applicants appropriately utilise their grants in line with Cabinet Member (Policing and Equalities) approval.

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

The fund will build on existing strengths within communities to enhance confidence and resilience. In some cases, the projects described in this report will provide residents with alternatives to Council provided services, potentially reducing demand. This directly supports the "Locally committed" elements of the Council Plan.

6.4 **Equalities / EIA**

An Equality Consultation Analysis will be undertaken during 2015, to assess the impact of Grant funding to date, to influence criteria and process for 2015/16 and to ensure that funding awarded is contributing to the reduction of potential equality gaps.

6.5 Implications for (or impact on) the environment

A small number of the projects described should have a positive impact on the local environment, e.g. tree planting.

6.6 Implications for partner organisations?

Partner organisations should realise a positive impact as a result of Community Grant funding awards. As communities' confidence and skills grow they will be less reliant on some main stream services thereby freeing up resources.

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Carole Donnelly	Community Development Team Leader	People	19/01/15	22/01/15
Usha Patel	Governance Services Officer	Resources	19/01/15	03/02/15
Diane Jones	Finance	Resources	19/01/15	30/01/15
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Members: Councillor Townshend	Cabinet Member for Policing and Equalities		21/01/15	04/02/15
Councillor Andrews			27/01/15	04/02/15

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

Coventry City Council's

Community Grant Fund

Criteria 2014-15

Please read carefully before making an application

Aim of the Community Grant Fund

Coventry City Council has established a grant fund of £165,000 to spend during 2014-2015 on community projects. Grants will be available at the discretion of the Council through 2 rounds of funding throughout the year. A timetable for applications is detailed on page 5 of this document.

This funding is intended to help Voluntary and Community groups throughout Coventry develop their capacity and promote sustainable change in neighbourhoods. Projects will be expected to enhance the local environment and/or improve the general health and well-being of citizens of Coventry.

This grant fund complements and supports the Council's objective of encouraging residents to "do more for themselves" and increase self-sufficiency. This will help further the development of actively engaged, sustainable, resilient communities within Coventry.

Objectives of the Scheme

This grant scheme seeks to achieve the objectives listed below through building on the strengths that exist in our communities. The application form will ask applicants to identify which of these objectives their project will contribute towards, and ask for details of how this will be achieved during the lifespan of the project.

1. To deliver projects that aim to improve health and wellbeing, community safety or the local environment for communities (geographical communities or specific city-wide community).
2. To enable groups to deliver projects and/or events in the City (please note: *evidence of why the project/event is required must be provided with your application).
3. To support Community Venues to become or remain sustainable
4. To improve Community Cohesion by developing networks and/or partnerships of communication, trust, co-operation and collaboration between communities.

**please note you will be expected to produce your evidence which could be (for example only) statistical, results of a consultation, evidence from a service provider such as the police or a social landlord*

Who can apply?

The grant fund scheme is only open to groups that are based in Coventry. Groups can be, for example, youth groups, community development groups, cultural organisations, community centre associations, women's groups, residents associations, tenants associations and other similar organisations.

The scheme is aimed primarily at projects to develop a culture of 'doing it for ourselves' to enhance community resilience and to have a legacy which will ensure the change/improvement is sustained.

Eligible Costs:

Grants may be awarded towards the cost of the following, provided they meet the objectives noted on page 3:

1. Organisation of events.
2. Seminars or discussion groups.
3. Projects that create sustainable change/improvements.
4. Renting appropriate facilities.
5. Resource materials.
6. Improvements to buildings / IT etc. that enhance service delivery opportunities for local communities
7. Action research and small publication costs.

Please note: The maximum award payable to an organisation is £5,000 in any one funding round.

Exclusions

Grants will not be paid for:

1. Political or Religious activities
2. Retrospective events (things that have already happened)
3. Cash generative schemes (where an individual or organisation profits from the award)
4. Anything that the Council already funds
5. Single person activities
6. Furniture

Information on Application

Application forms will be available on line at the Council's website, or in paper copy from the Council House reception desk.

It is always best to apply as early as possible which will allow time for processing of the application, and for any enquiries to be made if necessary.

Groups will be restricted to being awarded one grant per round. However, if a group has received funding in the past, they will need to demonstrate either that

1. That this is an entirely new application with clear and differing objectives to previous applications, or:
2. How additional funds will further develop and enhance earlier achievements for a project previously funded.

Applicants should understand that while careful consideration is given to each application, it may not be possible to fund all applicants to the extent requested, even if applications come within the criteria set out above.

When to Apply

Round 1: Deadline for applications is 4pm on Monday 30 June 2014

Round 2: Deadline for applications is 4pm on Wednesday 31 December 2014

Details of where to send your application is marked clearly on the application form.

Decision Making Process

No application will be looked at until after the closing date.

Any incomplete applications will be returned without being considered (but can reapply once fully completed)

Decisions will be made by the relevant Cabinet Member.

Decisions will be final with no appeals considered.

Successful candidates will be notified within 12 weeks of the deadline date.

Monitoring and Evaluation

All successful applicants will be expected to monitor their achievements, and provide evidence of what the grant was spent on (keeping receipts and invoices is essential).

It is a condition of accepting a grant that within 12 months of receipt of the grant you will:

1. Let us know what the grant helped you to achieve
2. Tell us how your local community benefitted from you receiving the grant
3. Provide detail of how the grant was spent

A monitoring and evaluation form will be sent to all groups with their grant offer letter. This letter will specify conditions of accepting the grant, and advise how to return any unused grant.



Cabinet Member for Policing and Equalities

26 February 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor Townshend

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All City Wards

Title:

Continued Authorisation of the England Illegal Money Lending Team

Is this a key decision?

No

Executive Summary:

This Report seeks to renew the authorisation for officers employed by Birmingham City Council, who operate a National Trading Standards Team known as the England Illegal Money Lending Team, to investigate illegal money matters that may arise in Coventry. Such investigations fall within the relevant sections of the Financial Services and Markets Act 2000, as delegated through the Financial Services Act 2012 and Part III of the Consumer Credit Act 1974.

Previous authorisations have been given by the Cabinet Member (City Services) in 2009 and 2011 to Birmingham City Council who manage the Illegal Money Lending Team.

The current authorisation is due to expire on 31/03/2015.

Recommendations:

The Cabinet Member for Policing and Equalities is asked to:

1. Approve the delegation of authority to Birmingham City Council to enforce the legislation specified in the Appendix to this Report by virtue of Regulation 5 of the Local Authorities [Arrangements for the Discharge of Functions] [England] Regulations 2012 and/or Sections 9D to 9EB of the Local Government Act 2000;
2. Authorise officers to negotiate and sign the terms of any protocol and ancillary legal agreements with Birmingham City Council to facilitate the arrangements, in accordance with the Council's Constitution.

List of Appendices included:

Appendix 1 - List of specified legislation.

Other useful background papers:

Papers open to Public Inspection – Protocol for the England Illegal Money Lending Team Investigations 2015

Other Useful documents

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Continued Authorisation of the England Illegal Money Lending Team

1. Context (or background)

- 1.1 Through the National Trading Standards Board [NTSB], Birmingham City Council receives funding from the Department for Business, Innovations & Skills [BIS] to operate an Illegal Money Lending Team that covers the whole of England.
- 1.2 The England Illegal Money Lending Team's remit is to investigate illegal money lending activity and to bring to justice those persons carrying on this activity.
- 1.3 Illegal moneylending covers a range of activities, from persons who are actually authorised by the Financial Conduct Authority [FCA] but are acting unlawfully, to persons offering cash loans without being authorised at all [i.e. loan sharks]. Loan shark activity is characterised by deliberate criminal fraud and theft, with extortionate rates of interest being applied meaning borrowers facing demands for payment of thousands of pounds more than they initially borrowed, and they can often never pay off the loans. Borrowers who fail to pay may be subject to intimidation, theft, forced prostitution and other extreme physical violence.
- 1.4 The primary legislation governing consumer credit is the Consumer Credit Act 1974 which was updated by the Financial Services Act 2012. Trading Standards enforces the relevant provisions of this legislation which provides that any business or individual engaging in this area should be authorised by the Financial Conduct Authority [FCA]. The FCA must be satisfied that an applicant is a fit and proper person and that the business fits within the FCA's operating criteria.
- 1.5 Since the initial pilots which were established in September 2004, the Teams have achieved a number of notable successes: over £60 million of illegal debts have been written off [i.e. money victims would have paid back to illegal lenders], over 321 prosecutions secured (resulting in prison sentencing totalling over 200 years), and assistance given to over 25,000 victims of loan sharks including some of the most hard-to-reach individuals.
- 1.6 It is necessary to delegate enforcement powers to officers from Birmingham City Council to allow the England Illegal Money Lending Team to investigate any offences that are committed in Coventry.

2. Options considered and recommended proposal

- 2.1 There are two courses of action available in relation to the proposal:
 - (1) Approve the delegation of authority to Birmingham City Council through the England Illegal Money Lending Team, to enforce legislation specified in the Appendix to this report. This is the option recommended by officers.
 - (2) Not approve the delegation of authority which would leave Coventry Trading Standards to investigate its own cases subject to existing priorities and resources without additional support.

3. Results of consultation undertaken

- 3.1 None required. The decision relates to delegation of existing powers to additional officers to boost the resources available to Coventry. There is no change in Policy.

4. Timetable for implementing this decision

- 4.1 The recommendations if approved would be implemented immediately after the 2015 Protocol with Birmingham City Council has been signed.

5. Comments from Executive Director of Resources

5.1 Financial implications

There are no additional financial implications or liabilities imposed upon Coventry City Council as a result of this arrangement as all costs will be borne entirely by the Birmingham City Council.

An indirect administrative cost will be incurred if the Licensing and Regulatory Committee is called upon to make a decision on whether or not to authorise the institution of legal proceedings against an alleged offender.

5.2 Legal implications

By virtue of Section 161 of the Consumer Credit Act 1974, it is the duty of each 'local weights and measures authority' to enforce the provisions of that Act within their local authority boundary. However, under Regulation 5 of the Local Authorities [Arrangements for the Discharge of Functions] [England] Regulations 2000, and/or Sections 9D to 9EB of the Local Government Act 2000' officers of the England Illegal Money Lending Team, employed by Birmingham City Council, can be authorised to exercise powers on behalf of Coventry City Council.

Birmingham City Council will be responsible for all aspects of investigations and responsibilities under the Criminal Proceedings and Investigations Act 1986, Regulatory of Investigatory Powers Act 2000, Data Protection Act 1998, Freedom of Information Act 2000 and the Enterprise Act 2002.

When carrying out the investigation and the potential prosecution of offences, Birmingham City Council will have regard to their Enforcement Policy as well as the Code for Crown Prosecutors and the Regulators` Compliance Code.

Information and intelligence provided between authorities will be used for the purpose of preventing and detecting crime and subject to the disclosure provisions of Part 9 of the Enterprise Act 2002.

The delegation of the enforcement will be the subject of a Protocol to be entered into between Coventry City Council and Birmingham City Council which will also be approved by Legal Services.

The purpose of the protocol is to facilitate the delegation of powers to Birmingham City Council and officers employed in the Illegal Money Lending Team to enforce the provisions of the Consumer Credit Act 1974, to include matters in respect of the Financial Services and Markets Act 2000 within Coventry.

The Protocol will not prejudice the right of Coventry City Council to withdraw the delegated authority at any time during the term of the agreement.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint or Coventry Sustainable Community Strategy

Trading Standards help promote growth and provide a fair and safe trading environment. Those businesses or individuals that take an unfair advantage distort the trading environment and put consumers at a disadvantage and at risk.

6.2 How is risk being managed?

There are no significant risks for Coventry City Council. All financial and legal risks will be carried by Birmingham City Council.

Birmingham City Council will be liable for the actions and competence of the persons employed within the Illegal Money Lending Team, and shall ensure that the Illegal Money Lending Team shall comply with all legislative requirements and take all reasonable steps to ensure any actions taken are lawful and within the spirit of the protocol.

Birmingham City Council will be solely responsible for the Health & Safety of persons employed within the Illegal Money Lending Team.

6.3 What is the impact on the organisation?

If cases with a national or regional impact are investigated and enforcement action taken by Birmingham City Council through the England Illegal Money Lending Team, then harm to Coventry consumers and businesses will stop or reduce and officer resources in Coventry can be used to investigate other local priorities.

6.4 Equalities / EIA

There are no specific groups that this decision will have an impact on. This decision will not affect the service provision and therefore details of the Equalities Impact Assessment are not relevant to this case.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Directorate: Place

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Assistant Director: Andrew Walster	Assistant Director Streetscene and Greenspace	Place	16.01.2015	16.01.2015
Councillor Townshend	Cabinet Member for Policing and Equalities		26.01.2015	04.02.2015

Appendix 1

List of Specified Legislation

- Consumer Credit Act 1974
- Financial Services Act 2012
- Financial Services and Markets Act 2000

and all secondary legislation made under any of the specified legislation.

DEPARTMENT FOR BUSINESS INNOVATION AND SKILLS (BIS)
ENGLAND ILLEGAL MONEY LENDING PROJECT

PROTOCOL FOR ENGLAND ILLEGAL MONEY LENDING SECTION
INVESTIGATIONS

Interpretation

For the purposes of this Protocol –

“**BCC**” means Birmingham City Council

“**WCC**” means Template Council Trading Standards

“**IMLS**” means the Illegal Money Lending Section

“**Delegated Power**” means the discharge of the function of the Enforcement of the Consumer Credit Act 1974, the enabling provisions within the Financial Services Act 2012 in respect of matters concerned with the Financial Services and Markets Act 2000 granted to BCC by WCC in pursuance of section 101 and 222 of the Local Government Act 1972, Regulation 7 of the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2012, sections 13 to 19 of the Local Government Act 2000 and any other legislation enabling the discharge

“**Commencement Date**” means the date the Delegated Power is granted

“**Term**” means from the date of signing of this protocol to 31st March 2018

“**Birmingham Trading Standards**” means Regulatory Services of BCC

“**Template Contact Officer (WCCCO)**” means the relevant person appointed by the Head of (Trading Standards) of WCC to liaise with the Head of Illegal Money Lending Section on matters relating to and in connection with the Illegal Money Lending Project

“**Appropriate Contact Officer**” means The Director of Regulation and Enforcement or the Head of Illegal Money Lending of Birmingham Regulation and Enforcement or any person nominated by the Council or authorised by them

1. Application

1.1 This Protocol applies to the DBIS / NTSB / HM Treasury funded 'Illegal Money Lending Project' and covers the following issues:-

- The conduct of investigations and associated working practices for the IMLS officers when conducting investigations or operating in Template Council
- The mechanisms whereby Template Council is updated on the progress of the project and any significant issue relating thereto.
- The exchange of intelligence and information between the IMLS and WCC
- The institution of legal proceedings.

2. Protocol

2.1 The purpose of this protocol is to facilitate the delegation of powers to BCC and officers employed within BCC's IMLS to enforce the provisions of the Consumer Credit Act 1974, to include matters in respect of the Financial Services and Markets Act 2000 within the area of Template Council. The protocol encourages the exchange of information and a working partnership approach between BCC and WCC in relation to the Consumer Credit Act 1974.

2.2 This Protocol will come into force on the Commencement Date and terminates at the end of the Term.

2.3 Notwithstanding the terms and conditions of this Protocol, this Protocol does not prejudice the right of WCC to withdraw the Delegated Power at any time during the Term. However WCC undertakes not to withdraw the Delegated Power unless it considers there is good reason to do so. The Delegated Power is not to be unreasonably withdrawn by WCC.

3. The IMLS

3.1 It is recognised that officers in the IMLS will need authority to initiate and/or undertake investigations and/or the prosecution of potential offences falling within the scope of the 'Illegal Money Lending Project' where such potential offences fall entirely outside of the BCC boundaries. This protocol and also the Delegated Power is deemed to provide such authority to BCC and its officers regarding all matters.

3.2 The IMLS will comprise of a Head of Service and up to 55 staff directly employed by BCC. The Head of Illegal Money Lending Section will be responsible for the day-to-day operation and supervision of the IMLS.

3.3 The Head of Illegal Money Lending Section will report directly to the Director of Regulation and Enforcement or nominated officer as appropriate.

- 3.4 The Head of the Illegal Money Lending Section BCC will, when required, provide quarterly progress reports, from the Commencement Date, to the Head of (Trading Standards) of WCC giving details of investigations, (unless there is a significant risk that any such disclosure may jeopardise an investigation, such a decision is within the discretion of the Director of Regulation and Enforcement or Head of Trading Standards BCC) prosecutions being pursued or concluded and developments concerning or affecting the Illegal Money Lending Project in Template.
- 3.5 It is recognised that after Delegated Power is granted to BCC, all decisions concerning the pursuance of relevant investigations, decisions to prosecute and the laying of charges and/or information on such relevant matters within Template, shall be taken by BCC and in accordance with the relevant Code for Crown Prosecutors and BCC's Enforcement Policy.

4. Working Arrangements in the Template Council Area

- 4.1 WCC will designate and appoint a Template Council Contact Officer (WCCCO).
- 4.2 The Head of Illegal Money Lending Section will at any time the Head of Illegal Money Lending Section considers necessary and prudent, or at the request of the WCCCO, brief the WCCCO on any intelligence gathered, any progress made on investigations and/or prosecutions pending or otherwise, relating to or affecting Template and/or its residents.
- 4.3 Further to Clause 4.2 above, all reasonable steps will be taken by the Head of Illegal Money Lending Section to keep the WCCCO updated on the progress of investigations and enquiries being carried out in Template and any changes made or introduced by Government concerning the 'Illegal Money Lending Project'. It is incumbent on the Head of Illegal Money Lending Section to maintain regular dialogue/communication with the WCCCO.
- 4.4 The IMLS will have regular contact with the Police and other Government agencies. The Head of Illegal Money Lending Section will consult the WCCCO to identify any local arrangements, investigations and protocols before any investigation is commenced in pursuance of the 'Illegal Money Lending Project'. Wherever possible, the Head of Illegal Money Lending Section will actively involve the WCCCO and seek to develop close links between those agencies and BCC.
- 4.5 The Head of Illegal Money Lending Section will as soon as reasonably practicably inform the WCCCO of the outcome of any concluded prosecution proceedings conducted within Template.
- 4.6 BCC, where possible, will consult with WCC in good time before issuing any press release concerning any prosecution pursued by BCC pursuant to this Protocol.

- 4.7 Any contact with local government bodies, other police forces, credit unions or similar organisations that may be locally funded or may involve local sensitivities will be agreed with the WCCCO in advance. Upon being notified of an intention to contact such a body, Template Council Trading Standards may arrange for one of their own officers to accompany the relevant officer of the IMLS on any visit.
- 4.8 Where the Head of Illegal Money Lending Section and the Head of Trading Standards of Template Council agree that an officer or officers of Template Council Trading Standards will be actively involved in an investigation, that officer will remain an employee of WCC but for the purpose of that investigation, will come under the control of the IMLS team manager. Such agreement will be subject to the Head of Illegal Money Lending Section being satisfied that the officer's or officers' participation will not compromise any investigation or endanger any member of the IMLT, supporting staff or witnesses, that the officer has the appropriate training and experience to undertake the task; and upon any other terms that the Head of Illegal Money Lending Section and the Head of Trading Standards of Template Council consider necessary and/or appropriate.
- 4.9 Unless there is prior agreement with the Head of Illegal Money Lending Section for assistance in an investigation, which is accompanied by an official purchase order from BCC, no reimbursement will be made for time spent on activities supporting the 'Illegal Money Lending Project' or expenditure incurred by any WCC officer.
- 4.10 The exercise by BCC of these arrangements shall be at no cost to WCC
- 4.11 BCC shall have an Appropriate Contact Officer.
- 4.12 In the absence of the IMLS Head of Service, the role, duties, and responsibilities of the Head of Illegal Money Lending Section shall be discharged and carried out by the other Appropriate Contact Officers as nominated.

5. Referral of Information/Intelligence to the Project Team

- 5.1 It is recognised that the IMLS will rely on receiving information about Illegal Money Lender activities.
- 5.2 WCC will endeavour to provide as much relevant information and intelligence as reasonably and practicably possible to the IMLS concerning any investigation being carried out within Template having regard to any statutory limitations/restrictions.
- 5.3 Information and intelligence will be provided by the WCCCO to the Head of Illegal Money Lending Section or a person designated by him/her.

- 5.4 BCC IMLS will not, as a matter of routine, investigate individual complaints received concerning alleged Illegal Money Lender activities. However, such complaints may be used by the IMLS as a source of intelligence.
- 5.5 BCC, IMLS and WCC agree to process personal data only in accordance with the requirements of the Data Protection Act 1998 and to disclose information only in accordance with the requirements of the Enterprise Act 2002.

6. Conduct and Control of Investigations

- 6.1 The conduct and control of all investigations undertaken and prosecutions by the IMLS in Template will be the responsibility of BCC. Investigations will be undertaken in line with the BCC's published Enforcement Policy and subject to the policies and procedures approved and adopted by Birmingham Trading Standards.
- 6.2 BCC will be responsible for all aspects of the investigations and responsibilities under the Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Enterprise Act 2002.
- 6.3 BCC will be solely responsible for the Health and Safety of IMLS officers and any other officer or person within the direct management of the IMLS providing support and assistance in any investigation undertaken by the IMLT.
- 6.4 Where breaches of Part III of the Consumer Credit Act 1974 are identified, action will be taken in accordance with the enforcement policy and procedures adopted by Birmingham Trading Standards.
- 6.5 When the Head of Service, IMLS BCC, recommends a prosecution under Part III of the Consumer Credit Act 1974, if required, WCC will be provided with a copy of the relevant prosecution file, which will consist of a detailed case summary, schedule of issues, aggravating and mitigating factors, reasons justifying prosecution and any other material fact that WCC ought reasonably to be aware of. WCC will be invited to communicate any comments it considers appropriate and necessary concerning the intended prosecution to the Director of Regulation and Enforcement, the informant for BCC. Such comments will be given due attention and consideration by the informant for BCC.

7. Responsibilities and Actions of the Authorities

- 7.1 BCC shall be liable for the actions and competence of the persons employed within the IMLS and shall ensure that the IMLS shall comply with all legislative requirements and take all reasonable steps to ensure any actions taken are lawful and within the spirit of the protocol.
- 7.2 WCC shall be liable for the actions and competence of persons within its employ and shall take all reasonable steps to ensure the competence of those persons in

carrying out their functions and that they comply with legislative requirements and the spirit of this protocol.

- 7.3 Information / intelligence provided between BCC and WCC shall be used for the purpose intended and shall not be divulged to third parties unless to do so would be lawful and in pursuant of an investigation / enquiry subject to this protocol.
- 7.4 BCC and WCC endorse a joined up working approach to the enforcement of the Consumer Credit Act 1974. The partners will attempt to promote consistency in enforcement. However, this protocol does not attempt to restrict the powers of authorised officers of the IMLS or BCC from discharging their duties, as appropriate.

Commencement date: 1 March 2015

Signed

Template Council

Signed

Jacqui Kennedy
Director of Regulation and Enforcement
Birmingham City Council.

26 February 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor Townshend

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues Report

Is this a key decision?

No

Executive Summary:

In May 2004 the City Council adopted an Outstanding Minutes System, linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member for Policing and Equalities so he is aware of them and can monitor progress.

Recommendations:

The Cabinet Member for Policing and Equalities is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report author(s): Usha Patel

Name and job title: Governance Services Officer

Directorate: Resources

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Other members	Not applicable			
Names of approvers: (officers and members)				
Finance: Name	Not applicable			
Legal: Name	Not applicable			

This report is published on the council's website:

www.coventry.gov.uk/meetings

	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	<p>Report back on Progress of ongoing Development of the Youth Space in Cope Street, Coventry</p> <p>Report back on progress</p> <p>(CM(CS&E) 21st March, 2013 (Minute 73/13))</p>	tbc	<p>Executive Director of People</p> <p>Steve Wiles</p>		
2	<p>Equality Strategy</p> <p>End of year report</p> <p>(CM(P&E) 22 Jan 2015 (Minute 73/14))</p>	September 2015	<p>Chief Executive</p> <p>Surindar Nagra/ Jenni Venn</p>		
3	<p>Use of Covert Surveillance of Employees Policy and Procedure</p> <p>Annual report, only if applications have been received.</p> <p>(CM(P&E) – 4th Sept, 2014 (Minute 26))</p>	Sept 2015	<p>Executive Director of Resources</p> <p>Helen Lynch</p>		
4	<p>Equalities in Employment</p> <p>Progress report</p> <p>(CM(CS&E) 5th Sept 2013 (Minute 32))</p>	tbc	<p>Executive Director of Resources</p> <p>Shokat Lal</p>		Information on equalities in employment to be submitted as part of the annual workforce planning report.
5	<p>Magistrates Court Building</p> <p>Progress report</p> <p>CM(P&E) 22 Jan 2015 (Minutes 78 & 80)</p>	<p>26 February 2015</p> <p>26 March 2015</p>	<p>Executive Director of Resources</p> <p>Helen Lynch/ David Williams</p>		No progress to report

	<p>Petition – security fencing to open land at rear of 2-66 Brookside Avenue</p> <p>Progress report</p> <p>(CM(P&E) 18 December 2014 (Minute 59))</p>	23 April 2015	<p>Executive Director of Place</p> <p>Mandie Watson</p>		
7	<p>Petition – improve environment and security of Hearsall area of Coventry</p> <p>Progress report on recommendations made at 22 Jan 2015 meeting</p> <p>(CM(P&E) 22 Jan 2015 (Minute 71))</p>	23 April 2015	<p>Executive Director of Place</p> <p>Simon Hutt</p>		
8*	<p>Community Grant Funds</p> <p>Recommendations for the second round of grants</p> <p>(CM(P&E) 31st July 2014 (Minute 15))</p>	26 February 2015	<p>Chief Executive</p> <p>Maureen Metcalf/Cat Parker</p>		
9	<p>Public Space Protection Order (Coventry Dog Control)</p> <p>A review of arrangements after a year of operation</p> <p>(CM(P&E) 18 December 2014 (Minute 58))</p>	On or before 31 December 2015	<p>Executive Director of Place</p> <p>Craig Hickin</p>		
10	<p>Report in response to a petition concerning a property in Earlsdon Ward</p> <p>Progress made on resolving the issues</p> <p>(CM(P&E) 18 December 2015 (Minute 60 & 64))</p>	26 March 2015	<p>Executive Director of Place</p> <p>Steve Chantler</p>		

11	<p>Change to the Constitution: Appointments to Appeals Committee</p> <p>Short report reviewing the new arrangements</p> <p>(CM(P&E) 2nd October 2014 (Minute 39))</p>	23 April 2015	<p>Executive Director of Resources</p> <p>Christine Forde/Shokat Lal</p>		
12	<p>Primary Authority Partnerships – a revised model for delivering regulatory advice to businesses</p> <p>Report detailing the initial outcomes of implementing the scheme</p> <p>(CM(P&E) 2nd October 2014 (Minute 37))</p>	October 2015	<p>Executive Director of Place</p> <p>Hamish Simmonds</p>		
13	<p>Local Democracy Week</p> <p>Interim report on progress in relation to recommendations made at 22 Jan 2015 meeting</p> <p>(CM (P&E) 22 Jan 2015 (Minute 75))</p>	First meeting in New Municipal Year	<p>Executive Director of Resources</p> <p>Matt Rossi</p>		
14	<p>Fines Policy – Redress Schemes for Letting Agents and Property Management</p> <p>Report back on operation of system</p> <p>(CM(P&E) 22 Jan 2015 (Minute 72))</p>	On or before 30 September 2015	<p>Executive Director of Place</p> <p>Allan Harwood</p>		
15	<p>Processing of CCTV footage for investigating Alleged Employee Misconduct</p> <p>Annual report</p> <p>(CM(P&E) 22 Jan 2015 (Minute 74))</p>	On or before 31 March 2016	<p>Executive Director of Resources</p> <p>Anjeli Bajaj</p>		

Update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road

Progress report

(CM P&E) 22 Jan 2015 (Minute 81)

23 April 2015

Executive Director of Place

Marcus Fothergill