



### **Cabinet Member (Policing and Equalities)**

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**Time and Date**

2.00 pm on Thursday, 23rd April, 2015

**Place**

Diamond Room 2 - Council House

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**Public Business****1. Apologies****2. Declarations of Interest****3. Exclusion of Press and Public**

To consider whether to exclude the press and public for the item of private business for the reasons shown in the report.

**4. Minutes (Pages 5 - 14)**

(a) To agree the minutes of the Cabinet Member for Policing and Equalities meeting held on 26 March 2015.

(b) Matters arising

(c) To note the minutes of the Joint Cabinet Members for Business Enterprise and Employment and Policing and Equalities meeting held on 25 March 2015.

(d) To note the minutes of the Joint Cabinet Member for Strategic Finance and Resources, Business Enterprise and Employment and Policing and Equalities meeting held on 25 March 2015.

**5. Further progress report on action taken to improve security to open land at rear the of 2-66 Brookside Avenue (Pages 15 - 20)**

Report of the Executive Director of Place

NOTE: Councillor Singh, a Whoberley Ward Councillor and the petition organiser have been invited to attend the meeting for the consideration of this item.

6. **Progress report on improvements made to the environment and security of the Hearsall area of Coventry** (Pages 21 - 28)

Report of the Executive Director of Place

NOTE: Councillor Singh, a Whoberley Ward Councillor and the petition organiser have been invited to the meeting for the consideration of this item.

7. **The work of the England Illegal Money Lending Team in Coventry** (Pages 29 - 34)

Report of the Executive Director of Place

8. **Progress report on the change to the Constitution: Appointments to Appeals Committee** (Pages 35 - 40)

Report of the Executive Director of Resources

9. **Outstanding Issues Report** (Pages 41 - 46)

Report of the Executive Director of Resources

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

**Private Business**

11. **Further update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road** (Pages 47 - 54)

Report of the Executive Director of Place

12. **Any other items of private business which the Chair decides to take as matters of urgency because of the special circumstances involved**

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Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 15 April 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.

**Usha Patel**

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**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member (Policing and Equalities) held at 2.00**  
**pm on Thursday, 26 March 2015**

Present:

Members: Councillor Townshend (Chair)

Employees (by Directorate):

Place D Blackburn, M Fothergill, C Hickin

Resources U Patel, D Williams

Apologies: Councillor A Andrews (Shadow Cabinet Member)

In attendance: D Ali  
J Ali  
Alderman Gazey

## **Public Business**

### **89. Declarations of Interest**

There were no declarations of interest.

### **90. 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 report referred to in Minute 98 below headed “Magistrates’ Court Building” on the grounds that the item 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.**

### **91. Minutes**

- (a) The minutes of the Cabinet Member meeting held on 26 February 2015 were signed as a true record. There were no matters arising.
- (b) The minutes of the Joint Cabinet Members for Business, Enterprise and Employment and Policing and Equalities meeting held on 18 February 2015 were noted as a true record.
- (c) The minutes of the Joint Cabinet Members for Community Development, Co-ops and Social Enterprise and for Policing and Equalities meeting held on 10 March 2015 were noted as true record.

92. **Report in response to a petition concerning a property in Earlsdon Ward**

The Cabinet Member considered a report of the Executive Director of People which provided an update on actions taken since the Cabinet Member meeting held on 18 December 2014 (Minute 60/14 refers). The report was in response to a petition received on 3 July 2014. The petition, submitted by Councillor Andrews, an Earlsdon Ward Councillor, was signed by 71 individuals in the Earlsdon Ward and asked the City Council to take action regarding the poor condition of a property in the Earlsdon Ward and the impact it was having on the surrounding neighbourhood.

The petition organisers attended the meeting and spoke in respect of the condition of the property and reiterated that no effort had been made to clear the property.

**RESOLVED that the Cabinet Member for Policing and Equalities:**

1. **Endorses the action already take and planned to address the conditions at this property and emphasises that time is of the essence.**
2. **(a) Notes that Planning Committee have authorised the issue o appropriate proceedings in the Magistrates' Court.**  
**(b) Directs that the Legal Services Department of Coventry City Council issue legal proceedings as a matter of urgency.**
3. **Requests that a further report be submitted to the Cabinet Member before 30 detailing progress in respect of legal proceedings and progress made on resolving the issues.**
4. **Councillor Andrews and the petition organisers be invited to the meeting for the consideration of this item.**

93. **Proposed Amendments to Code of Conduct for Elected and Co-opted Members**

The Cabinet Member considered a report of the Executive Director of Resources which sought approval to the proposed amendment to the Code of Conduct for Elected and Co-opted Members.

At its meeting on 29 August 2014, the Ethics Committee considered a report on the Code of Conduct during the course of which it decided that it should recommend to Council that the Code of Conduct should be amended to draw members' attention to the requirement not to disclose confidential information. The report provided suggested wording for that amendment which was approved by the Ethics Committee at their meeting on 10 March 2015 (their Minute 22/14 refers) and requested the Cabinet Member to consider the wording and recommend Council to approve the additional wording.

**RESOLVED that the Cabinet Member for Policing and Equalities recommends to Council that it approves the additional wording to the Code**

of Conduct and that Part 4A of the Council's constitution is amended accordingly.

94. **Revised Statement of Licensing Policy**

The Cabinet Member considered a report of the Executive Director of Place which sought Members' views and approval to consult on the draft revised Statement of Licensing Policy under the Licensing Act 2003.

**RESOLVED that the Cabinet Member for Policing and Equalities having considered all comments made by the Licensing and Regulatory Committee in conjunction with the draft revised Statement of Licensing Policy, authorises the Executive Director of Place to carry out the consultation as detailed in the report.**

95. **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.

96. **Magistrates' Court Building**

Further to Minute 78/14, 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.

The report stated that the case had been settled subject to a consent order and payment of the agreed sum. It was hoped that by late March/early April 2015 a formal consent order would have been made to reflect the settlement and dispose of the court proceedings and that the agreed payment would have been made to the Council.

**RESOLVED that the Cabinet Member for Policing and Equalities notes the successful conclusion of this matter and congratulates David Williams for the work undertaken for the benefit of Coventry City Council.**

97. **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 public business.

98. **Magistrates' Court Building**

Further to Minute 96 above, the Cabinet Member considered a corresponding private report of the Executive Director of Resources which provided confidential information in relation the Magistrates' Court.

**RESOLVED that the Cabinet Member for Policing and Equalities notes the successful conclusion of this matter and congratulates David Williams for the work undertaken for the benefit of Coventry City Council.**

**99. Any other items of private business which the Chair decides to take as matters of urgency because of the special circumstances involved**

There were no other items of private business.

(Meeting closed at 2.40 pm)

**Coventry City Council**  
**Minutes of the Meeting of Joint Cabinet Member (Business, Enterprise and Employment) and (Policing and Equalities) held at 1.00 pm on Wednesday, 25 March 2015**

Present:

Members: Councillor K Maton (Chair)  
Councillor A Andrews (Shadow Cabinet Member)  
Councillor J Birdi (Shadow Cabinet Member)  
Councillor Townshend

Other Members: Councillor Clifford

Employees (by Directorate):

Place S Chantler, M Fothergill, C Hickin,

Resources U Patel

Apologies: Councillors R Lancaster and A Lucas

## **Public Business**

### **24. Appointment of Chair**

**RESOLVED that Councillor Maton be appointed as Chair for this meeting.**

### **25. Declarations of Interest**

There were no declarations of interest.

### **26. Minutes**

The minutes of the Joint Cabinet Members' meeting held on 18 February 2015 were signed as a true record. There were no matters arising.

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

Further to Minute 22, the Cabinet Members for Policing and Equalities and for Business, Enterprise and Equalities considered a further report which provided an update on actions taken since the Joint Cabinet Member meeting held on 18 February 2015. The report was in response to a petition received on the 21 June 2013, signed by 49 individuals in the Holbrooks area requesting the Council to take action against the owner of an empty property that had become overgrown and damaged by fire.

This report detailed the measures taken to address this problem firstly using Council powers to force the sale of the property to recover monies owed, and thereafter with the new owner of the property.

In December 2014 officers contacted the owner to try to secure improvements to the appearance of the site. Whilst some minor improvements were made in early January 2015, the overall condition of the fire-damaged property remained unchanged. Despite assurances given previously, no planning application had been submitted by the end of January 2015 for the demolition of the existing buildings and the redevelopment of the site. Consequently, officers served a Notice under s215 Town & Country Planning Act 1990 on 4 February 2015. The Notices required the owner to either (a) restore the building back to its original form and appearance, or (b) demolish the building in its entirety and remove from the land all waste and materials. Assuming no appeal is made to the Magistrates' Court, the Notice would come into force on 8 March 2015 and the required works must be completed no later than 8 July 2015.

Officers have been regularly monitoring the site since the Section 215 Notice was served and to date no substantive works had been undertaken to comply with the Notice. In the event of non-compliance by 8 July 2015 the matter would be referred to the next available Planning Committee with a recommendation to (a) institute legal proceedings, and (b) undertake works in default to secure compliance with the Notice should legal proceedings prove successful and compliance with the Notice remains outstanding following a further warning period.

**RESOLVED that the Cabinet Members for Policing and Equalities and for Business, Enterprise and Employment jointly:**

- 1. Endorse the action already taken and planned to address the conditions at this property.**
- 2. Request that officers seek authority at the earliest available date from Planning Committee for (a) the institution of appropriate proceedings in the Magistrates' Court in the event of non-compliance with the Section 215 Notice served on 4 February 2015; and (b) to undertake works in default to secure compliance with the Notice, should proceedings in the Magistrates Court be successful and the owner fail to comply with the Notice following a further compliance period.**
- 3. Request a further progress report by the end of July 2015.**

**28. 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 1.20 pm)

**Coventry City Council**  
**Minutes of the Meeting of Joint Cabinet Members (Strategic Finance & Resources), (Business, Enterprise & Employment) & (Policing & Equalities) held at 2.00 pm on Wednesday, 25 March 2015**

Present:

Members: Councillor Townshend (Chair)  
Councillor A Andrews (Shadow Cabinet Member)  
Councillor J Birdi (Shadow Cabinet Member)  
Councillor D Gannon  
Councillor K Maton  
Councillor T Sawdon (Shadow Cabinet Member)

Employees (by Directorate):

Place M Fothergill, C Hickin, M McHugh,

Resources U Patel, B Strain

## **Public Business**

### **8. Appointment of Chair**

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

### **9. Declarations of Interest**

There were no declarations of interest.

Councillor Sawdon informed the meeting that he owned a property close to a property identified by officers for appropriate action.

### **10. Exclusion of Press and Public**

**RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the items of business referred to in Minute 14 below headed "Progress made in bringing long-term empty homes back into use" on the grounds that that item involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 5 of Part 1 of Schedule 12A of that Act.**

### **11. 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.

### **12. Progress made in bringing long-term empty homes back into use**

Further to Minute 4 of the Joint Cabinet Members' meeting held on 3 November 2014, the Cabinet Members for Strategic Finance and Resources, Business

Enterprise and Employment and for Policing and Equalities considered a report of the Executive Director of Place detailing the progress made in bringing long-term empty homes back into use. The report detailed the measures that Officers had taken in pursuit of this aim. There was a corresponding private report on the private part of the agenda which contained details of specific properties identified by officers for appropriate action.

**RESOLVED that the Cabinet Members for Strategic Finance and Resources, Business, Enterprise and Employment and for Policing and Equalities jointly:**

- 1. Endorse the actions that have been taken as outlined in the report to address long-term empty homes in the City.**
- 2. Support the request to change the maintenance of the Empty Homes Data base enabling a greater focus on empty homes that are causing problems.**
- 3. Request a further report to be submitted to a Joint Cabinet Members' meeting by 31<sup>st</sup> July 2015.**

**13. 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 public business.

**14. Progress made in bringing long-term empty homes back into use**

Further to Minute 12 above, the Cabinet Members for Strategic Finance and Resources, Business Enterprise and Employment and for Policing and Equalities considered a corresponding private report of the Executive Director of Place which provided details of specific properties identified by officers for appropriate action.

**RESOLVED that the Cabinet Members for Strategic Finance and Resources, Business, Enterprise and Employment and for Policing and Equalities jointly:**

- 1. Endorse the actions that have been taken as outlined in the report to address long-term empty homes in the City.**
- 2. Support the request to change the maintenance of the Empty Homes Data base enabling a greater focus on empty homes that are causing problems.**
- 3. Request a further report to be submitted to a Joint Cabinet Members' meeting by 31<sup>st</sup> July 2015.**

**15. Any other items of private business which the Chair decides to take as matters of urgency because of the special circumstances involved**

There were no other items of private business.

(Meeting closed at 2.40 pm)

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23 April 2015

**Name of Cabinet Member:**

Cabinet Member for Policing and Equalities

**Director Approving Submission of the report:**

Executive Director of Place

**Ward(s) affected:**

Whoberley

**Title:**

Further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue

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**Is this a key decision?**

No

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**Executive Summary:**

A petition containing 11 signatures, from 6 households, was submitted to the Council on 25 March 2014 by Councillor B Singh.

Reports in response to the petition were presented to Cabinet Member on 3 July, 2<sup>d</sup> October and 18<sup>th</sup> December 2014 and detailed the action taken by Officers in response to resident's concerns about environmental and nuisance behaviour on the open space at the rear of properties 2-66 Brookside Avenue, Whoberley, Coventry.

The open space is owned by the Council and managed by the Parks Service of the Place Directorate.

This report provides a further update on progress against additional recommendations provided by Cabinet Member at his meeting on 18<sup>nd</sup> December 2014.

**Recommendations:**

The Cabinet Member is requested to:-

1. Endorse the additional actions taken by Officers as outlined in this report
2. Request officers to liaise with the Police to ensure they continue to patrol the area and to respond to any issues raised or identified and, if appropriate to exercise their powers to obtain identities of and disperse groups of individuals that are likely to cause nuisance or offending behaviour

3. Endorse the continued efforts of the Community Development Service to work with the community in tackling local issues including litter and environmental issues.
4. Request Officers to continue to monitor incidents of crime and nuisance together with the effectiveness of their action and to respond appropriately to any such issues.

**List of Appendices included:**

*None*

**Background papers:**

- i. Report to Cabinet Member (Policing & Equalities) dated 3 July 2014 entitled:  
“Response to petition calling for the installation of security fencing to open land at the rear of numbers 2-66, Brookside Avenue”
- ii. Report to Cabinet Member (Policing & Equalities) dated 2 Oct 2014 entitled:  
“Progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue”
- iii. Report to Cabinet Member (Policing & Equalities) dated 3 July 2014 entitled:  
“Further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue “

**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:**

Further progress report on action taken to improve security to open land at the rear of 2-66 Brookside Avenue

### **1. Context (or background)**

A report in response to a petition containing 11 signatures was presented to Cabinet Member meeting on 3 July 2014 and further progress reports on 2nd October, and 18th December 2014 provided details of additional work to address local concerns in relation to the open space at the rear of their properties in Brookside Avenue.

The open space is maintained by the City Council and services provided include grass cutting, litter picking, and the emptying of waste bins.

#### **1.1 Action taken in response to Cabinet Member recommendations of the 18 December 2014 includes:**

- £5,000 was provided by the Coventry Community Safety Partnership funding and used to fund the replacement of metal palisade along the Allesley Old Road boundary of the open space to the rear of the properties in Brookside Avenue. The fencing works were completed in February 2015.
- Quotations have been obtained to provide metal fencing around the drainage pipe and man hole covers
- A CCTV camera has been allocated to this location and will be functional shortly

#### **1.2 Since this last Cabinet Member meeting there have been no reported incidents to either the Police or the City Council**

#### **1.3 A previous application submitted by the local residents was considered at the Community Grant Fund meeting held on 26 February 2015. Their request for £5,000 was also approved and will be used to secure additional metal fencing to enclose the drainage pipe and manhole covers situated to the rear of the open space.**

#### **1.4 Arrangements have been made to install a CCTV camera in the open space to provide coverage and act as a deterrent for nuisance behaviour. Provision has also been made for the Parks Ranger Service to remove some under growth from the base of the adjacent trees to provide a clear line of sight to the subject area. This clearance work will be undertaken during April 2015.**

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

#### **2.1 Given the provision or agreement to provide the measures indicated above, it is proposed that appropriate officers of the City Council to continue to monitor this open space area for evidence of vandalism, drug use, or other Anti-Social Behaviour and any information gathered to be shared with Police colleagues and appropriate interventions initiated.**

#### **2.2 The effectiveness of the measures provided to be monitored by the Community Safety and the Park Rangers Teams.**

### **3. Results of consultation undertaken**

- 3.1 Police and Council Officers have engaged with the residents and are in regular contact with them via the Guphill Residents` Association to understand the issues and to work with local people to address them.
- 3.2 Residents are encouraged to report incidences, as they occur, to the relevant organisation. Contact details have been issued in order to encourage regular reporting of incidents for monitoring and response purposes.

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

- 4.1 Officers will continue to work with local residents to support them in implementing the measures outlined in this report. Reported incidents of crime & disorder are monitored by the Community Safety Officer.

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

##### **5.1 Financial implications**

There is no additional major expenditure recommended within this report, any minor works will be funded from existing resources.

##### **5.2 Legal implications**

There are no legal implications arising from the recommendations within this report.

##### **6 Other implications**

None

##### **6.1 How will this contribute to the Council Plan?**

###### **Crime and Disorder**

Tackling crime and anti-social behaviour through partnership working is central to the delivery of the Community Safety Plan and Strategic Assessment 2014/15.

Supporting local people to do more for themselves and their local community is central to the City Council's principles and the Council Plan.

##### **6.2 How is risk being managed?**

- 1. The Community Safety Officer continues to monitor crime and disorder levels in the area.
- 2. Police and Council Officers continue to incorporate the area in their patrol strategies and work schedules and will monitor behaviour of individuals.

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

None

##### **6.4 Equalities / EIA**

N/A

6.5 Implications for (or impact on) the environment

N/A

6.6 Implications for partner organisations?

N/A

**Report author(s):**

**Name and job title:**

Graham Hood - Head of Streetpride & Greenspace

Ces Edwards - Head of Parks & Open Spaces

Mandie Watson – Head of Community Safety

**Directorate:**

Place

**Tel and email contact:**

02476 832194 [graham.hood@coventry.gov.uk](mailto:graham.hood@coventry.gov.uk)

Enquiries should be directed to the above persons.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Usha Patel	Governance Services Officer	Resources Directorate	31.03.2015	01.04.2015
Andrew Walster	Assistant Director Streetscene and Greenspaces	Place Directorate	31.03.2015	
Bev Massey	Community Safety Officer	People Directorate	31.03.2015	31/3/2015
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Phil Helm	Finance Manager	Place Directorate	31.03.2015	31/3/2015
Legal: Andrew Burton	Solicitor	Resources Directorate	31.03.2015	01.04.2015
Director: Martin Yardley	Director	Place Directorate		
<b>Members: Name</b>				
Councillor P Townshend	Cabinet Member for Policing and Equalities		02.04.2015	

This report is published on the Council's website:

[www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)

**Appendices**

None

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Cabinet Member for Policing and Equalities

23 April 2015

**Name of Cabinet Member:**

Policing and Equalities - Councillor Townshend

**Director Approving Submission of the report:**

Executive Director of Place

**Ward(s) affected:**

Whoberley

**Title:**

Progress report on improvements made to the environment and security of the Hearsall area of Coventry

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**Is this a key decision?**

No

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**Executive Summary:**

A petition of 184 signatures was originally submitted on 25<sup>th</sup> March 2014 by Whoberley Ward Councillors B Singh and Howells.

The petition asked the Council to implement measures to address environmental issues which if addressed would be likely to improve the security of the Hearsall area, in the ward of Whoberley.

The petitioners outlined issues including fly-tipping and obstruction caused by wheelie bins. Additionally 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.

This report provides further details of additional measures taken by Council Officers to address these issues as recommended by Cabinet Member on 22<sup>nd</sup> January 2015.

**Recommendations:**

The Cabinet Member is recommended to:

1. Acknowledge and endorse the additional work of Officers since the last Cabinet Member meeting as detailed in section two of this report.
2. Request Officers to:
  - a. Continue to monitor the area to ensure that the progress made in removing wheelie bins from the street is maintained.
  - b. Continue to work with the local residents' group and support them when and where required.

**List of Appendices included:**

None

**Other useful background papers:**

Recent Pictures

**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

**Context (or background)**

**1. Context or background**

- 1.1 A petition was submitted to Cabinet Member on the 25 March 2014 by Councillors B. Singh and Howells. The petition asked the City Council to improve the cleanliness and address environmental issues, which if addressed were likely to improve the safety and security of the Hearsall area of the city.
- 1.2 A report in response to the petition was presented to Cabinet Member meetings on the 3<sup>rd</sup> July 2014, 2 October 2014 and the 22 January 2015.
- 1.3 The Neighbourhood Enforcement Officer Team (NEO) implemented the Care for Our Area/Hot Street project during the summer months in 16 specific streets in the Hearsall area of the city. The aim was to reduce the number of cases of fly-tipping and the number of wheelie bins stored/left on the pavement between collection days. This was accomplished through a dual track approach i.e. delivering targeted education for residents, alongside enforcement where appropriate and necessary.
- 1.4 During this period our Officers have routinely met with the local residents' group which has been proactive in their neighbourhood.

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

- 2.1 Following the Cabinet Member meeting, NEOs have continued to educate and deliver leaflets where necessary on Melbourne Road and Sovereign Road.
- 2.2 Monitoring of the area by NEOs has continued and thanks to close working with residents and students it has not been necessary to use enforcement action.
- 2.3 **Bins on street.** This initiative has led to a significant drop in fly-tipping. All of the bins which were previously stored on the street are now being stored in rear gardens or within the curtilage of the particular property (unless the household had been issued with an exemption).
- 2.4 It is recognized that the Council will be unable to offer permanent dedicated support to this area, therefore the NEO Team has continued to work with the local Residents' group and has attended their Residents Association meetings in order to equip local people with the skills and materials to enable them to monitor and educate their neighbours going forward. The NEOs will continue to challenge any residents who are not prepared to work with their neighbours to address this issue.
- 2.5 **For sale / letting boards.** Officers from Planning Enforcement will continue to respond to and investigate specific complaints about the displaying of estate/letting agency signs and will take action where possible to remove authorised displays. The effective reporting of such unauthorised displays has been discussed with petition representatives and improvements have been made to ensure the fast and efficient reporting of suspected breaches to allow Officers to target resources within the Hearsall Area. This initiative and the improved working relationship with the petition representatives have resulted in a significant reduction in the number of authorised signs being displayed.
- 2.6 The Community Development Service has engaged with residents and can support them in organising community events such as litter picks. A Community Development Officer has attended Residents Association meetings and will continue to work proactively with residents.
- 2.7 **Recommendations.**

### **Cabinet Member is recommended to request Officers to:**

- a. Acknowledge and endorse the additional work of Officers since the last Cabinet Member meeting as detailed in section two of this report.
- b. Continue to work with the local residents' group and support them when and where required.

## **3 Results of consultation undertaken**

- 3.1 Officers from the Council have attended local resident's group meetings and have been in regular contact with the lead petitioner.

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

##### **4.1 Financial implications**

There are no financial implications arising from this report. All activities are financed from within existing budgets.

##### **Legal implications**

None

#### **5 Other implications**

None

##### **5.1 How will this contribute to the Council Plan? ([www.coventry.gov.uk/councilplan/](http://www.coventry.gov.uk/councilplan/))**

5.2 There are clear research findings that show that the local environmental quality in a person's living environment has a significant impact on their health and well-being. Residents in areas which have a low environmental quality often have an increased "fear of crime". This particular tool will contribute to the Council's key objectives to 'create an attractive, cleaner and greener city' and 'make communities safer together with the police, to reduce crime and anti-social behaviour.

##### **5.3 How is risk being managed?**

5.4 Officers will continue to patrol the area for the duration of the initiative. Thereafter, Officers will respond to individual service requests from this area on a case by case basis.

##### **5.5 What is the impact on the organisation?**

None

##### **5.6 Equalities / EIA**

N/A

##### **5.7 Implications for (or impact on) the environment**

See paragraph 5.2.

##### **5.8 Implications for partner organisations?**

None

**Report author(s): Simon Hutt**

**Name and job title: Neighbourhood Enforcement Manager**  
**Directorate: Place Directorate**

**Tel and email contact: 024 76 83 1903**  
**Simon.hutt@coventry.gov.uk**

Enquiries should be directed to the above person.

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Craig Hickin	Head of Environmental Services	Place Directorate	19.3.15	19.3.15
Mandie Watson	Head of Community Safety	People Directorate	19.3.15	22.3.15
Beverley Massey	Community Safety Officer	People Directorate	19.3.15	22.3.15
Maureen Metcalf	Community Development Team Leader	People Directorate	19.3.15	19.3.15
Marcus Fothergill	Principal Planning Officer	Place Directorate	19.3.15	19.3.15
Usha Patel	Governance Services Officer	Resources Directorate	19.3.15	14.04.15
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Cath Crosby	Lead Accountant Business Partner	Resources	19.3.15	19.3.15
Legal: Andrew Burton	Senior Solicitor	Resources	19.3.15	19.3.15
HR: Jas Bilen	Business Partner (Service Support)	Resources	19.3.15	19.3.15
Comms: Julie Fairbrother		Resources	19.3.15	19.3.15
Andrew Walster	Assistant Director	Place	19.3.15	30/03/15
Martin Yardley	Executive Director	Place	19.3.15	02.04.15
Members: Councillor Phillip Townshend	Deputy Leader	Policing & Equalities	02.04.15	02.04.15

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Melbourne Road After



Broomfield Road After



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Cabinet Member for Policing and Equalities

23 April 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:**

The work of the England Illegal Money Lending Team in Coventry

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**Is this a key decision?**

*No*

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**Executive Summary:**

On 26 February the Cabinet Member considered and approved the Report: 'Continued Authorisation of the England Illegal Money Lending Team'. This renewed 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 and elsewhere.

The Cabinet Member also requested certain information with regard to the England Illegal Money Lending Team's work within Coventry and a report back by the 23<sup>rd</sup> April.

This report seeks to provide the requested information.

**Recommendations:**

The Cabinet Member is requested to acknowledge the information in the report in answer to 3 specific questions raised at his Cabinet Member Meeting dated 26 February 2015.

**List of Appendices included:**

*None*

**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:** The work of the England Illegal Money Lending Team in Coventry

**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 act 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 far exceeding what was 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 Since the initial pilots, which were established in September 2004, enforcement powers have been delegated to officers at Birmingham City Council allowing the England Illegal Money Lending Team to investigate any offences that are committed in Coventry.
- 1.5 The latest delegation was approved by the Cabinet Member on 26 February 2015 and as soon as the Protocol (which lays out the terms) is signed, the delegation will be extended to 31/03/2018.

**2. Options considered and recommended proposal**

- 2.1 The Cabinet Member is requested to note the following information in answer to 3 specific questions raised at his Cabinet Member Meeting dated 26 February 2015.
- 2.2 The 3 specific questions were:

In the last 12 months:

- i. How many cases have been investigated by the England Illegal Money Lending Team [IMLT] involving people based in Coventry?
- ii. How many prosecutions have been taken by the IMLT against Coventry based people?
- iii. How many convictions have there been against Coventry based people involved in illegal money lending?

2.3 The England Illegal Money Lending Team have advised as follows:

- i. There were 3 pieces of intelligence received which identified 8 potential loan sharks operating in Coventry. As a result 3 operations were conducted. However, all 3 operations were classified as not sufficient to proceed to enforcement action on the basis that the information could not be verified. Details have been recorded and is held for intelligence purposes and can be re-opened should further information be received.
- ii. None.
- iii. None

### **3. Results of consultation undertaken**

- 3.1 None required. This report answers specific questions raised by the Cabinet Member following approving the continued authorisation for officers employed by Birmingham City Council who operate the National Trading Standards England Illegal Money Lending Team, to investigate illegal money matters that may arise in Coventry.

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

- 4.1 None.

### **5. Comments from Director of Finance and Legal Services**

#### **5.1 Financial implications**

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

#### **5.2 Legal implications**

There are no legal implications with regard to the specific questions raised by the Cabinet Member.

### **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)?**

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.

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

There is no impact. 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 report will have an impact on. This report 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*

**Report author(s):**

**Name and job title:** Michael Lynn – Consumer Protection Manager

**Directorate: Place**

**Tel and email contact:** 02476 834930 – [mike.lynn@coventry.gov.uk](mailto:mike.lynn@coventry.gov.uk)

Enquiries should be directed to the above person.

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<b>Contributors:</b>				
Usha Patel	Governance Services Officer	Resources	23/03/2015	02/04/2015
Hamish Simmonds	Head of Regulatory Services	Place	11.03.2015	12.03.2015
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Cath Crosby	Lead Accountant Business Partner	Resources	23/03/2015	24/03/2015
Legal: Andrew Burton	Solicitor	Resources	23/03/2015	08/04/2015
Assistant Director: Andrew Walster	Assistant Director Streetscene and Greenspace	Place	23/03/2015	08/04/2015
Councillor Townshend	Cabinet Member for Policing and Equalities		02/04/2015	02/04/2015
Julie Fairbrother	Comms Officer	Resources	23/03/2015	

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Cabinet Member for Policing and Equalities

23 April 2015

**Name of Cabinet Member:**

Cabinet Member for Policing and Equalities- Councillor Philip Townshend

**Director Approving Submission of the report:**

Executive Director of Resources

**Ward(s) affected:**

N/A

**Title:**

Progress report on the change to the Constitution: Appointment to Appeals Committee

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**Is this a key decision?**

No

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**Executive Summary:**

The Appeals Committee Procedure Rules at Part 3J of the Constitution did not allow Cabinet Members to sit on the Appeals Committee. While certain aspects of employment matters may not be the responsibility of the Cabinet, Cabinet Members may lawfully participate on a committee determining an employee appeal.

Due to the limited pool of trained Councillors it has become increasingly difficult to arrange appeal hearing dates due to the lack of availability of panel members, resulting in delays in hearing appeals.

The Cabinet Member on 2 October 2014 recommended that paragraph 1 of Part 3J of the Constitution be amended to remove the prohibition on Cabinet Members sitting on the Appeals Committee in connection with appeals by employees only, subject to them receiving appropriate training beforehand; and to review the operation of the new arrangements in the next municipal year to ensure the amendment was delivering the anticipated improvements.

**Recommendations:**

The Cabinet Member is recommended to:

1. Acknowledge the amendment of paragraph 1 of Part 3J of the Constitution removing the prohibition on Cabinet Member sitting on the Appeals Committee in connection with appeals by employees only, subject to them receiving the appropriate training.
2. Request Officers to continue with the operation of the new arrangements.

**List of Appendices included:**

None

**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

**Context (or background)**

**1. Context or background**

- 1.1 The Appeals Committee has responsibility for the determination of appeals against any decision made by or on behalf of the Council where there is a statutory right of appeal. Some appeals, such as school admission appeals, are excluded from its terms of reference. In practice most, if not all, appeals heard are by employees although occasionally there is an appeal in connection with social services home care charges. Membership of the Committee is drawn on an ad hoc basis from a pool of members who have received relevant training.
- 1.2 The Appeals Committee Procedure Rules at Part 3J of the Constitution did not allow Cabinet Members to sit on the Appeals Committee. While certain aspects of employment matters may not be the responsibility of the Cabinet, Cabinet Members may lawfully participate on a committee determining an employee appeal.
- 1.3 Due to the limited pool of trained Councillors it has become increasingly difficult to arrange appeal hearing dates due to the lack of availability of panel members, resulting in delays in hearing appeals.
- 1.4 A report in response to the matter was presented at the Cabinet Member meeting on the 2 October 2014, recommending that paragraph 1 of Part 3J of the Constitution was amended to remove the prohibition on Cabinet Member sitting on the Appeals Committee in connection with appeals by employees only and to review the operation of the new arrangements in the next municipal year to ensure that they were delivering the anticipated improvements.

**2. Options considered and recommended proposal**

- 2.1 Following the Cabinet Member meeting, the amendment to paragraph 1 Part 3J of the Constitution was made, removing the prohibition on Cabinet Members sitting on Appeals Committee in connection with appeals by employees only.

- 2.2 Since the amendment was made no further employee appeals have been listed for consideration. In addition, no issues or concerns have been identified following the amendment.
- 2.3 It is recommended that the practice continues as it will increase the number of potential committee members available for employee appeals and therefore, allowing appeal hearing dates to be arranged more quickly.

#### 2.4 **Recommendations.**

##### **Cabinet Member is recommended:**

1. Acknowledge the amendment of paragraph 1 of Part 3J of the Constitution removing the prohibition on Cabinet Member sitting on the Appeals Committee in connection with appeals by employees only, subject to them receiving the appropriate training.
2. Request Officers to continue with the operation of the new arrangements.

### **3 Results of consultation undertaken**

- 3.1 There has been no consultation on this proposal.

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

#### **4.1 Financial implications**

There are no financial implications arising from this report.

#### **4.2 Legal implications**

While certain matters relating to staff and terms and conditions of employment are not by law to be the responsibility of the Cabinet, there is no legal restriction on Cabinet Members being member of an Appeals Committee.

### **5 Other implications**

#### **5.1 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 Constitution sets out the governance arrangements of the Council and it is important for the good governance of the Council that these are fit for purpose and are flexible enough to respond to changing circumstances.

#### **5.2 How is risk being managed?**

None

#### **5.3 What is the impact on the organisation?**

None

#### **5.4 Equalities / EIA**

None

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

None

**5.6 Implications for partner organisations?**

None

**Report author(s):**

**Name and job title:** Shokat Lal, Assistant Director, HR and Workforce Services

**Directorate:** Resources

**Tel and email contact:**

024 7683 3200      [shokat.lal@coventry.gov.uk](mailto:shokat.lal@coventry.gov.uk)

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<b>Contributors:</b>				
Carol Bradford	Solicitor	Resources	09/04/15	13/04/15
Shokat Lal	Assistant Director HR and Workforce Services	Resources	07/04/15	08/04/15
Usha Patel	Governance Services Officer	Resources	13/04/2015	14/04/2015
<b>Names of approvers for submission: (officers and members)</b>				
Members: Councillor Phillip Townshend	Cabinet Member	Policing & Equalities		

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23 April 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

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**Is this a key decision?**

No

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**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

**Tel and email contact:** 024 7683 3198  
usha.patel@coventry.gov.uk

Enquiries should be directed to the above person.

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

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	<b>Subject</b>	<b>Date for Further Consideration</b>	<b>Responsible Officer</b>	<b>Proposed Amendment to Date for Consideration</b>	<b>Reason for Request to Delay Submission of Report</b>
1	<p><b>Report back on Progress of ongoing Development of the Youth Space in Cope Street, Coventry</b></p> <p>Report back on progress</p> <p>(CM(CS&amp;E) 21<sup>st</sup> March, 2013 (Minute 73/13))</p>	tbc	<p>Executive Director of People</p> <p>Steve Wiles</p>		
2	<p><b>Equality Strategy</b></p> <p>End of year report</p> <p>(CM(P&amp;E) 22 Jan 2015 (Minute 73/14))</p>	September 2015	<p>Chief Executive</p> <p>Surindar Nagra/ Jenni Venn</p>		
3	<p><b>Use of Covert Surveillance of Employees Policy and Procedure</b></p> <p>Annual report, only if applications have been received.</p> <p>(CM(P&amp;E) – 4<sup>th</sup> Sept, 2014 (Minute 26))</p>	Sept 2015	<p>Executive Director of Resources</p> <p>Helen Lynch</p>		
4	<p><b>Equalities in Employment</b></p> <p>Progress report</p> <p>(CM(CS&amp;E) 5<sup>th</sup> Sept 2013 (Minute 32))</p>	First meeting in the New Municipal Year	<p>Executive Director of Resources</p> <p>Shokat Lal</p>		
5*	<p><b>Petition – security fencing to open land at rear of 2-66 Brookside Avenue</b></p> <p>Progress report</p> <p>(CM(P&amp;E) 18 December 2014 (Minute 59))</p>	23 April 2015	<p>Executive Director of Place</p> <p>Mandie Watson</p>		

6*	<p><b>Petition – improve environment and security of Hearsall area of Coventry</b></p> <p>Progress report on recommendations made at 22 Jan 2015 meeting</p> <p>(CM(P&amp;E) 22 Jan 2015 (Minute 71))</p>	23 April 2015	<p>Executive Director of Place</p> <p>Simon Hutt</p>		
7	<p><b>Public Space Protection Order (Coventry Dog Control)</b></p> <p>A review of arrangements after a year of operation</p> <p>(CM(P&amp;E) 18 December 2014 (Minute 58))</p>	On or before 31 December 2015	<p>Executive Director of Place</p> <p>Craig Hickin</p>		
8	<p><b>Report in response to a petition concerning a property in Earlsdon Ward</b></p> <p>Progress made on resolving the issues</p> <p>(CM(P&amp;E) 18 December 2015 (Minute 60 &amp; 64))</p>	<p><del>23 April 2015</del></p> <p>First Cabinet Member meeting in the New Municipal Year</p>	<p>Executive Director of Place</p> <p>Steve Chantler</p>	Report back to the first Cabinet Member meeting in the New Municipal Year.	No progress to report since the last Cabinet Member meeting
9*	<p><b>Change to the Constitution: Appointments to Appeals Committee</b></p> <p>Short report reviewing the new arrangements</p> <p>(CM(P&amp;E) 2<sup>nd</sup> October 2014 (Minute 39))</p>	23 April 2015	<p>Executive Director of Resources</p> <p>Christine Forde/Shokat Lal</p>		
10	<p><b>Primary Authority Partnerships – a revised model for delivering regulatory advice to businesses</b></p> <p>Report detailing the initial outcomes of</p>	October 2015	<p>Executive Director of Place</p> <p>Hamish Simmonds</p>		

	implementing the scheme (CM(P&E) 2 <sup>nd</sup> October 2014 (Minute 37))				
11	<b>Local Democracy Week</b> Interim report on progress in relation to recommendations made at 22 Jan 2015 meeting (CM (P&E) 22 Jan 2015 (Minute 75))	First meeting in New Municipal Year	Executive Director of Resources Matt Rossi		
12	<b>Fines Policy – Redress Schemes for Letting Agents and Property Management</b> Report back on operation of system (CM(P&E) 22 Jan 2015 (Minute 72))	On or before 30 September 2015	Executive Director of Place Allan Harwood		
13	<b>Processing of CCTV footage for investigating Alleged Employee Misconduct</b> Annual report (CM(P&E) 22 Jan 2015 (Minute 74))	On or before 31 March 2016	Executive Director of Resources Anjeli Bajaj		
14*	<b>Update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road</b> Progress report (CM P&E) 22 Jan 2015 (Minute 81)	23 April 2015	Executive Director of Place Marcus Fothergill		
15*	<b>Continued Authorisation of the England Illegal Money Lending Team</b> Further report on the number of Coventry	23 April 2015	Executive Director of Place Mike Lynn/Hamish		

cases investigated, criminal prosecutions  
and convictions in the last 12 months  
(CM(P&E) 26 Feb 2015 (minute 86))

Simmonds

By virtue of paragraph(s) 1, 3, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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