

**Time and Date**

2.00 pm on Tuesday, 23rd June, 2015

Place

Council Chamber - Council House

Council Chamber seating plan attached

1. **Apologies**
2. **Minutes of the Annual Meeting held on 21 May 2015** (Pages 7 - 48)
3. **Coventry Good Citizen Award**
To be presented by the Lord Mayor and Judge Griffith-Jones, Honorary Recorder
4. **Correspondence and Announcements of the Lord Mayor**
5. **Petitions**
6. **Declarations of Interest**

Matters Left for Determination by the City Council/Recommendations for the City Council

7. **Proposed Amendments to Code of Conduct for Elected and Co-opted Members** (Pages 49 - 60)
From the meeting of Cabinet Member for Policing and Equalities held on 26 March 2015.

It is anticipated that the following matters will be referred as Recommendations from the meetings indicated. The reports are attached and the relevant recommendations will be circulated separately.

8. **Revenue and Capital Outturn 2014/15** (Pages 61 - 82)
From the Cabinet, 17 June 2015
9. **Amendments to the Constitution - Proposed Amendments to the Petitions Scheme** (Pages 83 - 98)
From the Cabinet Member for Policing and Equalities meeting, 18 June 2015.
10. **Changes to the Constitution** (Pages 99 - 118)

From the Cabinet Member for Policing and Equalities meeting, 18 June 2015.

Items(s) for Consideration

11. **Scrutiny Annual Report 2014/15** (Pages 119 - 140)
12. **Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions** (Pages 141 - 146)
Report of the Leader.
13. **Community Governance Review - Finham Parish Council** (Pages 147 - 160)
Report of the Executive Director of Resources.
14. **Appointments to the City Council - Changes in Membership of Audit and Procurement Committee/ Scrutiny Board** (Pages 161 - 164)
Report of the Executive Director of Resources.
15. **Question Time**
 - 15.1 Written question - Booklet 1 (Pages 165 - 166)
 - 15.2 Oral questions to Chairs of Scrutiny Boards/Chairs of Scrutiny Co-ordination Committee
 - 15.3 Oral questions to Chairs of other meetings
 - 15.4 Oral questions to Representatives on Outside Bodies
 - 15.5 Oral questions to Cabinet Members and Deputy Cabinet Members on any matter relating to their portfolios
16. **Statements**
17. **Debates**
 - 17.1 To be moved by Councillor Blundell and seconded by Councillor Crookes

'Following the Queen's speech and the Government's statement on Devolution and Combined Authorities, Coventry City Council agrees to continue to explore the possibility of working together with our partners in the LEP to investigate the feasibility of a Combined Authority which may or may not be trans-regional in nature and based upon travel to work areas and economic geography to ensure Coventry's future economic security.'

Chris West, Executive Director, Resources, Council House Coventry

Monday, 15 June 2015

Note: The person to contact about the agenda and documents for this meeting is Carolyn Sinclair/Suzanne Bennett 024 7683 3166/3072

Membership: Councillors F Abbott, N Akhtar, P Akhtar, M Ali, A Andrews, M Auluck, R Auluck, R Bailey, S Bains, L Bigham, J Birdi, J Blundell, R Brown, K Caan, D Chater, J Clifford, G Crookes, G Duggins, D Galliers, D Gannon, A Gingell, M Hammon (Chair), L Harvard (Deputy Chair), J Innes, D Kershaw, T Khan, A Khan, R Lakha, R Lancaster, M Lapsa, J Lepoidevin, A Lucas, P Male, K Maton, J McNicholas, C Miks, K Mulhall, J Mutton, M Mutton, H Noonan, J O'Boyle, E Ruane, T Sawdon, P Seaman, B Singh, D Skinner, T Skipper, H Sweet, K Taylor, R Thay, S Thomas, P Townshend, S Walsh and D Welsh

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

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OR if you would like this information in another format or
language please contact us.

Carolyn Sinclair/Suzanne Bennett
024 7683 3166/3072

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Cllr Sweet	Cllr Miks	Cllr Harvard
Cllr Chater	Cllr Ali	Cllr Welsh
Cllr Skipper	Cllr Bigham	Cllr N Akhtar
Cllr Lancaster	Cllr Duggins	
Cllr A. Khan		
Cllr Maton		

	Lord Mayor Cllr Hammon	
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Cllr Skinner	Cllr Crookes	Cllr Birdi
	Cllr Lapsa	Cllr Noonan
Cllr Male	Cllr Lepoidevin	Cllr Bailey
	Cllr Taylor	Cllr Sawdon
		Cllr Andrews
		Cllr Blundell

Labour - 41
Conservative - 13

			Cllr Seaman	Cllr P Akhtar	Cllr Dr R Auluck	
	Cllr Thay	Cllr O'Boyle	Cllr Innes	Cllr Singh	Cllr Thomas	Cllr M Mutton
Cllr Lucas	Cllr Townshend	Cllr Gannon	Cllr Ruane	Cllr Kershaw	Cllr Caan	Cllr Abbott

Cllr Bains	Cllr Walsh	Cllr Mulhall	Cllr T Khan		
Cllr Gingell	Cllr Lakha	Cllr M Auluck	Cllr J Mutton		
Cllr Clifford	Cllr McNicholas	Cllr Galliers	Cllr Brown		

Coventry City Council
Minutes of the Annual Meeting of Council held at 11.00 am on
Thursday, 21 May 2015

Present:

Councillor M Hammon (Chair)

Councillor F Abbott	Councillor R Lakha
Councillor N Akhtar	Councillor R Lancaster
Councillor P Akhtar	Councillor M Lapsa
Councillor M Ali	Councillor J Lepoidevin
Councillor A Andrews	Councillor A Lucas
Councillor M Auluck	Councillor P Male
Councillor Dr R Auluck	Councillor K Maton
Councillor R Bailey	Councillor J McNicholas
Councillor S Bains	Councillor C Miks
Councillor L Bigham	Councillor K Mulhall
Councillor J Birdi	Councillor J Mutton
Councillor J Blundell	Councillor M Mutton
Councillor R Brown	Councillor H Noonan
Councillor K Caan	Councillor J O'Boyle
Councillor J Clifford	Councillor E Ruane
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor D Galliers	Councillor T Skipper
Councillor D Gannon	Councillor H Sweet
Councillor A Gingell	Councillor K Taylor
Councillor L Harvard	Councillor R Thay
Councillor J Innes	Councillor S Thomas
Councillor D Kershaw	Councillor P Townshend
Councillor T Khan	Councillor S Walsh
Councillor A Khan	Councillor D Welsh

Honorary Alderman J. Gazey

Apologies: Councillor D Chater, B Singh and D Skinner

Public Business

157. Correspondence and announcements of the Lord Mayor

The Lord Mayor read out the following response received from Kensington Palace to a letter to the Duke and Duchess of Cambridge extending congratulations on the safe arrival of Her Royal Highness Princess Charlotte.

“The Duke and Duchess of Cambridge have asked me to write and thank you very much for the letter which you so kindly sent on the occasion of the birth of their daughter, Princess Charlotte.

Their Royal Highnesses are so grateful for the kind messages they have received; it is a very special time for them as a family.

The Duke and Duchess would have me send their warmest thanks and best wishes to all of the Council and citizens of Coventry.”

158. Election of the Chair of the Council (being the Lord Mayor of the City)

It was moved by Councillor Taylor and seconded by Councillor Kershaw that Councillor Michael Hammon be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Michael Hammon be elected as Chair of the Council for the 2015/16 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Lord Mayor's Chain of Office and Robe.

159. Lord Mayor's Address

The Lord Mayor, Councillor Hammon, addressed the City Council

160. Vote of Thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor Hazel Noonan, was moved by Councillor Bailey and seconded by Councillor Townshend.

Councillor Noonan responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Hazel Noonan for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2015/15 and to Christopher as Lord Mayor's consort.

(2) That a copy of this resolution, under the common seal, be presented to Councillor Hazel Noonan.

161. Medallions for the Retiring Lord Mayor and Lady Mayoress

The Lord Mayor, on behalf of the City Council, presented to Councillor Noonan and Christopher, Lord Mayor and consort during 2014/15, medallions inscribed with their names

162. Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)

It was moved by Councillor Duggins and seconded by Councillor Bigham that Councillor Lindsley Harvard be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Lindsley Harvard be elected Vice Chair of the Council for the 2015/16 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Deputy Lord Mayor's Badge and Robe.

163. **Official Badge of the Deputy Lady Mayoress**

The Lord Mayor invested Ms Shirley Bush with the Badge of Office of the Deputy Lady Mayoress.

164. **To receive a report of the Leader of the Council on the appointment of the Deputy Leader, composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet**

The City Council received a report of the Leader, Councillor Ann Lucas, which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet (detailed below):

Member	Portfolio
The Leader Policy and Leadership Cllr Mrs Lucas	Corporate Plan Scrutiny External relations / public relations Image and reputation Partnership companies Liaison with Management Board Emergency Planning Regional Matters Risk Management Local Enterprise Partnership
The Deputy Leader Policing and Equalities Cllr Townshend Deputy Cabinet Member Cllr Dr Auluck (Special emphasis on Domestic Violence and Sexual Exploitation)	Community Safety Community Cohesion Refugees and Asylum Seekers Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters + Political Management Delivering A Programme for Action Deputising on Leader items Domestic Violence and Sexual Exploitation Local Policing
Cabinet Member Strategic Finance and Resources Cllr Gannon	Strategic Finance including Budget Setting External Resources Operational Finance incl. Revenues and Benefits Service Transformation Procurement Value for Money Medium Term Financial Strategy Corporate Service Performance, Policy and Quality Human Resources e-Government

	Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Single Status Operational Property Catering Fuel Poverty
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<p>Cabinet Member Children and Young People</p> <p>Cllr Ruane</p>	<p>Children and Families Children and Young People's Social Care Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption</p>
<p>Cabinet Member Education</p> <p>Cllr Kershaw</p> <p>Deputy Cabinet Member</p> <p>Cllr Thomas</p>	<p>Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities)</p>
<p>Cabinet Member Business, Enterprise and Employment</p> <p>Cllr Maton</p> <p>Deputy Cabinet Members:</p> <p>Cllr McNicholas (Transportation)</p> <p>Cllr Brown (Special emphasis on Small and Medium Size Enterprises)</p>	<p>Community Economic Development City Centre International liaison (including Lord Mayor's) Inward Investment Property (Commercial) Urban Regeneration Regional Housing and Planning Transportation Tourism and Marketing Agenda 21 Climate Change Strategy and Development Carbon Footprint Green Travel Nottingham Declaration Energy Conservation and Renewal Sustainability Energy Policy</p>
<p>Cabinet Member Public Services</p> <p>Cllr Lancaster</p>	<p>Building Cleaning Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Street Services (Ground Maintenance, Refuse (domestic and commercial), (Street Cleaning) Waste Management Flood Management Building Services Environment Bereavement Services Traffic Management and Road Safety</p>

Cabinet Member Health and Adult Services Cllr Caan Deputy Cabinet Member Councillor Clifford	Social Care for Adults, Older People and People with Disabilities Carers Health Strategy and Policy Health Inequalities Local Health Economy Public Health Teenage Pregnancies Sexual Health Marmot
Cabinet Member Culture, Leisure, Sports and Parks Cllr A Khan	Archives Arts Heritage Museums Conservation Sport Parks Events
Cabinet Member Community Development, Co-Operatives and Social Enterprise Cllr Abbott	Social Enterprise Strategy Mutuals Community and Third Sector Relations City Centre Management City of Culture Bid Community Centres Homelessness Voluntary Sector

*Councillor Ruane is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004

165. **Minutes**

The minutes of the meeting of the City Council held on 17 March were signed as a true record.

166. **Return of persons elected as Councillors for the City on 7 May 2015**

The return of Councillors elected for the following wards of the City on 7 May 2015 was reported:

Ward	Name	Year of Retirement
Bablake	David E Kershaw	2019
Binley and Willenhall	Ram P Lakha	2019
Cheylesmore	Richard J Brown	2019
Earlsdon	Ken Taylor	2019

Foleshill	Abdul S Khan	2019
Henley	Patricia Seaman	2019
Holbrook	Joe Clifford	2019
Longford	Linda J Bigham	2019
Lower Stoke	John D McNicholas	2019
Radford	Tony Skipper	2019
Sherbourne	Damian Gannon	2019
St Michael's	Jim O'Boyle	2019
Upper Stoke	Randhir K Auluck	2019
Wainbody	Tim Sawdon	2019
Westwood	Marcus E Lapsa	2019
Whoberley	Pervez Akhtar	2019
Woodlands	Peter R Male	2019
Wyken	Hazel J Sweet	2019

167. **Declarations of Interest**

There were no declarations of interest.

168. **Matters for determination by the City Council**

The Council considered and approved the following documents which were tabled at the meeting:

- (i) Details of Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, an Ethics Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in the Constitution. This also includes the appointment of the Chair and Deputy Chair of those bodies.

- (ii) The size and terms of reference for those Boards and Committees (as set out in the Constitution).
- (iii) The allocation of seats to political groups in accordance with the political balance rules.
- (iv) The nominations of Councillors to serve on each Scrutiny Board, Committee and Cabinet Advisory Panel.
- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committees and Advisory Panels for 2015/16 including the date and time of the next Annual Meeting.

RESOLVED that the City Council approve the allocation of seats, appointments and programme of meetings as appended to these minutes.

169. Changes to the Governance Arrangements of the West Midlands Integrated Transport Authority

The City Council considered a report of the Executive Director of Resources which detailed changes to the governance arrangements of the West Midlands Integrated Transport Authority and sought approval to the establishment of the Centro Members Joint Committee.

RESOLVED that the City Council:

- (1) Notes the changes to the terms of reference of the West Midlands Integrated Transport Authority and endorses the changes to the governance arrangements as detailed in Appendix 1 to the report.**
- (2) Approves the reduction in membership of the Transport Delivery Committee of the Integrated Transport Authority as per the amended Scheme of Delegation and the change in name to set out in the Authority's amended terms of reference.**
- (3) Authorises the Assistant Director of Legal and Democratic Services to agree and enter into such documents as are necessary to give effect to these decisions**

170. Amendments to the Terms of Reference of the West Midlands Joint Committee

The City Council considered a report of the Executive Director of Resources which set out proposed changes to the terms of reference of the West Midlands Joint Committee which were needed now that the West Midlands Integrated Transport Authority (ITA) was operational.

The main changes to the Joint Committee's Constitution were:

- To remove responsibilities for the shadow ITA, now that the formal West Midlands ITA is up and running; and

- To include reference to the role of the WMJC in confirming the appointment of the 5 additional members of the ITA's Joint Overview and Scrutiny Committee to achieve the balanced appointment.

Each local authority member of the Joint Committee must agree the changes before they can be implemented.

RESOLVED that the City Council:

- (1) Approve the changes to the Terms of Reference and Constitution of the West Midlands Joint Committee as set out in Appendix 1 to the report.**
- (2) Authorise the Assistant Director of Legal and Democratic Services to agree and enter into such documents are necessary to give effect to the above recommendation.**

171. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

This item was not required.

(Meeting closed at 12.15 pm)

COUNCIL

21 May, 2015

APPOINTMENTS – 2015/16

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor Andrews

Councillor Blundell

CABINET COMMITTEE (COVENTRY INVESTMENT FUND)

Councillor Maton (Chair)	Cabinet Member for Business, Enterprise and Employment
Councillor Gannon	Cabinet Member for Strategic Finance and Resources (Deputy Chair)
Councillor Lucas	Leader of the Council

CABINET COMMITTEE (CHILDREN'S SERVICES)

Councillor Gannon	Cabinet Member for Strategic Finance and Resources (Chair)
Councillor Ruane	Cabinet Member for Children and Young People (Deputy Chair)
Councillor Lucas	Leader of the Council
Councillor Townshend	Deputy Leader of the Council

By invitation as non-voting Members:-

Councillor Noonan	Shadow Cabinet Member for Children and Young People
Councillor Sawdon	Shadow Cabinet Member for Strategic Finance and Resources
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition
Councillor M Mutton	Chair of the Education and Children's Services Scrutiny Board (2)

CABINET CONSULTATIVE GROUP PSPO (COVENTRY DOG CONTROL)
(NB – This Group was appointed by the Leader in January, 2015 for a maximum period of 12 months)

Sue Bent	Director – Coventry Law Centre (Chair)
Roger Archer	Representative of Friends of Allesley Park
Councillor Bigham	Coventry City Council
Caroline Blake	Member of Public with interest in issue
Councillor Blundell	Coventry City Council
Alan Dadley	Fixtures Secretary, Coventry & District Sunday Football League
Mike Konrad	Chairperson, Dogs in Coventry Group
PC Nick Mansall	West Midlands Police ASB Co-ordinator
Elly Pittaway	Veterinary Surgeon
Glenys Roberts	General Secretary, Coventry Dog Training Club
Dr Abdullah Shehu	Chairperson of the Coventry Muslim Forum
Jim Smallman	Member of the Physical & Sensory Impairment Partnership

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Galliers	Councillor Thay

Councillor Ali

Councillor Andrews

Councillor Dr Auluck

Councillor Bigham

Councillor Birdi

Councillor Crookes

Councillor Duggins

Councillor Harvard

Councillor Innes

Councillor Lapsa

Councillor J Mutton

Councillor O'Boyle

Political Balance	
Conservative	4
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Sweet	Councillor Chater

Councillor N Akhtar

Councillor P Akhtar

Councillor Bailey

Councillor Brown

Councillor Crookes

Councillor Lepoidevin

Councillor McNicholas

Councillor Miks

Councillor Thomas

Political Balance	
Conservative	3
Labour	8

ETHICS COMMITTEE

CHAIR:	Councillor Clifford
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor McNicholas

Independent Person

Mr K Sloan

Political Balance	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Executive Director of Resources after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Duggins	Councillor N Akhtar

Councillor Blundell

Councillor T Khan

Councillor Lakha

Councillor J Mutton

Councillor M Mutton

Councillor Taylor

Councillor Welsh

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Mr. R. Potter (Nominated by the Roman Catholic Church)

1 Vacancy (Nominated from other faith groups in the city)

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor J Mutton
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Councillor Bains

Councillor Blundell

Councillor Chater

Councillor Duggins

Councillor Lakha

Councillor Sawdon

Councillor Skipper

Councillor Singh

Political Balance	
Conservative	2
Labour	7

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

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor M Mutton
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Councillor N Akhtar

Councillor Bains

Councillor Bigham

Councillor Lepoidevin

Councillor Miks

Councillor Noonan

Councillor O'Boyle

Councillor Seaman

Political Balance	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Mr. R. Potter (Nominated by the Roman Catholic Church)

1 Vacancy (Nominated from other faith groups in the city)

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor Lakha
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Councillor Ali

Councillor Bigham

Councillor Birdi

Councillor Crookes

Councillor Mulhall

Councillor M Mutton

Councillor Sweet

Councillor Walsh

Political Balance	
Conservative	2
Labour	7

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor T Khan
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Councillor P Akhtar

Councillor M Auluck

Councillor Innes

Councillor Male

Councillor Mulhall

Councillor Singh

Councillor Skinner

Councillor Thay

Political Balance	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Welsh
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Councillor Ali

Councillor Galliers

Councillor Innes

Councillor T Khan

Councillor O'Boyle

Councillor Skinner

Councillor Taylor

Councillor Walsh

Political Balance	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Skipper	Councillor Bains

Councillor Blundell

Councillor Harvard

Councillor Sawdon

Councillor Welsh

Political Balance	
Conservative	2
Labour	4

Labour Group Substitute – Councillor Brown

Conservative Group Substitute – Councillor Andrews

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor Lucas	Leader of the Council
Councillor Caan	Cabinet Member for Health and Adult Services (Deputy Chair)
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Gingell	One additional Councillor nominated by the Leader (Chair)
Councillor Taylor	Conservative Group Representative

Executive Director of People (Statutory Appointment)

Director of Public Health (Statutory Appointment)

Coventry Healthwatch – 2 representatives (Statutory Appointment)

Coventry and Rugby Clinical Commissioning Group
– 2 representatives (Statutory Appointment)

Voluntary Action Coventry – 1 representative

Coventry University – Vice-Chancellor (or representative)

Warwick University – Vice-Chancellor (or representative)

NHS Commissioning Board – 1 representative

West Midlands Police – 1 representative

West Midlands Fire Service – Operations Commander Coventry

Coventry and Warwickshire Partnership Trust – 1 representative

University Hospitals Coventry and Warwickshire – Chief Executive or representative

CHAIRS OF WARD FORUMS

Bablake – Councillor Galliers

Binley and Willenhall – Councillor Chater

Cheylesmore – Councillor Noonan

Earlsdon – Councillor Andrews

Foleshill – Councillor A Khan

Henley – Councillor Ruane

Holbrook – Councillor Lancaster

Longford – Councillor Duggins

Lower Stoke – Councillor Miks

Radford – Councillor M Mutton

Sherbourne – Councillor Gannon

St. Michael's – Councillor N Akhtar

Upper Stoke – Councillor Caan

Wainbody – Councillor Blundell

Westwood – Councillor Skinner

Whoberley – Councillor Innes

Woodlands – Councillor Lepoidevin

Wyken – Councillor Thay

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2014/15

ADVISORY PANELS TO BE RE-APPOINTED

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

Councillor Ruane	Cabinet Member for Children and Young People (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Thomas	Deputy Cabinet Member for Education
Councillor M Mutton	Chair of Education and Children's Scrutiny Board (2)
Councillor Dr Auluck	Labour Group Representative
Councillor Blundell	Shadow Cabinet Member for Education
Councillor Noonan	Shadow Cabinet Member for Children and Young People
Councillor Taylor	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Andrews Conservative Member on Ethics

Councillor Clifford Labour Member on Ethics

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

Councillor Bailey

Councillor Gannon (Chair)

1 Member from Controlling Group

Councillor Lucas

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Dr Auluck Labour Councillor

Councillor Miks Labour Councillor

Councillor M Mutton Labour Councillor

Councillor Blundell Shadow Cabinet Member (Education)

3 Head Teachers (1 x Primary, 1 x Secondary, 1 x Special)

3 Governors (1 x Primary, 1 x Secondary, 1 x Special)

2 Voluntary Aided Sector (1 x Roman Catholic Diocese, 1 Church of England Diocese)

(NOTE: Chair elected at each meeting and may not be an elected member)

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor Maton	Cabinet Member for Business, Enterprise and Employment (Chair)
Councillor Lancaster	Cabinet Member for Public Services
Councillor Sweet	Chair of Planning Committee
Councillor Lucas	Leader
Councillor Lakha	Chair of Business, Economy and Enterprise Scrutiny Board (3)
Councillor Chater	Deputy Chair of Planning Committee

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

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

Councillor Townshend	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor Lucas	Leader and Cabinet Member for Policy and Leadership
Councillor Duggins	Labour Councillor
Councillor Welsh	Labour Councillor
Councillor Blundell	Leader of Opposition
Councillor Andrews	Deputy Leader of Opposition

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

Councillor Townshend	Cabinet Member for Policing and Equalities (Chair)
Councillor Gannon	Cabinet Member for Strategic Finance and Resources
Councillor Duggins	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Hammon	Lord Mayor, ex officio
His Honour Judge Griffith-Jones	The Honorary Recorder

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

Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks
Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Blundell	Conservative Group Nominee
Councillor Hammon	Lord Mayor, ex officio
His Honour Judge Griffith – Jones	The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - DISABILITY EQUALITY

Councillor Abbott	Labour Group Nominee
Councillor Dr Auluck	Substitute for Labour Group Nominee

CABINET ADVISORY PANEL - SPORTS VISION AND STRATEGY, TOURISM AND CITY WIDE EVENTS

Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks (Chair)
Councillor Kershaw	Cabinet Member for Education
Councillor Ruane	Cabinet Member for Children and Young People
Councillor M Mutton	Chair of Education and Children's Services Scrutiny Board (2)
Councillor Duggins	Labour Councillor
Councillor O'Boyle	Labour Councillor
Councillor Skipper	Labour Councillor
Councillor Birdi	Conservative Councillor

CABINET ADVISORY PANEL – REGENERATION AND INFRASTRUCTURE

Councillor Lucas	Leader (Chair)
Councillor Gannon	Cabinet Member for Strategic Resources and Finance
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor Lancaster	Cabinet Member for Public Services
Councillor Lakha	Chair, Business, Economy and Enterprise Scrutiny Board (3)
Councillor Blundell	Leader of Opposition

ACL PANEL

Councillor Lucas	Leader (Chair)
Councillor Townshend	Deputy Leader (Deputy Chair)
Councillor Gannon	Cabinet Member for Strategic Finance and Resources
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Kershaw	Cabinet Member for Education
Councillor Maton	Cabinet Member for Business, Enterprise and Employment
Councillor Lancaster	Cabinet Member for Public Services
Councillor Abbott	Cabinet Member for Community Development, Co-operatives and Social Enterprise
Councillor Caan	Cabinet Member for Health and Adult Services
Councillor A Khan	Cabinet Member for Culture, Leisure, Sports and Parks
Councillor Dr Auluck	Deputy Cabinet Member for Policing and Equalities
Councillor McNicholas	Deputy Cabinet Member for Business, Enterprise and Employment
Councillor Brown	Deputy Cabinet Member for Business, Enterprise and Employment
Councillor Thomas	Deputy Cabinet Member for Education
Councillor Clifford	Deputy Cabinet Member for Health and Adult Services
Councillor Blundell	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor Duggins) and the Chair of the Ethics Committee (Councillor Clifford) are invited to attend meetings of this Panel and the Leader or Deputy Leader are able to invite other member(s) or individual(s) to Panel meetings as required.

TERMS OF REFERENCE

1. The terms of reference for the following are as set out in the Constitution:

Audit and Procurement Committee

Cabinet

Cabinet Committee (Coventry Investment Fund)

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration Committee

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

2. The terms of reference for the other bodies are as set out below:

Cabinet Committee (Children's Services)

Terms of Reference

1. To approve spending up to £1.5m within the additional funding allocated by Council to support improvements within the Children's Service.
2. To monitor, review and make any further specific recommendations in respect of the additional funding provided to enable improvements within Children's Services to be undertaken.
3. To recommend to Cabinet Member, Cabinet and Council any further specific amendments regarding the funding of Children's Services.
4. To ensure the funding of improvements within Children's Services and the actions taken to improve the service are transparent, open and fair.

Corporate Parenting Board (To act as a Cabinet Advisory Panel for Looked after Children)

Terms of Reference

1. The Board will be constituted as a Cabinet Advisory Panel with a politically balanced membership.
2. To focus on the requirements in legislation and in good practice advice for Elected Member involvement and support in service improvement for looked after children and young people.
3. To develop a work programme and allocate and monitor tasks within the City Council to improve outcomes for looked after children.
4. To identify key areas where services and partner agencies need to deliver improved support for looked after children and refer these issues to the relevant organisations as necessary.
5. To develop and support direct communication with looked after children, including formal meetings and consultation leading to the establishment of a Children's Council, a structured pattern of visits to children's homes and social work team offices, and also informal meetings with looked after children and young people with a social and enjoyable element.

Cabinet Consultative Group (PSPO) (Coventry Dog Control)

Terms of Reference

1. Have a scope to monitor the efficacy and effectiveness of the Public Space Protection Order (Coventry Dog Control) and make such recommendations to Cabinet as are deemed necessary
2. Have the Chairperson appointed by the Council Leader
3. Remain in existence for a maximum period of 12 months (from January 2015)
4. Have a maximum membership of 12 persons (including the Chairperson)
5. Meet as often as is deemed necessary to:
 - Receive regular updates on the implementation of the 'Order', with specific regard to the local authorities performance in publicising and educating local people on the requirements of the 'Order' and ultimately, enforcement where necessary. This will include specific data on enforcement and relevant complaints/service requests received by the City Council concerning dogs.

Cabinet Advisory Panel – School Organisation

Terms of Reference

1. The group will be constituted as a Cabinet Advisory Panel Group.
2. To consider any objections received to school organisation proposals (for example the establishment of a new school or the closure of a school) and make recommendations to the Local Authority (Cabinet) on the determination of those proposals.

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

There is no legal requirement to set up an Advisory Panel to inform the development of a new Core Strategy, however, it is considered to be good practice to do so. The Advisory Panel would ensure regularly timetabled interaction between Elected Members of the group, in relation to the development of the Core Strategy, and ensure that key issues were identified and discussed early in the process.

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.
- (2) In consultation with local Ward Councillors and other such stakeholders as the Panel believe appropriate, to make recommendations to the Returning Officer about suitable polling places within each Ward within the City.
- (3) To consider the staffing arrangements, including the payment of fees, associated with elections and make appropriate recommendations to the Returning Officer and the Cabinet Member.
- (4) To make recommendations to the Cabinet Member and the Returning Officer in relation to any changes to procedures and practices as appropriate with regard to the electoral process within the City, especially in relation to any proposed legislative changes.

- Advise, comment and make recommendations on the City Council's implementation of the 'Order'.
- Promote collaboration and partnership working with relevant organisations in implementing the 'Order'.
- Provide a conduit for disseminating key messages on the implementation of the 'Order' through members' own organisations and contacts.
- Promote consistency in the introduction of the 'Order' throughout the City.

Cabinet Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

1. To be responsible for keeping the Constitution up to date and to make recommendations on proposed amendments to the Constitution to the Cabinet Member for Policing and Equalities.
2. To consider recommendations from the Monitoring Officer or the Officer Working Group on updates to the Constitution or on ways in which the Constitution can be amended in order to better achieve its purpose.
3. To bring to the attention of the Monitoring Officer and the Cabinet Member for Policing and Equalities any matters of concern regarding the City Council's Constitution.

Note

Where the timescale does not permit the Advisory Panel to consider any proposed constitutional amendments, any recommendations to Council on those proposed changes to the constitution will be made by the Cabinet Member only

Cabinet Member for Policing and Equalities Advisory Panel - The Coventry Award of Merit

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.
3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member for Policing and Equalities, who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Executive Director, Resources, with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

Cabinet Member for Policing and Equalities Advisory Panel – The Good Citizen Award

Terms of Reference

To provide advice and guidance and make recommendations to the Cabinet Member for Policing and Equalities on the Good Citizen Award.

In particular, to assist the Cabinet Member in the following roles:-

1. Promoting the Good Citizen Award and the honour conferred by the Council on recipients of the Award.
2. Promoting the Council's Equality and Diversity objectives and encouraging nominations from all the communities within Coventry
3. Considering nominations received and, in accordance with agreed criteria, approving recipients for the award to full Council

Cabinet Member for Policing and Equalities Advisory Panel - Disability Equality

Terms of Reference

To advise the Cabinet Member responsible for equalities on disabled people's issues and to monitor, review and advise the Council on the development of the action plan for its Equality Strategy.

Cabinet Advisory Panel - Sports Vision and Strategy, Tourism and City Wide Events

1. To co-ordinate the Council's work in facilitating and supporting the development of a renewed partnership Vision and Strategy to meet the sporting needs and aspirations of the City of Coventry, for the benefit of the City's residents and its visitors.
2. To support the Cabinet Member on the development of a Tourism Strategy for Coventry, on the marketing of the City and on the provision of tourism services.
3. To support the Cabinet Member on the monitoring of Tourism services and Strategy outcomes.
4. To advise on links with wider tourism and destination partners and partnerships, identifying opportunities to collaborate to ensure services work together to achieve the best possible outcomes for the City.
5. To provide direction to officers on a range of project and policy matters and advise on the overall events programme and the development of a city wide events strategy. In doing so it will ensure that the events programme and strategy considers other major areas of work including:

City Centre events
Events in the parks and open spaces
Events in the city centre

The Godiva Festival
Christmas related events

6. To provide political guidance in relation to the City's Bid to become UK City of Culture in 2021 and a European Capital of Culture in 2023.

Cabinet Advisory Panel - Regeneration and Infrastructure

1. To direct the work of Coventry in helping to negotiate the City Deal for Coventry and Warwickshire.
2. To ensure that the development of the City Deal and future policy on a single pot for economic growth meets the economic needs of the City
3. To provide political guidance and support to the operational aspects of the wider Friargate programme, including agreeing the scope and general remit of the programme delivery team in accordance with the governance arrangements approved by Cabinet.

ACL Panel

Terms of Reference

The ACL Panel will be responsible for providing an overarching governance role in relation to the outstanding loan facility provided to ACL. This will include but not be limited to an overview of the following areas:-

- Financial overview
- Risk management
- Consider matters submitted by the Council's observer or appointee (as the case may be) on the Board of ACL
- Consider matters submitted by the Council's S.151 Officer
- Receive updates on any outstanding legal matters
- Any other item deemed appropriate

The Panel will also be responsible in making recommendations to the appropriate Council body. In order to facilitate the Panel's function it will have the authority to obtain any external professional advice deemed appropriate.

	Proportional Entitlement for groups rounded up			Proportional Entitlement for groups (1 dec place)		
	Total	Con	Lab	Total %	Con %	Lab %
Party seats	54	13	41	100.0%	24.1%	75.9%
Cabinet	10	0	10	10.0	n/a	n/a
Entitlement per group excl Cabinet places				0.00	22	68
Planning Cttee	11	3	8	11.00	2.7	8.3
Licensing & Reg Cttee	14	4	10	14.00	3.4	10.6
Ethics	5	1	4	5.00	1.2	3.8
Audit & Procurement Cttee	6	2	4	6.00	1.4	4.6
Scrutiny Board 1	9	2	7	9.00	2.2	6.8
Scrutiny Board 2	9	2	7	9.00	2.2	6.8
Scrutiny Board 3	9	2	7	9.00	2.2	6.8
Scrutiny Board 4	9	2	7	9.00	2.2	6.8
Scrutiny Board 5	9	2	7	9.00	2.2	6.8
Scrutiny Co-ordination	9	2	7	9.00	2.2	6.8
Totals (excludes Cabinet)	90	22	68	90.00	21.7	68.3
Actual proportionality	100.0%	24.1%	75.9%	100.0%	24.1%	75.9%

CALENDAR OF MEETINGS 2015/16

* denotes "if required"

Meeting	Time (unless indicated otherwise)	May 15	Jun 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Council	2.00 pm		23	14*		8	13		1	12	23	15		19 agm
Cabinet / Cabinet Members														
Cabinet	2.00 pm	28 (12 noon)	17	7	11	1	6	24		5	9, 23	8	19	
Cabinet Briefing	2.00 pm		2, 24	28	19	22		10	15	26	16		5	
CM for Business, Enterprise and Employment	10.00 am			20			19			18		21		
CM for Children & Young People	2.00 pm		30			15			8			22		
CM for Community Development, Co-Operatives & Social Enterprise	10.00am			16			8			28			7	
CM for Culture, Leisure, Sports & Parks	9.30 am			23		24		12				17		
CM for Education	2.30pm			8		30				20			20	
CM for Health & Adult Services	1.00pm			20			12		14		1			
CM for Policing & Equalities	2.00 pm		22	23		24		5	10	28		3		
CM for Policy & Leadership	1.00 pm			9			8			21			14	
CM for Public Services	10.00 am		16	7	4	1	6	3	8 (2pm)	12	22	15		
CM for Strategic Finance & Resources	2.00 pm			6			12		7			7		
Coventry Investment Fund Cabinet Committee	10.00 am			7		1		10		19		8		
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00 am		10	8, 29*	12*	9, 23*	14, 21*	4, 18*	9	13, 20*	10, 24*	9, 23*	20	
Finance and Corporate Services Scrutiny Board (1)	10.00 am		17	1		2		11		6		2	27	
Education and Children's Scrutiny Board (2)	2.00 pm		18	2		10	8	5	10	7	25	17	14	
Job, Skills & Growth Business, Economy and Enterprise Scrutiny Board (3)	10.00 am		24	15		16		25		27		16	13	
Communities & Neighbourhoods Scrutiny Board (4)	3.00 pm		17	8		16		4		13		9	20	
Health and Social Care Scrutiny Board (5)	2.00 pm		10	1		9	14	18		6	3	2		
Committees														
Audit and Procurement Committee	3.30 pm		22		3		26		14		15		11	
Ethics Committee	10.00 am			2		17			10			24		
Licensing & Regulatory Committee	9.30 am		30	28	25	22	20	17	8	19	16	22	26	
Planning Committee	2.00 pm		11	9	6	3	1, 29	26	17	14	11	10	7	12
Planning Committee Quarterly Seminar	2.00 pm			16		17			3			3		

Meeting	Time (unless indicated otherwise)	Jun 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16
Advisory Panels													
ACL Shareholders	Rising of Cab / Brief	Dates & Times to be Confirmed											
Constitutional	2.00pm	9											
Corporate Parenting Board	2.00 pm		30			22			21		24		
Coventry Award of Merit		Dates & Times to be Confirmed											
Coventry Local Development Plan	2.00pm	1, 29		3	7	26	30		18	22	21	18	
Disability Equality	10.30 am		24				13				4		
Electoral Arrangements	11.00 am	Early dates to be confirmed						2				6	
Good Citizen Award		Dates & Times to be Confirmed											
Regeneration & Infrastructure		Dates & Times to be Confirmed											
School Organisation		Dates & Times to be Confirmed											
Sports Vision & Strategy, Tourism & City Wide Events		Dates & Times to be Confirmed											
Other Meetings													
Coventry and Solihull Waste Disposal Company Ltd Shareholders Panel	4.00 pm	10			23				20		16		
Coventry Health and Wellbeing Board	2.00 pm		6		7	19		7		8		11	
John Friends Memorial Fund		Dates & Times to be Confirmed											
School Admissions Forum	1.30 pm						6			12			
Tansley Charity Trust	11.00 am												
Cabinet Consultative Group PSPO (Dog Control)	6.00pm	3											
Tom Mann Trust		Dates & Times to be Confirmed											

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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

RECOMMENDATION

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.

(Meeting closed at 2.40 pm)

Ethics Committee
Cabinet Member for Policing and Equalities
Council

10 March 2015
26 March 2015
Date to be confirmed

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor P Townshend

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

Not applicable

Title: Proposed Amendment to Code of Conduct for Elected and Co-opted Members

Is this a key decision?

No

Executive Summary:

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. This report provides the Committee with suggested wording for an amendment and asks the Committee to consider the wording and make recommendation to full Council.

Recommendations:

1. The Ethics Committee is recommended to:
 - (1) consider the proposed additional wording for the Code of Conduct for Elected and Co-opted Members; and
 - (2) recommend to the Cabinet Member for Policing and Equalities that he recommends to full Council that it approves the additional wording to the Code and that Part 4A of the Council's Constitution is amended accordingly.

2. Cabinet Member (Policing and Equalities) is recommended to:

(1) Recommend 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.

3. Council is recommended to approve the additional wording to the Code and that Part 4A of the Council's Constitution is amended accordingly.

List of Appendices included:

Code of Conduct for Elected and Co-opted Members with proposed amendment

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: Proposed Amendment to Code of Conduct for Elected and Co-opted Members

1. Context (or background)

- 1.1 At its last meeting on 29th August 2014 the Committee considered a report on the Code of Conduct. The Committee resolved, among other things, to consider amending the Code to make it clearer to members their responsibilities with regard to not disclosing confidential matters. Officers were asked to draft an amendment to the Code and bring it back to this meeting for the Committee to consider.

2. Options considered and recommended proposal

- 2.1 The Code of Conduct has been re-drafted to include some additional wording in paragraph 3(g) emphasising that members may not disclose information provided to them in confidence to third parties unless they have prior approval. This last proviso has been added in because there may, exceptionally, be occasions when it is appropriate to disclose confidential information. These might include, for example, where a member is required by law to disclose information or where he or she needs to disclose it in order to obtain professional advice.
- 2.2 A copy of the Code of Conduct is attached as an appendix to this report with the additional text underlined.
- 2.3 If the Committee is minded to approve the additional text, with or without amendment, it will need to recommend the change to the Cabinet Member, Policing and Equalities who in turn will make his recommendations to full Council.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

- 4.1 The change would take effect immediately after the council meeting at which it is approved.

5. Comments from Executive Director, Resources

5.1 Financial implications

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

5.2 Legal implications

There are no specific legal implications arising from this report. However, amending the Code of Conduct will help to demonstrate that the Council keeps the code under review.

6. Other implications

None

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)?

Not applicable.

6.2 How is risk being managed?

Clarifying members' obligations with regard to confidential information will help to reduce the risk of information being wrongly disclosed.

6.3 What is the impact on the organisation?

If implemented, the amendment to the Code of Conduct will help to promote high standards amongst elected members in accordance with the Localism Act.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None at this stage

Report author(s): Carol Bradford

Name and job title: Solicitor, Place and Regulatory Team, Legal and Democratic Services

Directorate: Resources

Tel and email contact: 024 7683 3976 carol.bradford@coventry.gov.uk

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:				
Gurdip Paddan	Governance Services Officer	Resources	10.12.14	10.12.14
Helen Lynch	Place and Regulatory Team Manager	Resources	08.10.14	14.11.14
Names of approvers for submission: (officers and members)				
Finance: Carolyn Prince	Finance	Resources	28.11.14	08.12.14
Legal: Christine Forde	Assistant Director Legal and Democratic Services	Resources	25.11.14	25.11.14
Director: Chris West	Executive Director Resources	Resources	10.12.14	
Councillor Townshend	Cabinet Member for Policing and Equalities		28.11.14	

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

PART 4A: CODE OF CONDUCT FOR ELECTED AND CO-OPTED MEMBERS
COVENTRY CITY COUNCIL

I being a duly elected Councillor/Co-opted Member for Coventry City Council hereby declare that I will undertake my duties as follows:

1. I will represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.
2. **As a holder of public office** and as required by law I will behave in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in the Council:
 - a. **Selflessness:** I will act solely in terms of the public interest. I will not act in such a way as to gain financial or other material benefits for myself, my family, or my friends.
 - b. **Integrity:** I will not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.
 - c. **Objectivity:** I will make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits.
 - d. **Accountability:** I am accountable for my decisions and actions to the public and must submit myself to whatever scrutiny is appropriate to my office.
 - e. **Openness:** I will be as open as possible about all the decisions and actions I take. I will give reasons for my decisions and restrict information only when the wider public interest or the law clearly demands.
 - f. **Honesty:** I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interests.
 - g. **Leadership:** I will promote and support these principles by leadership and example.
3. As a Member of Coventry City Council I will act in accordance with the principles in paragraph 2 and, in particular, I will
 - (a) Champion the needs of residents - the whole community and all my constituents, including those who did not vote for me - and put the public interest first.

- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- (c) Not allow other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the City of Coventry or the good governance of the Council in a proper manner.
- (d) Exercise independent judgement and not compromise my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a Member/Co-opted Member of this Authority.
- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit.
- (f) Be accountable for my decisions and cooperate when scrutinised internally and externally, including by local residents.
- (g) Contribute to making the City Council's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding me and other Members to account but restricting access to information when the wider public interest or the law requires it.
- (h) Behave in accordance with all my legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources.
- (i) Value my colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- (j) Always treat people with respect, including the organisations and public I engage with and those I work alongside.
- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council.
- (l) Not disclose information given to me in confidence by anyone or information acquired by me, which I believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.

4. **Gifts and Hospitality**

- 4.1 I will, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which I have accepted as a member from any person or body other than the authority.

- 4.2 I acknowledge that the Monitoring Officer will place my notification on a public register of gifts and hospitality.
- 4.3 I am aware that this duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Council for this purpose.

5. **Register of Interests**

5.1 I will:

- (a) register and, where appropriate, disclose those disclosable pecuniary interests that I am obliged to declare under the Localism Act and associated regulations; and
- (b) register details of my membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. I acknowledge that this could arise by reason of an organisation having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. I understand that such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and
- (c) register details of my membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.2 I will do this by completing, signing and submitting the prescribed form to the Monitoring Officer at Coventry City Council. I will keep the register updated and acknowledge that its contents will be published on the Council's website and will be open to the public to inspect.

6. **Disclosable Pecuniary Interests Entered on the Register**

6.1 I understand that if I am present at a meeting of the Council and

(a) I am aware that I have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting: and

(b) the interest is entered in the Council's register

I may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which I have such an interest; and I will leave the room where the meeting is held while any discussion or voting takes place.

7. **Disclosable Pecuniary Interests NOT Entered on the Register**

7.1 I understand that if I am present at a meeting of the Council and

(a) I am aware that I have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; **and**

(b) the interest is not entered in the Council's register,

I must disclose the interest to the meeting. Furthermore, I may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and I will leave the room where the meeting is held while any discussion or voting takes place.

7.2 I also understand that if an interest referred to in 7.1 above is not entered on the Council's register and is not the subject of a pending registration, I must notify the Council's Monitoring Officer of the interest within 28 days of the date of the disclosure.

7.3 If I am a member who has the power to discharge a council function acting alone, I understand that if I am aware that I have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by me in the course of discharging that function:

(a) I may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by me); **and**

(b) If the interest is not entered on the Council's register and is not the subject of a pending registration, I must notify the Council's Monitoring Officer of the interest within 28 days of becoming aware of the interest.

8. **Other Relevant Interests**

8.1 I understand that I have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:

(a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of me or a member of my family or a person with whom I have a close association, or an organisation or body under paragraph 5.1(b) or 5.1(c) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the authority's administrative area; **and**

(b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest.

8.2 I acknowledge that if I have an Other Relevant Interest as described in 8.1. above,—

(a) I will make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent; **and**

(b) I will not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which I have an Other Relevant Interest at any meeting at which I am present and I will leave the room where the meeting is held while any discussion or voting takes place.

Signed:.....

Full name:

Date:

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Cabinet
Audit and Procurement Committee
Council
Finance and Corporate Services Scrutiny Board (1)

17th June 2015
22nd June 2015
23rd June 2015
1st July 2015

Name of Cabinet Member:

Strategic Finance and Resources – Councillor D Gannon

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected: All

Title:

Revenue and Capital Outturn 2014/15

Is this a key decision?

Yes - The Council's final outturn position for the year relates to financial matters in excess of £1.0m in one financial year.

Executive Summary:

This report outlines the final revenue and capital outturn position for 2014/15 and reviews treasury management activity and 2014/15 Prudential Indicators reported under the Prudential Code for Capital Finance.

The overall financial position includes the following headline items:

- Revenue overspending of £2.2m which will be balanced to nil after a planned contribution from the General Fund Balance.
- £10.3m of costs due to early retirement and voluntary redundancy. This follows and is consistent with approval of the programme of staffing reductions agreed by Cabinet in August 2014.
- Headline variations including an over-spend of £6.4m within the People Directorate and an under-spend of £5.7m within the Asset Management Revenue Account.
- Capital Programme expenditure of £101m and capital spending of £22m rescheduled into 2015/16.
- Overall reserve balances increasing from £81m to £84.5m

Recommendations:

Cabinet is requested to:

1. Approve the final revenue outturn position of a £2.2m overspend, balanced to nil by a £2.2m contribution from the General Fund Balance.
2. Recommend to Council that it approves £3m in-year funding of redundancy and retirement costs
3. Approve the final capital expenditure and resourcing position, incorporating expenditure of £101m against a final budget of £124m, borrowing to fund the programme of £0.3m and £22m expenditure rescheduled into 2015/16.
4. Approve the outturn Prudential Indicators position in section 2.4.4 and Appendix 3.

Audit and Procurement Committee is recommended to:

1. Consider the contents of the report and determine whether there are any issues which it wants to refer to the Cabinet Member for Strategic Finance and Resources.

Council is requested to:

1. Approve £3m in-year funding of redundancy and retirement costs.

List of Appendices included:

Appendix 1	Detailed breakdown of Directorate Revenue Variations
Appendix 2	Capital Programme Changes and Analysis of Rescheduling
Appendix 3	Prudential Indicators

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

Yes – Finance and Corporate Services Scrutiny Board (1) 1st July 2015

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

Yes - Audit and Procurement Committee 22nd June 2015

Will this report go to Council?

Yes – 23rd June 2015

1. Context (or background)

- 1.1 This report sets out the Council's revenue and capital outturn position in 2014/15 and performance against its Prudential Indicators for the year. The City Council set a revenue budget for the year of £259m and a Capital Programme of £142m.
- 1.2 The reported figures show the Council's financial position in relation to management accounts used to monitor performance through the year. The Audit and Procurement Committee will consider separately the Council's Statement of Accounts that shows the financial position in a statutorily prescribed format including technical accounting adjustments that do not reflect how the Council's day to day finances are managed.

2. Options considered and recommended proposal

2.1 Revenue Outturn

- 2.1.1 Table 1 below summarises the outturn position - an overspend of £2.2m prior to a planned contribution from the General Fund Balance which then brings the overall position to a nil variation.

Table 1 Summary Outturn Position

Directorate	Net Budget £m	Outturn £m	Variance £m	Variance %
Chief Executives	2.0	2.0	0.0	0.0%
Public Health	0.1	0.1	0.0	0.0%
Place	33.5	33.0	(0.5)	(1.4%)
People	155.0	161.4	6.4	4.1%
Resources	13.7	11.5	(2.2)	16.0%
	204.3	208.0	3.7	1.8%
Contingency & Central Budgets	54.2	52.7	(1.5)	2.7%
Resourcing of Net Budget	(258.5)	(258.5)	0.0	0%
Bottom Line Variance	0.0	2.2	2.2	0.9%
General Fund Balance Contribution	0.0	(2.2)	(2.2)	
Final Outturn	0.0	0.0	0.0	

- 2.1.2 A projected underspend of £0.6m was reported at quarter 3. The underlying movements between quarter 3 and outturn are as follows:

- People Directorate - £2.9m over-spend
- Place Directorate - £0.4m under-spend
- Resources - £1.2m under-spend
- Contingency and Central - £1.5m over-spend

This results in an overall underlying adverse movement of £2.8 in the final quarter and an overall overspend of £2.2m.

It is important to note that the Contingency and Central Budgets position incorporates additional contributions of £5.2m to fund redundancy and early retirement costs that were not in the original budget but have been the result of subsequent decisions made by Cabinet during the year when considering budgetary control reports. Further detail is set out in section 2.1.4 below.

2.1.3 Directorate Positions

Place

Place Directorate is reporting a net £0.5m surplus. This has been delivered by a combination of one-off and on-going savings and higher income generation including over achievements in Planning Fee Income, Highways Trading Income and use of specific grant resources, plus a variety of smaller one off underspends due to vacant posts.

These have off-set a number of pressures. In particular, the projected cost of waste disposal is significantly in excess of available budget (£0.8m), the main cause being an increase in the level of disposal tonnages. This shortfall has been addressed within the 2015/16 Budget. Other adverse variations exist which relate to achievement of income targets for Monitoring & Response Services, project management, Building Cleaning and Corporate Catering. Initiatives are on-going to address these pressures which currently represent an underlying deficit position of £0.5m going forward.

People

The People Directorate is reporting a net overspend of £6.4M. The two most significant pressures across the People Directorate, continue to be Adult Social Care and Looked After Children (LAC) placement and package costs (overspend of £5.7M in the 2014/15 financial year). The pressure in LAC placements is due to continued levels of high activity, and an increase in the average costs of a placement. The pressure in Adult Social Care is also driven by continued levels of high activity within Older People's services, and increasing numbers of adults with learning disabilities.

A further £2.3M of pressure is as a result of costs linked to the OFSTED Action plan, largely additional social work staffing to lower caseloads as per OFSTED recommendations.

Resources

Resources is showing an under-spend of £2.2m. This is largely a result of non-recurrent underspends relating to Community Support Grant of £0.7m, Agency Rebate £0.9m, ICT, Major Projects and Transformation £0.7m and the Talent & Skills Team £0.9m. These offset against some non-recurrent overspends including professional fees relating to the judicial review, and one-off refund of land charge income to customers due to changes in legislation. Where there are significant underspends these are either addressed as part of the medium term financial strategy from 2015/16, or as part of a service restructure. There are no underlying areas of pressure or underspend that are not being addressed; however, there are a number of volatile areas that impact upon the Resources Directorate position largely within Revenues and Benefits, such as Housing Benefit Subsidy, Community Support grant, and level of court fees income.

Contingency and Central

Central budgets reflect key under-spends of £5.7m within the Asset Management Revenue Account and £5.9m across inflation contingencies and pensions budgets. These are enabling contributions to reserves and in-year redundancy and retirement costs which overall are excess of £10m. These are detailed in Appendix 1 and the new proposals for funding redundancy and retirement costs in this report are set out at 2.1.4 below.

Previous monitoring reports have reflected the rescheduling of capital spend and early repayment of debt that has reduced the Council's planned borrowing needs and consequent debt costs. These circumstances have continued, combining to deliver a final underspend of £5.7m within the Asset Management Revenue Account (AMRA), an increase of £0.3m in the final quarter.

Underspends for pay, price and energy contingencies and pensions totalling £5.9m represent an increase of £2.6m in the final quarter. Tighter central control is now being applied to salary budgets enabling the Executive Director of Resources to capture salary savings where vacancies occur and where employees leave through early retirement or redundancy ahead of schedule. In addition, calls on energy and other inflation contingencies have continued to be relatively subdued.

Underlying on-going underspends amounting to £10m within the AMRA and contingencies have already been factored into the 2015/16 Budget.

The overall £2.2m whole-authority over-spend is generated by £2.2m of planned funding of ER/VR costs as part of the overall strategy set out in the August 2014 report on staffing reductions. This is neutralised by an equivalent contribution from the General Fund Balance.

2.1.4 Members will be aware that the Council has been subject to very large cuts in government resources in recent years. This has required wide-ranging measures to reduce the Council's cost base with the most important element of this being large-scale reductions in the Council's employee numbers. Cabinet approved a new round of staff reductions in August 2014 which it is anticipated will bring the total level of post reductions between 2010 and 2017 to around 2,000 (the current level stands at c1,300). Delivery of on-going savings in this manner continues to have significant one-off financial consequences for the Council in the form of redundancy and pension strain costs and costs of £10.3m relating to over 400 individuals have been accounted for in 2014/15. Due to the high-level of staff departures and associated costs within 2014/15, this report recommends additional £3m in-year funding of these costs in 2014/15 which has been factored into the figures as reported. This results in an overall funding package as follows:

- Existing revenue budgets £2.6m
- Further contribution from 2014/15 revenue position £3m
- ER/VR reserves £4.7m – these were established as part of the August 2014 report

Despite the very significant level of costs incurred, the proposed £3m funding of ER/VR from the 2014/15 revenue position allows the ER/VR reserve to grow to £5.1m at the end of the financial year. Taken together with 2015/16 revenue budgets of £2.5m this provides for £7.6m to fund ER/VR in 2015/16. However, if the 2014/15 cost profile is repeated this will leave insufficient funding in the new financial year and therefore it will be necessary to ensure that further resources are earmarked at an early stage in the financial monitoring cycle to allow the required level of staffing reductions to continue.

2.1.5 The Council has incurred no further Equal Pay claims in 2014/15 and it is now likely that no further claims will be received, meaning that the Council's costs, all incurred in the years prior to 2014/15, will be capped at £7m. As a result, the remaining modest residual level of provision to pay for future claims of £0.5m will be written out of the council's accounts. Due to the capitalised nature of the provision – which spreads the cost over a number of years – its part reversal now does not affect the Council's 2014/15 outturn position reported here.

2.2 Reserves

2.2.1 The total reserve balance at the end of 2014/15 is £84.5m, compared with £81m at the end of 2013/14. The total reserve movement in 2014/15 is summarised in the table below.

Table 2 Summary of Reserve Movements in 2014/15

	1st April 2014 £000	(Increase)/ Decrease £000	31st March 2015 £000
General Fund Balance	(7,328)	2,168	(5,160)
Private Finance Initiatives	(10,333)	(728)	(11,061)
Potential Loss of Business Rates Income	(6,400)	(700)	(7,100)
Early Retirement and Voluntary Redundancy	(2,800)	(2,309)	(5,109)
Achievement of Future Savings	(2,800)	(624)	(3,424)
Children's Social Care	(4,000)	1,000	(3,000)
Leisure Development	(3,181)	1,722	(1,459)

Public Health	(2,527)	1,125	(1,402)
Health and Social Care Schemes	(1,785)	368	(1,417)
Vehicle Purchase Programme	(1,290)	(257)	(1,547)
Troubled Families	(1,088)	378	(710)
Schools (specific to individual schools)	(18,499)	449	(18,050)
Schools (related to expenditure retained centrally)	(3,645)	(2,826)	(6,471)
Insurance Fund	(3,348)	436	(2,912)
Management of Capital	(1,869)	(143)	(2,012)
Other Corporate	(1,988)	(382)	(2,369)
Other Directorate	(4,878)	(1,555)	(6,434)
Other Directorate funded by Grant	(2,480)	(1,997)	(4,478)
Capital Grant Unapplied Account	(756)	372	(384)
Total Usable Reserves	(80,995)	(3,503)	(84,499)

*Overall opening balances are £2.4m lower than reported at 2013/14 outturn position following an adjustment resulting from compilation of the statutory 2013/14 Statement of Accounts.

2.2.2 In overall terms the level of reserve balances has increased by £3.5m. This includes an increase of £2.3m to fund future ER/VR costs and £2.8m in relation to centrally retained schools expenditure.

2.3 Capital Outturn

2.3.1 The capital outturn position for 2014/15 is shown in summary form below and in greater detail in Appendix 2:

Table 3: Capital Outturn Summary

Final Budget £m	Final Spend £m	Net Rescheduling Now Reported £m	Under- spends £m	Total Variance £m
123.9	101.1	21.8	1.0	22.8

The period 8 monitoring report to Cabinet on 10th February 2015 approved a revised capital budget of £124.2m for 2014/15. Since then there has been a net programme reduction of £0.355m giving a final budget for the year of £123.9m. Since February, a total of £21.8m net rescheduled spending has arisen on directorate capital programmes. A scheme by scheme analysis is included in Appendix 2 and this is summarised in the table below.

Table 4: Summary of Rescheduling and Accelerated Spend

Project	(Rescheduling)/ Accelerated Spend £m	Explanations
Accelerated Spend	3.4	<ul style="list-style-type: none"> • Growing Places Fund (£1m) - additional loans and grants awarded and applied sooner than originally forecast across all projects. • Friargate Bridgedeck (£1.4m) - Additional costs on design; issues around piling and drainage works. • Whitley Junction (£1m) – Unexpected need to raise the level of the carriageway, including extra piling and Traffic management requirements.

Transportation & Public Realm	(5.6)	<ul style="list-style-type: none"> Nuckle (£1m) - Re-engineering issues in connection to designs; piling; earthworks and tamping works and Arena signal relocation. Far Gosford Street (£1m) – Grant fund to be applied across remainder of restoration programme. Public Realm (£1.8m) – slippage of Gosford Street/Coventry University scheme not on site till March 2015 South West Coventry Junction Improvement (£1.8m) - Delays in construction works around Warwick University campus area.
Vehicle & Plant Replacement	(1.30)	Vehicles not replaced due to reductions in service requirements or identification of alternatives.
Schools	(11.90)	Efficiencies in Project Procurement; late starts in construction on 3 schools sites, in addition to the poor take up of the Early Years Grant
ICT	(2.30)	Re-organisation of the ICT Team and the reprioritisation of workload towards the development of Unified Comms has delayed other ICT Projects going forward.
Other	(4.10)	Slow take up of Grants covering Disabled Facilities Grant and Business Grants
TOTAL	(21.80)	

2.3.2 The 2014/15 Programme is one of the largest in the Council's recent history and has incorporated expenditure on the following key programmes and schemes:

- Highways and Public Realm. The City Council has made significant investment in specific Public Realm schemes including the Council House Square and Gosford Gate including joint working with Coventry University. These schemes have improved accessibility to the City Centre and Pedestrianized links and have improved the attractiveness of the City Centre and its future aspirations for business growth.
- Friargate Bridgedeck – The Bridgedeck and surrounding works are now nearing completion with the Bridgedeck itself being officially opened at the end of May 2015.
- Schools – the primary expansion programme is now nearing completion, with a levelling of the demand for places and leaving only the construction of Edgewick to complete the programme. This will leave a full focus on the completion of outstanding schemes and the development of smaller condition related schemes to reflect the significant reduction in funding available from 2015/16 to 2017/18 with a nil Basic Need allocation and a move towards the immediate priority around the creation of a second SEN primary broad spectrum school and longer term priorities in additional secondary places.
- Regeneration – The regeneration of Far Gosford Street has continued to develop the sites at FARGO Village and the links with Gosford Gate utilising external and Coventry Investment Fund funding, 2014/15 has also seen the completion of the replacement of the AT7 Sports Centre, and the early stages of the regeneration at Cathedral Lanes.

2.3.3 The funding in respect of this capital expenditure of £101.1m is summarised below:

Table 5: Capital Funding

	£m
Prudential Borrowing	0.3
Grants and Other Contributions	
- Growth Deal 1	0.0
- Sub-regional & Government funding for the NUCKLE rail project and Highways	4.9
- European Regional Development Fund	10.9
- Education Funding Agency	18.3

- Regional Growth Fund	20.6
- All Other Grants/Contributions	26.0
Revenue Contributions	6.8
Capital Receipts	13.3
Total Resourcing	101.1

2.4 Treasury Management Activity

2.4.1 Economic Activity and Interest Rates - Annual economic growth has increased recently and stood at 3% at the end of 2014. This, in addition to resurgent house prices, improved consumer confidence & healthy retail sales added to the positive outlook for the UK economy. In contrast, the Eurozone has struggled to show sustainable growth. In the light of this the European Central Bank reduced interest rates to 0.05% and have undertaken quantitative easing, expanding the ECB balance sheet by €1.1 trillion in an attempt to steer the Eurozone away from deflation & improve its economies. Of other indicators, CPI inflation fell from 1.6% (March 2014) to -0.1% (Feb 2015). The Bank of England has explained that this negative turn is temporary and will rebound around the end of 2015. In addition, the unemployment rate fell to 5.7% at the start of 2015.

The UK base rate has remained at 0.5% since 2009. There are suggestions that this rate will rise in 0.25% increments from mid to late 2016. Linked to this, market investment and borrowing rates for up to 12 month periods stood at less than 1% through the year.

Longer term rates, at which local authorities borrow from the Public Works Loans Board (PWLB), were:-

Table 6: PWLB Interest Rates

PWLB Loan Duration (standard rates)	Minimum in 2014/15	Maximum in 2014/15	Average in 2014/15
5 year	1.91%	3.07%	2.56%
20 year	2.94%	4.42%	3.85%
50 year	3.02%	4.48%	3.92%

Given the above rates it has continued to be cheaper for local authorities to use short rather than long term funds for financing.

2.4.2 Long Term Funding - At outturn, the Capital Financing Requirement (CFR), which indicates the authority's underlying need to borrow for capital purposes, has reduced by £7.3m:-

Table 7: 2014/15 Capital Financing Requirement (CFR)

	£m
Capital Financing Requirement at 1 st April 2014	407.7
Borrowing to finance 2014/15 Capital Programme	0.3
PFI & Finance Leases liabilities	8.8
Provision to Repay Debt (Minimum Revenue Provision)	(14.1)
Provision to Repay Debt (Capital Receipts Set Aside)	(1.0)
Repayment of Transferred Debt	(0.8)
Reduction of Provision and other restatements	(0.5)
Capital Financing Requirement at 1 st April 2015	400.4

The CFR includes a reduction of £0.5m in respect of the remaining Equal Pay provision which was capitalised in 2008/09, but is now no longer required.

No new long term borrowing was taken out during 2014/15, but £5.5m PWLB loans were repaid on maturity. However, some borrowing will be required in the future to support current capital expenditure plans and the need for any such borrowing will be kept under review in 2015/16. Within 2014/15, the movements in long-term borrowing and other liabilities were:-

Table 8: Long Term Liabilities (debt outstanding)

Source of Borrowing	Balance at 31st March 2014 £m	Repaid in Year £m	Raised in Year £m	Balance at 31st March 2015 £m
PWLB	226.8	(5.5)	0	221.3
Money Market	59.0	0	0	59.0
Stock Issue	12.0	0	0	12.0
sub total ~ long term borrowing	297.8	(5.5)	0	292.3
Other Local Authority Debt	18.3	(0.9)	0	17.4
PFI & Finance Leasing Liabilities	63.9	(1.8)	8.6	70.7
Other	0.6	(0.1)	0	0.5
Total	380.6	(8.3)	8.6	380.9

This long term borrowing is repayable over the following periods:-

Table 9: Long Term Borrowing Maturity Profile (excluding PFI & transferred debt)

Period	Long Term Borrowing £m	Short Term Borrowing £m
Under 12 Months	69.9	5.5
1 – 2 years	0	0
2 – 5 years	20.0	0
5 – 10 years	9.7	0
Over 10 years	192.7	0
Total	292.3	5.5

In line with CIPFA Treasury Management Code requirements, Lenders Option, Borrowers Option Loans (LOBOs) with banks are included in the maturity profile based on the earliest date on which the lender can require repayment. The Council has £58m of such loans, £30m of which the lender can effectively require to be paid at 6 monthly or annual intervals, and £28m at 5 yearly intervals

2.4.3 Short Term In House Borrowing and Investments - The Treasury Management Team acts on a daily basis to manage the City Council's day to day cash-flow, by borrowing or investing for short periods. By holding short term investments, such as money in call accounts, authorities help ensure that they have an adequate source of liquid funds.

During the year minimal short term borrowing was taken out in order to meet day to day cashflow requirements. At 31st March £5m of temporary borrowing was outstanding with this being repaid on 8th April 2015. The average short term borrowing rate in 2014/15 was 0.4699%.

The bulk of the Council's cashflow requirements were met from its own cash and short term investment balances. During the year the council held significant short term investments, as set out in Table 10. The average short term investment rate in 2014/15 was 0.5335%.

Table 10: In House Investments at 31st March 2015

	At 30 th June 2014 £m	At 30 th Sept 2014 £m	At 31 st Dec 2014 £m	At 31 st Mar 2015 £m
Banks and Building Societies	59.8	47.8	51.0	54.0
Local Authorities	29.0	13.0	18.0	22.3
Money Market Funds	7.2	24.3	6.8	3.2
Corporate Bonds	0.0	0.0	0	7.2
Total	96.0	85.1	75.8	86.7

In addition to the above in house investments, a mix of Collective Investment Schemes or "pooled funds" is used, where investment is in the form of sterling fund units and not specific individual investments with financial institutions or organisations. These funds are generally AAA rated, are highly liquid, as cash can be withdrawn within two to four days, and short average duration of the intrinsic investments. The intrinsic Sterling investments include Certificates of Deposits, Commercial Paper, Corporate Bonds, Floating Rate Notes and Call Account Deposits. However, they are designed to be held for longer durations allowing any short term fluctuations in return due to volatility to be smoothed out.

Table 11: External, Pooled Investments as at 31st March 2015

	Date Invested	Cost £m	Value £m	Annualised Return %
CCLA	Nov 2013	3.0	3.24	5.45%
Payden Sterling Reserve	Feb 2012	7.5	7.78	1.20%
Federated Prime Rate Cash Plus	Mar 2013	5.0	5.06	0.60%
Ignis Sterling Short Duration Fund	Mar 2015	7.8	7.80	0.83%
Total		23.3	23.88	1.76%

In placing investments the authority manages credit risk within the parameters set out in the investment strategy, approved as part of the budget setting report. Central to this is the assessment of credit quality based on a number of factors including credit ratings, credit default swaps (insurance cost) and sovereign support mechanisms. Limits are set to manage exposure to individual institutions or groups. Whilst the fears of systemic banking failures may have receded, the development of "bail-in" make it almost certain that unsecured and corporate investors would suffer losses in the event of a bank default. Credit risk remains an issue for local authorities.

2.4.4 Prudential and Treasury Indicators - The Local Government Act 2003 and associated CIPFA Prudential and Treasury Management Codes set the framework for the local government capital finance system. Authorities are able to borrow whatever sums they see fit to support their capital programmes, subject to them being able to afford the revenue costs. The framework requires that authorities set and monitor against a number of prudential and treasury indicators relating to capital, treasury management and revenue issues. These indicators are designed to ensure that borrowing entered into for capital purposes was affordable, sustainable and prudent. The purpose of the indicators is to support decision making and financial management, rather than illustrate comparative performance.

Revenue Related Prudential Indicators

Within Appendix 3 the Ratio of Financing costs to Net Revenue Stream (Ref 1) highlights the revenue impact of the capital programme. This shows that the revenue costs of financing our capital expenditure as a proportion of our income from government grant and Council Tax. The actual is 13.25%, as against a 14.24% as forecast in the Treasury Management Strategy. This reflects a lower level of borrowing than anticipated to fund the Capital Programme and higher levels of investment balances.

Capital and Treasury Management Related Prudential Indicators

These indicators, set out in Appendix 3, include:

- **Authorised Limit for External Debt** (Ref 5) ~ This represents the level of gross borrowing which could be afforded in the short term, but is not sustainable. It is the forecast maximum borrowing need, with some headroom for unexpected movements and potential debt restructuring. This is a statutory limit. Borrowing plus PFI and finance lease liabilities at £386.0m was within the limit of £515.4m.
- **Operational Boundary for External Debt** (Ref 6) ~ This indicator is based on the probable level of gross borrowing during the course of the year; it is not a limit and actual borrowing could vary around this boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached. Borrowing plus PFI and finance lease liabilities at £386.0m was within the boundary of £475.4m.
- **Gross Debt v "Year 3" Capital Financing Requirement** (Ref 2) ~ The Council needs to be certain that net external borrowing does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the current year plus the estimates of any additional capital financing requirement for the next two financial years. The CFR is defined as the Council's underlying need to borrow, after taking into account other resources available to fund the Capital Programme. This indicator is designed to ensure that over the medium term, net borrowing will only be for a capital purpose. Gross debt is within the "year 3" or 2016/17 CFR limit of £483.7m.
- **Debt Maturity Structure, Interest Rate Exposure and Investments Longer than 364 Days** (Ref 8 - 10) ~ The purpose of these prudential indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions impacting negatively on the Councils overall financial position. Treasury Management activity was within these limits. The Debt Maturity PI (Ref 9) indicates that there is a potential 25.3% of total debt that needs to be refinanced in 2015/16, compared to the PI limit of 30% in the 2014/15 Treasury Management Strategy. The potential refinancing need includes LOBO loans for which the lender effectively has a call option, which if exercised would require the Council to repay the loan. If these loans were required to be repaid, the City Council would look to refinance these at lower borrowing costs or through the use of investment balances in the first instance.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

There is no implementation timetable as this is a financial monitoring report

5. Comments from Executive Director for Resources

5.1 Financial implications

The final revenue outturn picture for 2014/15 is an over-spend of £2.2 balanced to nil by a contribution from the General Fund Balance.

Large overspends have occurred within individual service areas, most notably adults and children's social care. Although very significant additional funding has been approved for children's social care within the 2015/16 Budget Setting process this will remain a key area of budgetary focus to ensure that spending stays within the new financial envelope. Also, the Council has been able to manage adult social care costs in recent years at the same time as delivering savings through the ABCS (A Bolder Community Services) Programme. However, the final 2014/15 over-spends within this area are an indication that budgetary control needs to remain a key focus into the new financial year.

The Asset Management Revenue Account has delivered a significant saving compared to previous estimates. This saving is the result of unplanned later than anticipated capital spending profiles plus intentional efforts to minimise the level of Council borrowing through the application of capital receipts and revenue contributions (over several years). The underlying and on-going flexibility in this area of the Council's budget has been approved as a £4m saving in the 2015/16 budget rising in subsequent years. The measures that have helped to generate this saving will continue to be taken to help strengthen the financial position of the Council as a whole and will continue to be a very important feature of the Council's medium term financial planning. Further slippage of the 2014/15 Capital Programme will have a further beneficial impact in the new year and is likely that this will be one of the areas examined to release resources for ER/VR contributions per 2.1.4.

The pressure to manage the large reductions in government funding and absorb the financial impact of current societal pressures continues to cause financial pressure in some parts of the Council's budget. However, strong overall control continues to be applied allowing the Council to take advantage of tactical opportunities to protect its budget such as: central control of salaries, use of capital receipts to repay debt, management of reserve balances for corporate use, strict programme management of savings targets, implementation of staff reduction programmes and continued attraction of significant external funding. These actions and have helped to contribute to continued achievement of underspends demonstrates the continued strength of its budget management processes and approach.

The application of grant funding and capital receipts has been maximised within the Capital Programme resulting in a significantly reduced level of prudential borrowing compared to that forecast at Quarter 3 (£0.3m compared to £25.3m). Prudential Borrowing approvals not utilised for the 2014/15 programme will be applied in future years as capital spending is incurred.

5.2 Legal implications

There are no specific legal implications in relation to this report.

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 Council monitors the quality and level of service provided to the citizens of Coventry and the key objectives of the Council Plan. As far as possible we will try to deliver better value for money in the services that we provide in the context of managing with fewer resources.

6.2 How is risk being managed?

The need to deliver a stable and balanced financial position in the short and medium term is a key corporate risk for the local authority and is reflected in the corporate risk register. Budgetary control and monitoring processes are paramount to managing this risk and this report is a key part of the process.

6.3 What is the impact on the organisation?

The revenue and capital outturn position reported here demonstrates that the Council continues to undertake sound overall financial management. This will continue to be very important in the light of the massive challenges being faced with regard to the level of funding available to local government over the next few years.

6.4 Equalities / EIA

No specific impact

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Appendix 1 Revenue Variations

REPORTING AREA	EXPLANATION	£m
PUBLIC HEALTH DIRECTORATE		
Overspends:		
Strategic Support	Monies allocated to health, protection and infectious diseases, without the corresponding budget virement. Offsets to underspend on Public Health Staffing & Overheads.	0.2
Commissioning 8a	Overspend as a result of different categorisation of Public Health domestic violence expenditure. Offsets to underspend on Public Health Staffing & Overheads	0.1
Other Variations less than 100k		0.3
Underspends:		
Public Health Staffing & Overheads	This underspend partly offsets to the re-categorisation and re-allocation of monies for domestic violence and health, protection and infectious diseases. It also offsets to overspends in other areas of public health and represents allocation of monies to public health priorities (Children 5-19, Obesity, infant mortality, and nutrition initiatives) without a corresponding budget virement.	-0.6
Forecast Overspend/(Underspend)		0.0

REPORTING AREA	EXPLANATION	£m
PEOPLE DIRECTORATE		
Overspends:		
LAC Services	The main source of overspend is within the areas of children's placements pressure £1.9M, permanency allowances £1M, and additional staffing of £0.3M. The placements pressure is a result of continuing high numbers of LAC, and placement mix with too high a proportion of LAC in external fostering and residential provision. Changes in policy, and high activity within adoption and special guardianship orders has resulted in unit cost and activity increase. Staffing overspends are a result of vacancies being covered by agency staff.	3.4
Child Protection	This overspend is due to high levels of activity within Children's Social Care, resulting in additional staffing and significant use of agency staff particularly across social work and legal teams. There are also additional costs as a result of the implementation of the Multi-agency Safeguarding Hub and Child Sexual Exploitation team. There is also an activity overspend in discretionary payments to prevent children from becoming looked after. This position is following an agreed contribution from reserves of £5M to provide further support following the OFSTED inspection.	2.7
Mental Health & Learning Disabilities	Overspend due to increasing numbers of packages of care for young people with a Learning Disability requiring support.	2.4
Older People & Physical Impairment	Overspend due to sustained demand on services for Older People being supported to live at home.	1.2
ASC Provider Services	The majority of the overspend is due to salary related pressures across internally provided services, particularly across Housing with Care services.	0.5
Strategy & Commissioning (CLYP)	Impact of higher than anticipated activity and contractual difficulties has resulted in £776k overspend on Supported Accommodation for 16-24 year olds. This is offset by savings on other Children's contracts of £230k.	0.5
Catering	The loss of a number of schools to other contractors has resulted in the service being unable to achieve the income target that has been set. The impact of Universal infant free School Meals has mitigated against this loss, but is not sufficient due to a significant drop in schools accessing the service.	0.4
Safeguarding	This is largely a result of an overspend within Children's Safeguarding due to high levels of activity and difficulties in recruiting to some permanent posts, and high levels of agency staff.	0.3
Inclusion & Participation	Overspend on SEN Transport of £520k is a result of increased activity and cost. This is offset by SEN Support Service staff vacancies and additional income.	0.2
Children's Strategic Management	Agency costs for AD of Children's Social Care, Targeted and Early Intervention Services	0.1
Head of Group - Strategy, Commissioning & Transformation	This overspend relates to project delivery costs to deliver the A Bolder Community Services savings targets	0.1

REPORTING AREA	EXPLANATION	£m
PEOPLE DIRECTORATE (Continued)		
Underspends:		
Social Care Targeted Early Intervention Strategic Management	This is the financial strategy deployed to balance the directorate's bottom line including Education Services Grant income, contributions from reserves, and utilisation of non-ring-fenced grant funding for existing expenditure. The variance against this relates to additional contributions from reserves, and additional savings identified throughout the year.	(2.3)
Early Years, Parenting & Childcare	Public Health have supported £0.8m of activity freeing up core budget. Further savings have been achieved through holding vacancies, pending finalisation of the service reviews for Nurseries and Children's Centres.	(1.4)
Strategic Commissioning (Adults)	This underspend is the effect of staffing efficiencies and a number of contractual changes and efficiencies.	(1.1)
Business Performance (Safeguarding Performance Quality)	£184K of this underspend relates to the school redundancy costs and pension strain budget. Further underspend is as a result of delays in recruiting to vacancies.	(0.3)
Learning & Achievement	Improvement Advisers Budget moved to consultancy resulted in significant savings by deploying external consultants more effectively. Continued reduction in primary schools causing concern also resulted in savings to school support budgets.	(0.2)
Integrated Youth Support Service	This underspend is made up of staffing vacancies in Youth Services and a restructure in the Youth Offending Service.	(0.1)
Forecast Overspend/(Underspend)		6.4

REPORTING AREA	EXPLANATION	£m
PLACE DIRECTORATE		
Overspends:		
Waste & Fleet Services	The improvement in the economy has resulted in additional waste disposal costs. These have been partly offset by an increase in income and reduced expenditure on Fleet related activities.	0.5
Traffic & Transportation	Overspend primarily due to a shortfall in income within the Monitoring and Response service and a write-off of legacy costs relating to section 278 and 38 agreements.	0.5
Commercial Property	This pressure was as a result of void rate liabilities together with a number of other smaller spend pressures	0.3
Streetpride & Greenspace	Income & cost pressures in parks together with the need to maintain service continuity in the Streetpride team.	0.3
Technical Services	Shortfall of income in Project Delivery caused by difficulties in recruitment and retention of staff with correct skills to secure higher value contracts. Partly offset by over achievement of income within Occupier support due to work for schools	0.1
Corporate & Commercial Catering	Trading Deficit caused by fewer events than required, together with a 4 year backdated HMRC payment due to a VAT rule change	0.1
Underspends:		
Directorate & Support	Management actions to offset future directorate and corporate pressures	(1.0)
Public Safety	One off Public Health grant windfall resulted in this variation	(0.3)
Development Management & Planning Policy	Generally the economy has picked up over the year resulting in an increase in planning applications and a resulting surplus in planning fee income.	(0.3)
Building Sustainable Communities	This is primarily due to overachievement of income in relation to the establishment of a new emissions trading scheme and from an increase in fees to schools for the provision of Display Energy Certificates.	(0.2)
Highways	An over-recovery due to accelerated works funded from external income (Whitefriars) and a small trading surplus for the Highways DLO.	(0.2)
PAM Management & Support	2 senior manager posts held vacant pending a review of the service	(0.1)
Development Services	3 posts held vacant pending a review of the service	(0.1)
Other Variations less than 100k		(0.1)
Forecast Overspend/(Underspend)		(0.5)

REPORTING AREA	EXPLANATION	£m
RESOURCES DIRECTORATE		
Overspends:		
Resources Mgt Team & Overheads	Professional Fees relating to the judicial review plus directorate savings target which offsets against underspends in other parts of the directorate.	1.2
Legal Services	One-off refund of land charge income to customers, due to changes in legislation accounts for £470K of the overspend. In addition, overspend on agency and professional fees due to volume of work required on specific complex cases. Legal Services Review expected to address these issues for 2015/16 onwards.	0.6
HR support	Underachievement of Turnover Target for all HR areas	0.3
ICT Strategy & Architecture	Procurement savings targets of £82K not being delivered due to delays and other difficulties, plus some underachievement of Turnover Target.	0.1
Underspends:		
Talent & Skills Team	Vacancies plus underspend on external training partly due to a period of transition both in People's Directorate and Workforce Development and better management of external training spend.	(0.9)
HR Recruitment	Increase in Agency Rebate due to increased use of Agency staff in People Directorate.	(0.9)
Benefits	Community Support Grant underspend £740k plus underspend on salaries. Housing Benefit Subsidy overspend of £275K	(0.6)
ICT Mgt	Staff vacancies on ICT Management Team - Management Restructure and Zero Based Budgeting exercise completed for new financial year to align budgets to new shape ICT services.	(0.3)
Revenues	Overachievement of Court Fees Income, partially offset by overspends on salaries and running costs	(0.3)
Financial Mgt	Underspend on salaries as a result of restructure, and overachievement of income target - Nucle and schools.	(0.2)
Business Services	Stationery underspend reflecting further centralisation and lock down in spend plus one-off salary underspends	(0.2)
Transformation Programme Office	Salary underspend and underspend on Transformation Advisors. Restructure completed for new financial year	(0.2)
ICT Change	Vacancies were held due to major re-organisation. Zero based budgeting exercise for new financial year to align budgets to new shape ICT services.	(0.1)
Customer Services Centre	Underspend due to vacancies. Restructure is underway.	(0.1)
Audit & Risk Mgmt	Vacancies held during year pending service move to Department of Works & Pensions.	(0.1)
Major Projects	One off income and salary underspend - restructure completed for new financial year.	(0.1)
Other Variations less than 100k		(0.4)
Forecast Overspend/(Underspend)		(2.2)

Appendix 2 Capital Programme Change and Analysis of Rescheduling

Capital Programme: Analysis of Outturn Changes				
SCHEME	APPROVED CHANGES £m	(RESCHEDULING) / ACCELERATED SPEND £m	(UNDERSPEND) / OVERSPEND £m	EXPLANATION
PEOPLE DIRECTORATE				
DFG		(0.2)		Demand for DFG's has slowed down over the last year or so and generally our clients required smaller works, reducing the need to pay for largers scales schems like extensions. Alternative options are reviewed for larger Schemes referrals,which can delay approvals and payments. This has led to a more efficient service, turning around referrals within 3-4 weeks of receiving them so there is no waiting list employed.
SUB TOTAL - People	0.0	(0.2)	0.0	

Capital Programme: Analysis of Outturn Changes				
SCHEME	APPROVED CHANGES £m	(RESCHEDULING) / ACCELERATED SPEND £m	(UNDERSPEND) / OVERSPEND £m	EXPLANATION
PLACE DIRECTORATE				
Property Repairs	(0.6)	(0.4)		Delay in works has occurred in Commercial and Operational property repairs. Commercial properties delays are in tendering and contract lead times. Operational properties are due to City Centre First review work being done at the moment. Any works remaining to be done will be completed by July 2015.
Nuckle		(1.0)		We are currently 4 weeks behind from the original planned opening, mainly due rework of designs to address quality of temporary works, piling, earthworks and crane pads; Slew restrictor issues, has led to a late start of these works. Tamping programme has also been extended, due to methodology requirements from Network Rail; and the relocation of Signal (CN6550) at the Arena was delayed by two months, from February to April.
Canley Regeneration (Prior Deram Park)		(0.2)		The contractor was due back on site at the beginning of March 2015 and as such we anticipated further project spend before year end as detailed at the end of quarter 3. However, due to the continued water logging of the ground at Prior Deram the contractor will not return to site until mid April 2015.
Far Gosford Street		(1.6)		These are various grant funded schemes, This money will be retained for the grant periods to ensure successful delivery of the FGS grant funded restoration programme.
Growing Places Fund		1.0		The overspend is across all of the GPF Projects and is a result of either additional loans awarded and defrayed sooner than originally forecast, additional claims for grant received earlier than expected and there were 2 claims for large amounts that were received and defrayed earlier than expected
International Transport Museum Project		(0.4)		The slippage is for grant claims which have been submitted to ERDF, as ERDF claims are calendar year from Jan - Dec, the slippage is grant claims to be submitted awaiting approval
RGF3 Business Grants		(0.2)		RGF3 SME Grants – Beneficiary businesses have been slower to claim than initially forecast – no concern project has til November 2015 to spend all cash but currently forecast to spend all by end June 2015
RGF3 Friargate Bridgedeck		1.4		Expenditure has accelerated which reflects Costain's programme activities, which vary from the original forecast as the programme detail has developed, including additional costs on design; issues around piling and drainage works. The project is also picking up the costs for design and installation of Heatline across the bridge deck, and utilities diversions for the Warwick Road station access scheme.
RGF3 Whitley Junction		1.0		Additional spend has been incurred to address the need to raise the level of the carriageway as a result of asbestos being discovered, and works associated with extra piling for the bridge deck. Additional testing, processing and treating of material excavated from other city council construction sites have generated expenditure which had not been anticipated, which has also impacted on the type of material used to construct the slip roads following amendments to designs which has incurred additional costs. Furthermore additional temporary traffic management requirements such as additional temporary traffic signals have had to be provided following severe disruption to the road network being encountered and with the Whitley scheme being so close in proximity to the Highways Agency Toll Bar End it has been necessary to deploy additional temporary traffic management measures to ensure congestion is effectively managed and traffic is kept moving especially during peak time.
RGF3 M40 Junction 12		0.4		The M40 J12 is a project run by Warwickshire County Council. The project has a number of funding sources, due to the strict RGF timescales WCC decided to use more RGF in the early stages of the project than originally forecast to ensure that their total RGF budget of £3.3m is spent by June 2015
RGF4		(0.9)		RGF4 Business Grants - Beneficiary businesses have been slower to claim than initially forecast – no concern project has til March 2016 to spend all cash but currently forecast to spend all by end December 2015
Kickstart - Friargate Building		0.9		Finalisation of the commercial deal between Coventry City Council and Friargate LLP. Previous forecasts were based on estimates whereas now the commercial deal has been agreed the spend profile has changed accordingly.
RGF2 Wave 2 Growth Hubs		(0.3)		RGF4 Lancaster SME Grants – Beneficiary businesses have been slower to claim than initially forecast – no concern project has til June 2015 to spend all cash and is currently forecast to spend all by end June 2015
AT7 Centre			(0.2)	The £225,076 forecast underspend has resulted as a consequence of careful monitoring of the contract against the original target budget. Throughout the process a 'best value' approach was adopted by the Client Team and a number of potential variations presented opportunity to challenge certain design concepts resulting in significant savings being realised. An example being a £40k saving being achieved through a redesign of the perimeter access route.
Integrated Transport Programme		(0.3)		Rescheduling has arisen on a couple of schemes which have commenced later than anticipated in Mid-March.
Coventry Station Masterplan		(0.3)		The underspend is largely attributed to the fact WSP GRIP3 activity has had to be split, with only the footbridge & canopy designs progressing in 2014/15, as planned. GRIP3 design for the second entrance building, MSCP and bus interchange had to be placed on hold, and remains on hold pending resolution of land issues. Anticipated commencement is July 2015, for completion by Dec.
Public Realm		(1.8)		Expenditure is less than originally forecast due to the Gosford Street/Coventry University scheme slipping to start on site in March 2015, originally enabling works were proposed to start autumn 2014 and be undertaken by the DLO, but instead the full package of works have been awarded to one main contractor.

Capital Programme: Analysis of Outturn Changes

SCHEME	APPROVED CHANGES £m	(RESCHEDULING) / ACCELERATED SPEND £m	(UNDERSPEND) / OVERSPEND £m	EXPLANATION
PLACE DIRECTORATE Continued				
South West Coventry Jnct Imp Programme		(1.8)		Re-scheduling is due to the programme of construction works suffering delays in design information being provided by the University of Warwick and also the discovering of unknown stats within the UoW campus area. The overall programme that was estimated to be complete by March 2015 is now estimated to be completed by summer 2015.
Highways Investment		(0.6)		Mainly due to the delay in delivery of a handful of Plane and Patch schemes and two large resurfacing schemes.
Highways S106 - Banner Lane		(0.1)		Banner Lane works have been delayed while the Watermans Atkins staff had to be redirected to work on priority public realm and European bid projects in order to meet the European funding conditions. This has led to Banner Lanes works starting on site later than originally anticipated at Quarter 3 projections, we are now anticipating to be on site by end of July 2015
Super Connectivity	(0.6)			This is a technical adjustment to reflect a change in the accounting treatment removing accruals and dealing only with the capital grant on a cash basis. Grants are approved in principle subject to certain conditions being met, therefore there is no guarantee payment will be made, the change in programme reflects this, the removal of accrual previously included in Q3 forecast
A4600 Congestion Relief Scheme (LPPF)		(0.6)		The scheme has suffered from a number of statutory utility issues that have resulted in the project requiring significant redesign and development of the existing proposals. This has resulted in a change to the spend profile of the scheme.
Lentons Lane Cemetery		(0.1)		The difficulties have been with the Highways Department approving the new entrance works from Shilton Lane under S278 and S38. The scope of work has increased within the Shilton Lane highway resulting in a full road closure. Increased road specification with greater depth of construction has resulted in a water main diversion by Severn Trent Water being necessary. These works are having to be completed on a piece-meal basis and should all be finally completed by end of May/early June 2015
Vehicle & Plant Replacement		(1.3)	(0.7)	A number of vehicles have either not been replaced, due to alternatives becoming available from other areas, or from reductions in service requirements (e.g. Neighbourhood Wardens, a number of Tractors, previously contract hired vehicles, and various schools who have self financed).
Basic Need - Primary Schools Expansion Programme		(4.7)		Increasing in Pupil Places programme for 2014 Phase 1 has reschedule £1.7m of funding in the main due to efficiencies being made project procurement and delivery in the context of new national guidance on space standards in schools. £0.72m will be required in 2015/16 to complete the phase 1 programme, giving the opportunity to invest £1m for phase 2. Late starts for both Castlewood and Spongate school due to delays in agreeing an acceptable scheme with the school/Moathouse and local listing of at Spongate Moat Building. Both Schools are now on site with completion in 2015 A further £2m has been set aside for the new broad spectrum school and condition works
Basic Need - TBNP		(2.3)		Edgewick Primary School (reschedule £1m) due to late start and discovery of well on site which delayed progress while foundation works were redesigned, the other 4 schools (£1.3m) will be completed by the end of summer
Condition		(4.4)		The Priority Schools Building Programme is procured and delivered by the Education Funding Agency. The EFA has incurred delays in delivering schemes due to site anomalies. This and delays in providing information to the Council are the significant factors in the rescheduling. Works are now expected to be completed in July 2015; Emergency Condition Fund and Early Years has had little or no demand this year. Edgewick £1.8m has joint funding with the Basic Basic Need Targetted for explanation, this is the condition side of the build
Early Years		(0.5)		Slow take up of funding, large projects coming through in 15/16 once clarification of meeting the criteria of the grant
Pathways to Care (Support to Foster Carers)		(0.1)		This is an on-going budget to reflect the Council's statutory responsibilities. It seeks to support adults live independent lifestyles, through home improvements, specialist equipment etc. Again it is very much demand led and therefore difficult to predict in any one year.
Capital Disposals	0.5			Capital Costs for disposal of Land and Property for sale
Miscellaneous	0.1	(0.1)	(0.1)	Net Changes.
SUB TOTAL - Place Directorate	(0.6)	(19.3)	(1.0)	

Capital Programme: Analysis of Outturn Changes

SCHEME	APPROVED CHANGES £m	(RESCHEDULING) / ACCELERATED SPEND £m	(UNDERSPEND) / OVERSPEND £m	EXPLANATION
RESOURCES DIRECTORATE				
Strategic ICT Projects		(0.2)		Throughout these organisational changes the ICT programme has had to be re-profiled to work on the authority's priority projects such as Unified Comms and Network Modernisation. The ICT Strategy and Roadmap has also been reviewed and is currently in the final stages of development. This has resulted in previously planned spend not happening in FY 2014/15 and budgets being profiled to FY 2015/16.
Kickstart - ICT Systems	0.2			This is new money to resource the new HR module
Kickstart - Customer Journey		(0.6)		This budget primarily relates to the ICT requirements and spend for the Customer Journey programme but also covers other programmes of work such as Electronic Document and Records Management (EDRMS). The main budget re-scheduled to next year relates to Customer Journey. As reported at quarter three - during this financial year we have procured a Customer Portal product and developed in more detail the phasing of appointment booking, integration components, mapping and payment solutions as a result. The project spend profile for the ICT requirements could only be finalised following the procurement of the Customer Portal product and has resulted in re-profiling of capital spend. Since quarter three there has been further profiling and building of the project which has resulted the budget being re-profiled to next year.
Kickstart - ICT Infrastructure		(1.0)		The ICT Infrastructure Operations capital programme is underspent in 2014/15 by £467091. This is due to 2 main reasons:- 1. The network Modernisation work order was delayed in awarding contract. Originally the contract should have been awarded in August 2014 but this was delayed until late October 2014. This has meant that the roll out programme has had to be moved into the 2015/16 financial year. 2. Much of the effort available in ICT Infrastructure and Operations has been involved in the Unified Comms project which has meant that effort has not been available to progress work in other capital areas. This work will now be moved to 2015/16
ICT Infrastructure Operations		(0.5)		This is a very complex project which has met with a number of significant challenges to implement on the Council's infrastructure. These technical challenges have delayed the roll out of the system by 2 months. The financial impact of this is that stage payments to the supplier have been rescheduled into 2015/16
SUB TOTAL - Resources Directorate	0.2	(2.3)	0.0	
TOTAL RESCHEDULING	(0.4)	(21.8)	(1.0)	

Summary Prudential Indicators

Per Treasury
Management
Strategy
14/15
£000's

Actual
14/15
£000's

1 Ratio of financing costs to net revenue stream:		
(a) General Fund financing costs	36,805	34,252
(b) General Fund net revenue stream	258,505	258,505
General Fund Percentage	14.24%	13.25%
2 Gross Debt & Forecast Capital Financing Requirement		
Gross debt including PFI liabilities	417,827	385,952
Capital Financing Requirement (forecast end of 16/17)	479,383	483,721
Gross Debt to Net Debt:		
Gross debt including PFI liabilities	417,827	385,952
less investments	-46,854	-112,517
less transferred debt reimbursed by others	-17,411	-17,410
Net Debt	353,562	256,025
3 Capital Expenditure (Note this excludes leasing)		
General Fund	149,061	101,108
4 Capital Financing Requirement (CFR)		
Capital Financing Requirement	479,383	400,370
Capital Financing Requirement excluding transferred debt	461,972	382,960
5 Authorised limit for external debt		
Authorised limit for borrowing	441,514	441,514
+ authorised limit for other long term liabilities	73,902	73,902
= authorised limit for debt	515,416	515,416
6 Operational boundary for external debt		
Operational boundary for borrowing	401,514	401,514
+ Operational boundary for other long term liabilities	73,902	73,902
= Operational boundary for external debt	475,416	475,416
7 Actual external debt		
actual borrowing at 31 March 2015		297,822
+ PFI & Finance Leasing liabilities at 31 March 2015		70,720
+ transferred debt liabilities at 31 March 2015		17,410
= actual gross external debt at 31 March 2015		385,952
8 Interest rate exposures		
Upper Limit for Fixed Rate Exposures	441,514	241,956
Variable Rate		
Upper Limit for Variable Rate Exposures	88,303	-56,651
9 Maturity structure of borrowing - limits	upper limit	actual
under 12 months	30%	25.3%
12 months to within 24 months	20%	0.0%
24 months to within 5 years	30%	6.7%
5 years to within 10 years	30%	3.3%
10 years & above	100%	64.7%
10 Investments longer than 364 days: upper limit	10,000	0



Public report

Cabinet Member for Policing and Equalities
Council

Cabinet Member for Policing and Equalities
Council

18 June 2015
23 June 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor P Townshend

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

Not applicable

Title:

Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

Is this a key decision?

No

Executive Summary:

This report seeks approval to amendments to the Petitions Scheme, which forms part of the Constitution, in order to provide flexibility and to streamline current practice.

Recommendations:

- (1) The Cabinet Member for Policing and Equalities is requested:-
 - (i) To recommend that the City Council approves the proposed amendments to the Petitions Scheme, as detailed in the Appendix to this report, and that Part 31 of the City Council's Constitution be amended accordingly.
 - (ii) To recommend that the changes to the Petitions Scheme be reviewed by the Cabinet Member for Policing and Equalities – Constitutional Advisory Panel 12 months from the implementation of the changes.

- (2) The City Council is recommended to approve the proposed amendments to the Petitions Scheme, as detailed in the Appendix to this report, and that Part 31 of the City Council's Constitution be amended accordingly.

List of Appendices included:

Appendix 1 – Part 31 of the City Constitution with proposed amendments underlined

Appendix 2 – Details of responses received to consultation

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?

Yes – Cabinet Member for Policing and Equalities - Constitutional Advisory Panel – 9 June, 2015

Will this report go to Council?

Yes – 23 June, 2015

Report title: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

1. Context (or background)

- 1.1 The City Council operates a Petitions Scheme, which forms part of its Constitution and each year receives a significant number of petitions from its residents. In the Municipal Years 2013/14, 114 petitions were received, and in 2014/15 a total of 130 petitions were received.
- 1.2 Petitions which relate to Licensing and Planning issues are referred directly to those bodies and are mainly considered in conjunction with the relevant application. No changes are proposed in relation to these petitions.
- 1.3 A high proportion of the “other” petitions (ie, those not relating to Licensing or Planning matters) received by the Council relate to issues covered by the portfolio for the Cabinet Member for Public Services and include, for example, requests for traffic safety measures, road and pavement repairs and parking measures. In 2013/14, 39 petitions were considered by the Cabinet Member for Public Services. In 2014/15, this number rose to 52 being considered with 18 still waiting to be considered (making a total of 70)
- 1.4 The current custom and practice for dealing with “other” petitions has been that the petitions are formally considered by the appropriate Cabinet/Cabinet Member and officers produce a formal report as part of that consideration. Depending on when the petition is received in the Cabinet/Cabinet Member cycle of meetings, it can take up to two months for a report to be prepared and considered.

2. Options considered and recommended proposal

- 2.1 With a view to give flexibility and to streamline this current practise, it is proposed that, **with the written agreement of the Councillor who is the Petition Organiser or who is acting as its Sponsor, (in which case, together with the Petition Organiser), or the Petition Organiser where there is no Councillor acting as a sponsor,** “other” petitions may be dealt with or responded to without the need for formal consideration by a City Council body.
- 2.2 An example of a petition which may be dealt with in this way is a request for the resurfacing of a carriageway, which had already been identified for repair and resurfacing in the Transportation and Highways Maintenance Capital programme for the coming year. In such case, the relevant Councillor/Petition Organiser may have been satisfied to receive a letter from the City Council confirming that the repairs would be undertaken.
- 2.3 Each petition would be dealt with on an individual basis. The Cabinet Member would consider advice from officers on appropriate action to respond to the petitioners’

request, which in some circumstances, may be for the petition to be dealt with or responded to without the need for formal consideration by a City Council body. In such circumstances and with the approval of the Cabinet Member, written agreement would then be sought from the relevant Councillor/Petition Organiser to proceed in this manner. In the absence of written agreement, the petition would be referred via the formal process.

2.4 Petitions would still be submitted to full meetings of the City Council if the relevant Councillor so wishes, as this meeting only hears the petition and takes no formal decision on its contents, other than refer it to the appropriate Cabinet Member/body.

2.5 A copy of the Petition Scheme is attached as Appendix 1 to this report with the proposed amendments underlined.

2.6 If the Cabinet Member for Policing and Equalities is minded to approve the amendments, his recommendations will need to be considered by full Council as this will be a change to the Constitution.

3. Results of consultation undertaken

3.1 All Councillors were consulted on the proposed amendments. A total of 5 responses were received. Three of the responses either supported or indicated they had no issues with the proposals. Appendix 2 to this report details the other two responses received.

4. Timetable for implementing this decision

4.1 The changes would take effect immediately after the Council meeting at which they are approved. It is proposed that the impact of the changes be reviewed by the Cabinet member for Policing and Equalities – Constitutional Advisory Panel 12 months after their implementation.

5. Comments from Executive Director of Resources

5.1 Financial implications

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

5.2 Legal implications

There are no specific legal implications arising from this report.

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)?

Not applicable.

6.2 How is risk being managed?

Not applicable

6.3 What is the impact on the organisation?

If implemented, the amendment to the Petitions Scheme would enable, in some instances, petitioners' requests to be responded to more efficiently.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s): Suzanne Bennett

Name and job title: Governance Services Team Leader

Directorate: Resources

Tel and email contact: 024 7683 3072

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:				
Usha Patel	Governance Services Officer	Resources	2/6/15	2/6/15
Adrian West	Members and Elections Team Manager	Resources	2/6/15	5/6/15
Names of approvers for submission: (officers and members)				
Finance: Carolyn Prince	Finance	Resources	2/6/16	3/6/15
Legal: Carol Bradford	Solicitor	Resources	2/6/15	5/6/15
Director: Chris West	Executive Director Resources	Resources	2/6/15	
Councillor Townshend	Cabinet Member for Policing and Equalities		8/6/15	8/6/15

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

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PART 3I: THE PETITIONS SCHEME

1 General

- 1.1 The Council welcomes petitions and recognises that these are one way in which citizens of Coventry can raise concerns.
- 1.2 The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition and it has at least 5 signatories on it.
- 1.3 Petitions can be submitted by people who live, work or study in Coventry, or sponsored by a Councillor on their behalf. Where a petition is presented without a Councillor sponsor, ward Councillors will be offered sponsorship of the petition.
- 1.4 Petitions can be submitted in two ways:
(a) on paper; a recommended form for use by petition organisers is available on the City Council's website (www.coventry.gov.uk) at http://www.coventry.gov.uk/downloads/file/9207/petitions_template, and
(b) electronically via the Council's e-Petition facility <http://epetitions.coventry.gov.uk/submit-your-petition-now/>
- 1.5 Paper petitions should be sent to the Petitions Officer:
City Solicitor and Assistant Director, Legal and Democratic Services
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

2. Guidelines for Submitting a Petition

- 2.1 Petitions submitted to the Council must include:-
- The topic being addressed and
 - The action required from the Council and
 - At least 5 signatories who live, work or study in Coventry
- 2.2 Petitions should be accompanied by contact details including an address for the Petition Organiser. This is the person the Council will contact to explain how it intends to respond to the petition. This can be, but does not have to be, a Councillor. That person will need to indicate which personal data can be published on the Council's website in order to enable the Council to meet its obligations under the Data Protection Act 1988. If the petition does not identify a Petition Organiser, signatories to the petition will be contacted, starting with the first signatory, to agree who will act as the Petition Organiser.

2.3 In the period immediately before an Election or referendum the Council may need to deal with the petition differently – if this is the case the Council will explain the reasons and discuss the revised timescales which will apply.

3. Exclusions

3.1 The general principle is that the Council will consider all petitions submitted but petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

3.2 Where applicable, the Council will contact the Petition Organiser to discuss with them the issues and advise on how the petition might be made acceptable.

3.3 Where the Petitions Officer considers that a petition should be rejected for any of the above reasons, the matter should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and where there is no consensus, the matter would be decided by the Leader.

3.4 The Council will not accept petitions dealing with any matter which has been considered by the Council within the previous 6 months. The exception to this would be where there has been a material change affecting the topic of the petition. These should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and where there is no consensus, the matter should be decided by the Leader.

4. Petitions submitted or sponsored by a Councillor

4.1 -Councillors may submit a petition as Petition Organiser or support an existing petition, acting as its 'Sponsor'.

(a) If a Councillor presents a petition to a meeting of the City Council the Councillor submitting the petition will be entitled to speak for two minutes;

(b) if a Councillor presents a petition to the Cabinet or appropriate Cabinet Member, the Councillor submitting the petition will be entitled to attend the meeting to present the petition and entitled to speak for two minutes in addition to the speaking time for the petition organiser; and

(c) if a Councillor presents a petition to either the Planning or the Licensing and Regulatory Committee, that Committee's rules with regard to speaking and responding will apply.

(d) If a Councillor who is the Petition Organiser or who is acting as its Sponsor (in which case, together with the Petition Organiser) indicates in writing that they are

agreeable, a petition may be dealt with or responded to without the need for formal consideration by a City Council body.

4.2 Where two or more Councillors present the same petitions, both Councillors will be entitled to speak for 2 minutes.

5. **Council Action on Receipt of a Petition**

5.1 A written acknowledgement will be sent to the Petition Organiser within five working days of receiving the petition (unless the Council is considering excluding the petition in accordance with Rule 3 above).

5.2 Details of the petition will be sent to the relevant ward Councillors. For citywide petitions, all Councillors will be notified. Any Councillor wishing to act as 'Sponsor' for a petition will need to contact the Petition Organiser and seek their agreement, and then inform the Petitions Officer. The Councillor's name will be added to the Petition Register. Both the Petition Organiser and a Sponsor will receive correspondence relating to the petition. Where the Petition Scheme states that the Petition Organiser will be informed, the Sponsor will also be informed.

5.3 The Petitions Officer will check that the petition complies with the requirements of the scheme and then publish details of the petition on the Council's website. This will be updated in the petitions Register. The details of the petition will be published within ten working days of receipt.

6. **How the Council will respond to Petitions**

6.1 When the Council accepts a petition, (other than those presented by a Councillor at full Council) the Petitions Officer will check which of the five different types of petitions apply:

- (a) A petition requiring Council debate (Rule 7)
- (b) A petition calling a senior officer to account (Rule 8)
- (c) A petition which relates to a current Planning application (Rule 9)
- (d) A petition which relates to a Licensing or Regulatory matter (Rule 9)
- (e) Other petitions (Rule 10)

6.2 When dealing with petitions the Council may consider one or more of the following responses :-

- (a) Taking the action requested in the petition
- (b) Taking no further action
- (c) Referring the petition to Cabinet, a Cabinet Member or relevant Committee
- (d) Referring the petition for consideration by the Council's Scrutiny Boards
- (e) Referring the petition to another organisation
- (f) Holding an enquiry into the matter
- (g) Undertaking research into the matter
- (h) Holding a public meeting
- (i) Holding a consultation
- (j) Holding a meeting with the petitioners

- (k) Calling a referendum
- (l) Writing to the Petition Organiser setting out the views of the Council about the request in the Petition
- (m) Any other appropriate action

6.3 Where the issue is one on which the Council's Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Petition Organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

6.4 If the petition is a statutory petition or relates to a matter where there is already an existing right of appeal, such as Council Tax banding or non-domestic rates, other procedures will apply and the petition will not be routed in any of the four ways above by the Petitions Officer.

6.5 In all cases the Council will advise the Petition Organiser of the action it has taken and will publish the outcome on the City Council website (www.coventry.gov.uk).

6.6 In relation to other petitions (Rule 10) where a petition is not either sponsored or organised by a Councillor, the appropriate Cabinet Member or Chair will decide the process by which the petition will follow provided that it is agreed in writing by the Petition Organiser. In the absence of written agreement by the Petition Organiser, then the petition will be referred via the formal process to the appropriate City Council body.

7. **A Petition Requiring Full Council Debate**

7.1 If a petition is supported by 15,000 or more people it will be debated by a Full Council meeting when all Councillors can attend. The Council will endeavour to consider the petition at its next available meeting, although on occasions this will not be possible and the matter will be passed to the next Full Council meeting.

7.2 The Petition Organiser and Sponsoring Councillor(s) will each be allowed 3 minutes to present the petition at the Full Council meeting and the petition will then be discussed by Councillors – there is no time limit set for this.

7.3 The Council will decide how to respond to the petition at this meeting and may take any of the actions described at Rule 6.2.

8. **Petitions Requiring Attendance by a Senior Council Officer**

8.1 If a petition asks for a Senior Council Officer to give evidence at a public meeting about something for which the officer is responsible as part of their job, the petition must contain at least 10,000 signatures. Those senior officers that can be called to give evidence are as follows:-

- Chief Executive
- Executive Director, Resources
- Executive Director, People

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June 2014

- Executive Director, Place
- Director of Public Health
- The Monitoring Officer

8.2 Only these officers can be called to give evidence under this section of the petition scheme.

8.3 If a petition has the requisite number of signatures, the Council's Scrutiny Coordination Committee will decide which of the Council's Scrutiny Boards the senior officer will be asked to attend before. The Scrutiny Co-ordination Committee may decide that it is better for a different officer to give evidence and may also decide to call the relevant Councillor to attend the meeting.

8.4 Scrutiny Board members will ask the questions at the meeting, but the Petition Organiser may suggest questions to the Chair of the Committee by contacting the Petitions Officer up to three working days before the meeting.

9. **Petitions which relate to matters by Planning Committee and Licensing and Regulatory Committee**

9.1 Petitions relating to planning, licensing or regulatory matters will be referred to the respective Committee by the Petitions Officer and proceed in accordance with the rules of procedure relating to that Committee.

9.2 In the case of a petition that relates to a particular application, the petition will be considered at the same time as the application rather than within a period of two months. Any petition relating to a planning or licensing issue, for which an application has not been received within a 12 month period and where there is no on-going process, will automatically be considered by the relevant Cabinet Member and the petition put on file in planning or licensing for future reference.

9.3 In relation to the receipt of petitions to Planning Committee, only those petitions received by 12.00 noon on the day before the meeting will be treated as a petition, with the Petition Organiser (including any Councillor presenting the petition) and the applicant (or their agent/representative) being invited to attend and speak at the meeting; and that any 'petition' received after this deadline be treated as a 'late representation' and summarised by the Development Manager on the 'late representations report' which is tabled at the meeting.

9.4 At Planning Committee, in line with the public speaking scheme, the length of the Petition Organiser's speech will be limited to three minutes. In addition, the applicant (or their agent/representative) will have the right of reply when a petition is presented in respect of a Planning Application. The Chair of the Planning Committee will have the discretion to ensure that any right of reply by an applicant (or their agent/representative) in response to a petition spokesperson's speech (which is limited to three minutes) will be of a proportionate amount of time.

10. Other Petitions

- 10.1 If a petition has at least 5 but less than 15,000 signatures on it, the Petitions Officer will review the content of the petition and decide whether the petition should be addressed to Full Council, Cabinet or Cabinet Member.
- 10.2 If the Petition has been presented by a Councillor as the Petition Organiser or Sponsor, then the Councillor will be able to present the Petition to a City Council body, unless the Councillor has agreed that the petition may be dealt with or responded to without the need for formal consideration by a City Council body.
- 10.3 Petitions can be presented to Full Council by a Councillor but will not be debated by them. Instead Full Council will refer the petition to the relevant Cabinet, Cabinet Member or Committee to deal with the matter.
- 10.43 The Petitions Officer will notify the Petition Organiser which Cabinet/ Cabinet Member/ Committee the matter has been referred to and, if the petition is to be formally considered by a City Council body, -advise them of the date of the meeting when the matter will be considered. The Petitions Officer will also notify the relevant Ward Councillor/s. If the Petition Organiser is a Councillor, he or she will not be entitled to vote at any meeting unless she/he is a member of the Cabinet or Committee or the Cabinet Member concerned.
- 10.45- The Petition Organiser (including any Councillor as Petition Organiser) may attend this meeting and speak about the petition. Only the Petition Organiser is entitled to speak and they should confirm their attendance to the Council at least 3 working days before the meeting.
- 10.65 Where more than one petition is presented in relation to a particular item the Petitions Officer will endeavour to ensure that all petitions are dealt with at the same meeting. In the event that petitions have an "opposing" viewpoint, the Petitions Officer will invite each Petitioner Organiser to nominate a spokesperson. Each spokesperson will be entitled to attend the meeting and speak about the petition. If a spokesperson is unable to attend, for any reason, the meeting will still consider the petition.
- 10.76 Where a petition is referred by the Petitions Officer to the Cabinet, appropriate Cabinet Member or appropriate City Council Committee, no discussion will take place on this matter in the City Council, except that the Councillor presenting a petition will be allowed to speak in full Council for not more than two minutes to explain the purpose of the petition.
- 10.87 The Cabinet, appropriate Cabinet Member or relevant Committee will decide how to respond to each petition and may take any of the actions described at paragraph 6.2.

11. **Withdrawing a Petition**

- 11.1 The Petition Organiser may request, in writing, the withdrawal of a petition. Such requests will be considered by the Petitions Officer on their merits, but in general it should be assumed that the Council will process all valid petitions received.
- 11.2 Where the Petitions Officer is minded to permit the Petition Organiser to withdraw a petition, the Chair of the body to which the petition would have been presented shall be consulted. In the absence of agreement, the matter should be referred by the Petitions Officer to the Leader of the Council and the Leader of the main opposition group for adjudication and, where there is no consensus, the matter should be decided by the Leader.

12. **Petitions – Right of request to review**

- 12.1 If the Petition Organiser considers that the Council has not responded to a Petition in line with this Scheme (except those petitions which are dealt with by the Planning, Licensing and Regulatory Committees) he or she has the right to request the Council's Scrutiny Co-ordination Committee to review the steps that the Council has taken in responding to the petition (not the outcome or decision). If a Petition Organiser wishes to operate his or her right to request a review they should write to the Council's Scrutiny Officer no later than 14 days after the Council notifies them of the outcome of the petition. The letter should set out the reasons why the Petition Organiser considers a review should be conducted.
- 12.2 The request will be considered by the Chair of Scrutiny consulting with the Scrutiny Officer. If it is felt that there is sufficient case to warrant a review the matter should then be referred to the Council's Scrutiny Co-ordination Committee for consideration. The Scrutiny Officer will arrange for the matter to be considered by the next available meeting of the Council's Scrutiny Co-ordination Committee and will notify the Petition Organiser of the date of this meeting.
- 12.3 If the Council's Scrutiny Co-ordination Committee considers the Council has not dealt with the petition in accordance with this scheme, it may use any of its powers to deal with the matter. This includes instigating an investigation, making recommendations to the Council's Cabinet or arranging for the matter to be considered at a meeting of Full Council.
- 12.4 Once the request has been considered the Petition Organiser will be informed of the results within 5 working days. The outcome of the request for a review will also be published on the Council's website as part of the Petitions register.

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Responses to Consultation

1. “4.1 (d) How will this work? I suggest a formal letter to the councillor acting as the petition sponsor asking for a formal response to the request. What would though trigger such a request and who would make the request? I would also say that just because one councillor may be happy to do this, it would not set a precedent for other petitions. For example, a similar issue or number of signatures. I would want something in the constitution to reflect this.”

Answer - An agreed process would be introduced as a result of any amendment to the current custom and practise. This would make it clear how the consultation with the Councillor/petition organiser would be carried out. The proposed amendment is clear that a petition would only be dealt with or responded to without the need for formal consideration by a City Council body with the agreement of the relevant Councillor/Petition Organiser and this would be done on an individual basis.

2. “6.6. Does this include planning and licensing? How will it be done? In writing I assume?”

Answer - The proposed amendments do not relate to Licensing and Planning petitions, which would continue to be dealt with in the current manner. An agreed process to seek agreement would be introduced.

3. “10.2. Isn't this a repeat of 4.1.9 (d)? How is it different?”

Answer - This paragraph is a cross reference to paragraph 4.1.9 (d).

4. “10.4. What does this mean? If it has been referred in the first instance to council, it will go to the relevant body otherwise, why go there in the first place? Why put this clause in about “if a petition will be formally considered....”

Answer - This paragraph indicates how the petition will be dealt with if it is to be formally considered by a City Council body. A petition may be heard by full Council prior to a decision being taken about how it will be considered/ dealt with.

5. “The only point I would make relates to 4.1(b), which I know, isn't in red! Two minutes is fine for the Council Chamber but it is normal for a Councillor to have more time to develop an argument when it goes to other meetings”

Answer – It is not proposed to make any changes to the timing of speaking on petitions, custom and practise is that this is done at the discretion of the Chair/Cabinet Member at the meeting.



Public Report

**Cabinet Member Policing and Equalities
Council**

18 June 2015
23 June 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities - Councillor P Townshend

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

All

Title: Changes to the Constitution

Is this a key decision?

No

Executive Summary:

Two new statutory instruments have come into force which require changes to be made to the Council's Constitution. This report sets out proposed changes to take account of the change in the law and asks that the amendments be approved. The changes arise because of a legal requirement to incorporate into the Council's Standing Orders provisions relating to voting at budget or council tax setting meeting and provisions relating to the dismissal of the Head of Paid Service, the Chief Financial Officer and the Monitoring Officer.

Recommendations:

Cabinet Member is recommended to:

1. Consider the draft changes to the Constitution set out in the report and in the Appendix to the report and any views of the Constitutional Advisory Panel; and

2. Recommend to Council that:
 - (1) the draft changes be incorporated into the Constitution; and
 - (2) Ethics Committee be recommended to appoint an additional Independent Person under the Localism Act 2011 to ensure that the Council has two Independent Persons available to sit on any Panel.

Council is recommended to:

1. Approve the draft changes to the Constitution; and
2. Request the Ethics Committee to appoint an additional Independent Person under the Localism Act 2011 to ensure that the Council has two Independent Persons available to sit on any Panel.

List of Appendices included:

Employment Procedure Rules

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?

Constitution Advisory Panel

Will this report go to Council?

Yes

Report title: Changes to the Constitution

1. Context (or background)

1.1 The Government has published two statutory instruments which require the Council to make changes to its Constitution. These are:

- The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and;
- The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

1.2 The 2014 regulations require local authorities to take a recorded vote on decisions which approve the budget or set the council tax. The Council must amend its standing orders to reflect this requirement.

1.3 The 2015 regulations amend the procedures dealing with disciplinary proceedings involving statutory officers of the Council (the Head of Paid Service, Monitoring Officer and Chief Finance Officer). They require the removal of the requirement for a Designated Independent Person to investigate allegations of misconduct by these senior officers.

1.4 The final decision to dismiss any statutory officer (and not just the Head of Paid Service as now) must be taken by full Council. Before taking that decision, Council must invite at least two Independent Persons to be members of a Panel, and Council must take into account any recommendation of that Panel before taking a final decision to dismiss. The Independent Persons are those persons appointed as such under the Localism Act 2011 to act as Independent Persons in connection with Code of Conduct complaints against elected members.

1.4 The invitations to be members of the Panel should be sent in accordance with the following priority order:

- an Independent Person who has been appointed by the council and who is a local government elector,
- any other Independent Person who has been appointed by the council, and
- an Independent Person who has been appointed by another council or councils.

The Regulations provide that the Panel is to be a committee of the authority and so it is subject to all the legal requirements for committees, including the proportionality rules.

1.5 The Regulations also provide that the remuneration that should be paid to Independent Persons on the panel should be limited to the level of the remuneration which they would normally receive as an Independent Person in the conduct regime, i.e. a modest annual allowance or small meeting fee.

1.6 Local authorities must now modify their Standing Orders to give effect to the new arrangements. The 2015 Regulations require that this be done at the first ordinary Council meeting held after the 7 May 2015 elections.

2. Options Considered

2.1 The Council must amend its standing orders to reflect the changes introduced by the regulations. Set out in the following section are suggested changes to the Constitution to bring the Council's procedures into line with the legislation relating to recorded votes at budget and council tax setting meetings. More significant amendments are required to the Employment Procedure Rules to bring them into line with the 2015 Regulations. The current Rules are set out in Appendix 1 to this report: text to be deleted is struck through and text to be added is underlined.

2.2 Recorded Vote on Budget and Council Tax Setting

2.2.1 Currently a recorded vote is required where any two councillors require one to be taken immediately before the outcome of a vote is declared. It is recommended that the following changes are made to Standing Orders. In each case, current text is shown with suggested amendments underlined and deletions struck through:

2.2.2 Part 3A: Council Procedure Rules

15.18 Council Tax/Budget Debate Process

- (a) *The proposer of the recommendation will move the budget. This speech will not be time limited.*
- (b) *This will be seconded and the seconder will speak or reserve the right to speak.*
- (c) *The Leader of the Main Opposition Group (or nominated speaker) will move any amendment to the recommendation. This speech will not be time limited.*
- (d) *The Deputy Leader of the Main Opposition Group (or nominated speaker) will second the amendment and speak or reserve the right to speak.*
- (e) *The debate on the amendment will take place; the vote on the amendment will take place and the amendment will be carried or lost. If carried, this would become the substantive motion.*
- (f) *The Leader of the largest of the minority Groups (or nominated speaker) will move any amendment to the motion. This speech will not be time limited.*
- (g) *A representative of that Group will second the amendment and speak or reserve the right to speak.*

- (h) As (e) above.
- (i) *The Leader (or nominated speaker) of any of the remaining minority Groups will move any amendment (in the order in which they catch the eye of the Lord Mayor). These speeches will not be time limited. Representatives of those Groups will second the amendment and speak or reserve the right to speak. This will apply to any remaining minority Groups.*
- (j) As (e) above.
- (k) *Any further amendments will be moved in the order in which the proposer catches the eye of the Lord Mayor.*
- (l) *When there are no more amendments, the debate on the substantive motion takes place and the vote is taken.*

- Notes: 1. In accordance with the Council Procedure Rules, the mover of the original motion (or substantive motions if the original motion is amended) is entitled to speak on any amendment immediately before the reply by the mover of the amendment.*
- 2. Should adjournments be necessary during the course of the meeting, rooms will be made available.*
- 3. If the proposer of the recommendation is not the Leader of the Council, then the Leader of the Council will be given one opportunity for a speech that is not time-limited.*
- 4. Procedure Rule 18.5 shall apply to any vote taken on any motion, amendment or substantive motion relating to the approval of the budget or setting of council tax.*

18. **VOTING**

18.1 *The vote on every question will be taken by the voice, except where by law or in these Rules it is otherwise provided, but if the Lord Mayor is unable to decide upon the voices or if any two Councillors challenge his or her decision thereon, the vote will be taken by a show of hands. Councillors are required to be seated in their allocated position when the vote is taken.*

18.2 *If, before the Lord Mayor finally declares the result of the vote (whether taken by the voice or by show of hands), any 2 Councillors require a recorded vote, this will supersede any vote taken under 18.1 above.*

18.3 *A recorded vote will be taken immediately afterwards and recorded in the minutes. A Councillors vote will only be recorded if the Councillor personally answers "For", "Against" or "Abstain" immediately after his or her name is called by the City Solicitor.*

18.4 *Where any Councillor requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.*

18.5 *A recorded vote will be required at a meeting of the Council on motions, amendments or substantive motions relating to the approval of the budget or setting of council tax, whereby there shall be recorded in the minutes the names of the Members who cast a vote for the motion/amendment or against the motion/amendment or who abstained from voting. As this is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 2001, it cannot be suspended under Council Procedure Rule 23.*

18.56 *In the case of an equality of votes, the Lord Mayor will have a casting vote in addition to his or her vote as a Councillor.*

NOTE: As a matter of convention, at full Council meetings only where there is an equality of votes, the Lord Mayor will cast his or her casting vote in favour of the largest political group represented on the Council

18.67 *If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.*

23. **SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

23.1 **Suspension**

All of these Council Rules of Procedure except Rules 18.5, 18.6 and 23.1 may be suspended by motion on notice or without notice. Suspension can only be for the duration of the meeting.

2.2.3 Part 3C; Budget and Policy Procedure Rules

2.5 *If it accepts the recommendations of the Cabinet without amendment, the Council may make a decision which has immediate effect. Otherwise it may only make an "in principle" decision. In either case the decision would be made on the basis of a simple majority of votes cast at the meeting. Council Procedure Rule 18.5 in Part 3A of this Constitution will apply to the recording of votes taken relating to the approval of the budget or setting the council tax.*

2.3 Dismissal of Statutory Officers

2.3.1 The 2015 Regulations require that changes must be made to the Council's standing orders no later than the first ordinary council meeting after the Annual Meeting. In the case of Coventry, standing orders regulating the procedures to be followed when dismissal of a statutory officer is contemplated are contained in the Employment Procedure Rules. The Rules are set out in the Appendix to this report and proposed changes are shown with additional text underlined and deletions struck through.

3. Results of consultation undertaken

3.1 No consultation has been undertaken because the changes are statutory.

4. Timetable for implementing this decision

4.1 The amendments need to take effect as soon as they can be approved by Council. The changes to disciplinary procedures must be approved at the first ordinary council meeting after the Annual Meeting.

5. Comments from the Executive Director of Resources

5.1 Financial implications
None.

5.2 Legal implications

The Council must make the changes to its Constitution to ensure that it reflects current statutory requirements.

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 Constitution sets out the governance arrangements of the Council and it is important for the good governance of the Council that these reflect changes in legislation and are fit for purpose.

6.2 How is risk being managed?

Having a Constitution that reflects changes in legislation structures will ensure that the Council meets its legal obligations.

6.3 What is the impact on the organisation?

To put in place appropriate governance arrangements that reflect current statutory requirements.

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

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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:				
Suzanne Bennett	Governance Services	Resources	05/06/15	
Usha Patel	Governance Services	Resources	05/06/15	10.06.15
Finance: Kathryn Sutherland		Resources	05/06/15	
Names of approvers for submission: (officers and members)				
Helen Lynch	Place and Regulatory Team Manager	Resources	05/06/15	08.06.15
Chris West	Executive Director Resources	Resources		
Members: Councillor Philip Townshend	Cabinet Member Policing and Equalities		09.06.15	09.06.15

Appendix 1

PART 3H: EMPLOYMENT PROCEDURE RULES

1. Recruitment and Appointment

1.1 *Recruitment Policy*

Recruitment of employees will be in accordance with the Council's adopted recruitment and appointment policy and the Council will recruit from the widest possible field and will appoint on the sole criteria of merit, except where race and gender is a genuine occupational qualification, or where the Council seeks to avoid redundancy by identifying alternative employment opportunities or there are exceptional circumstances.

1.2 *Legislation*

The Council's Recruitment and Selection Policy and Procedures are governed by extensive legislation particularly the laws relating to discrimination. The Employment Procedure Rules reflect existing statutory provisions and in particular the Local Authorities (Standing Orders) (England) Regulations 1993 and 2001(as amended) and are based on the model provided by the Secretary of State for Communities and Local Government.

1.3 *Declarations*

These will be considered as follows:-

- (a) The Council will draw up a statement requiring any candidate for appointment as an employee to state in writing whether they are related to or a partner of an existing Councillor or an employee of the Council, or the partner of such persons.
- (b) A candidate who fails to disclose such a relationship will be disqualified for the appointment and if appointed will be liable to dismissal without notice.
- (c) Every Member and employee of the Council at JNC for Chief Officers level will disclose to the Chief Executive any relationship known to him/her to exist between themselves and any person they know is a candidate for an appointment with the Council.
- (d) No candidate so related to any Member or an employee will be appointed to the same service unit without the authority of the Chief Executive or relevant Chief Officer.
- (e) Any employee who develops a personal relationship with a Councillor, or with another employee in the same service, or any employee covered by the JNC for Chief Officers who develops a

personal relationship with any other employee, will disclose that relationship to his/her manager.

- (f) The purpose of such disclosures is to ensure openness, probity, equality and effectiveness of management and Councillor/employee relationships.

1.4 *Seeking support for an appointment*

- (a) Subject to Rule 1.5, the Council will disqualify any applicant who directly or indirectly seeks the support of any Member of the Council for any appointment with the Council.
- (b) Subject to Rule 1.5 below, no Member of the Council will seek support for any person for any appointment with the Council.
- (c) The content of this Rule will be included in any recruitment information.

1.5 *References*

Nothing in Rule 1.4 above will preclude a Member of the Council from giving a written reference for a candidate for submission with any application for employment. Any member giving such a reference will take no part in the recruitment process.

2. **Recruitment of Chief Executive, Chief Officers and "Deputy Chief Officers"**

2.1 For the purpose of these employment procedure rules, a Chief Officer or "Deputy Chief Officer" is as defined in Sections 2(6)(7) and (8) of the Local Government and Housing Act 1989. The definition of a "Deputy Chief Officer" means a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to one or more Chief Officer. This definition applies to a number of senior employees in the City Council, as determined by the Chief Executive, who for the purpose of these procedure rules, are designated "Deputy Chief Officers".

2.2 Where the Council proposes to appoint a Chief Executive, Chief Officer or "Deputy Chief Officer" and it is not proposed that the appointment be made exclusively from among their existing employees, the Council will:

- (a) Draw up a statement specifying: the duties of the employee concerned; and any qualifications or qualities to be sought in the person to be appointed.
- (b) make arrangements for the post to be advertised in such a way that is likely to bring it to the attention of the persons who are qualified to apply for it; and

- (c) make arrangements for a copy of Rule 1.4 to be sent to any person on request.
- 2.3 The recruitment and appointment of employees other than those specified in Rules 3 and 4 (other than assistants to political groups) is the responsibility of the Chief Executive or his/her nominee.
- 2.4 No appointments except Chief Executive, Chief Officer or "Deputy Chief Officer" (as defined in Rule 2.1 above) (other than assistants to political groups) may be made by any Member or Members of the Council.
3. **Selection Process for Chief Executive and Chief Officers and "Deputy Chief Officers"**
- 3.1 Detailed arrangements with regard to the recruitment processes and selection techniques to be used, any additional procedures to those set out in these rules or the need for external advice will be decided by the Chief Executive or his/her nominee (unless excluded) on the advice of the appropriate senior HR Manager (unless excluded).
- 3.2 Any existing employee who is a candidate or a potential candidate or has any other personal interest in the recruitment process is excluded from taking any part in the process. In such circumstances Strategic Management Board will nominate a suitable replacement for that postholder.
- 3.3 The Chief Executive or his/her nominee (unless excluded) and the appropriate senior HR Manager (unless excluded) will identify all applicants who meet the requirements of the post, as detailed in the statement referred to in Rule 2 above, who will progress to the next stage of the selection process.
- 3.4 Applicants to posts of Chief Executive, Chief Officer and "Deputy Chief Officer" will then go through a screening and/or assessment process by a selection panel which will select candidates to go forward to the Appointments Panel. The selection panel will comprise of the following:-
- (a) The appropriate Cabinet Member(s), responsible for the service or services concerned.
 - (b) The Chief Executive or his or her nominee.
 - (c) The appropriate Senior Human Resources Manager or his or her nominee.
 - (d) For an appointment other than a Member of the Strategic Management Board, the Member of the Strategic Management Board responsible for the post.
 - (e) One other Member of the Strategic Management Board nominated by the Chief Executive at his/her discretion.

(f) An appropriate professional advisor.

3.5 Where no suitable qualified person has applied, arrangements will be made to re-advertise the post in accordance with the procedure set out in Rule 2.

4. **Appointment of the Chief Executive**

4.1 The Appointments Panel for the appointment of any Chief Executive will be established by full Council on a recommendation from the Cabinet.

4.2 The Appointments Panel for the appointment of the Chief Executive must include at least one Member of the Cabinet and will comprise at least the following:-

(a) the Leader and the Deputy Leader of the Council or their respective nominees.

(b) The Chair of the Scrutiny Co-ordination Committee or nominee.

(c) Such other Opposition Member(s) of Scrutiny to ensure the political balance.

4.3 The full Council will approve the appointment of the Chief Executive following the recommendations of an Appointments Panel. No offer of appointment may be made before the appointment has been approved by the full Council.

4.4 The Appointments Panel will be advised by any relevant Chief Officer(s) (or Senior Manager) or external professional advisers as nominated by the Cabinet on advice from any relevant Chief Officer (for the Chief Executive or Senior Manager).

4.5 The Quorum for the Appointments Panel for the Chief Executive will be 3 Members.

5. **Chief Officer and "Deputy Chief Officer" Appointments**

5.1 All Chief Officers or "Deputy Chief Officers" will be appointed by an Appointments Panel.

5.2 The Appointments Panel should comprise the following:-

(a) The Leader and/or Deputy Leader of the Council or their respective nominees;

(b) The appropriate Cabinet Member(s) having responsibility for the area of service concerned, determined by the Executive Director, Resources in consultation with the Leader of the Council or his or her nominee;

- (c) The Chair of the Scrutiny Co-ordination Committee or his or her nominee;
 - (d) Such other opposition non-Cabinet Member(s) to ensure the political balance.
- 5.3 The Appointments Panel will be advised by the Chief Executive and any other relevant Chief Officer(s) (or Senior Managers) or external professional advisers as nominated by the Chief Executive.
- 5.4 The appointment of the Monitoring Officer and Chief Finance Officer will be approved by full Council following a recommendation of an Appointments Panel.
- 5.5 The Assistant Director (HR and Workforce Services) will ensure that all appropriate Criminal Records Bureau (CRB) checks are obtained before an appointment is confirmed.
- 5.6 The Quorum for the Appointments Panel for Chief Officers or "Deputy Chief Officers" will be 3 Members.
6. **Offer of Appointment of Chief Officers and "Deputy Chief Officers"**
- 6.1 Any offer of employment to any post of Chief Officer or "Deputy Chief Officer" will only be made by an Appointments Panel where no well founded objection from any Member of the Cabinet has been received.
- 6.2 Before an Appointments Panel considers an appointment to Chief Officer or "Deputy Chief Officer" the Executive Director, Resources will be notified of the shortlisted candidates' names and any other relevant particulars.
- 6.3 The Executive Director, Resources will notify all Cabinet Members of the names, the relevant particulars and the period within which any objection to any of the shortlisted candidates can be made (this will be a minimum of three working days).
- 6.4 Any objection by a Cabinet Member must be notified to the Leader who will respond to the Executive Director, Resources on behalf of the Cabinet.
- 6.5 No appointment can be made until the expiry of the objection period and notification is received from the Leader that neither she/he nor any Member of the Cabinet objects to the appointment.
- 6.6 If an objection is received, the Executive Director, Resources will notify the Appointments Panel and the appointment can only be made if the Appointments Panel determines that the objection is not material or well-founded.

6.7 The terms "Chief Officer" and "Deputy Chief Officer" are the statutory definitions of those terms and these requirements are compulsory.

7. **Dismissal and Disciplinary Action**

7.1 Members of the Council will not be involved in any disciplinary action against or the dismissal of any employee other than Chief Executive, Chief Officer or "Deputy Chief Officer" except where such involvement is necessary for any investigation or inquiry into alleged misconduct. The Council's Disciplinary, Capability and related Procedures as adopted from time to time may allow a right of appeal to Members in respect of dismissals.

7.2 Subject to paragraph 10, any disciplinary action against Chief Officers and "Deputy Chief Officers" will be conducted strictly in accordance with the Joint Negotiating Committee for Chief Officers terms and conditions of service.

8. **Objections to Dismissal**

8.1 Any dismissal from any post of Chief Executive, Chief Officer or "Deputy Chief Officer" will only be made where no well founded objection from any Member of the Cabinet has been received.

8.2 When any person is minded to dismiss any Chief Officer or "Deputy Chief Officer", the Executive Director, Resources will be notified of the proposed dismissal and any other particulars relevant to the dismissal.

8.3 The Executive Director, Resources will notify all Cabinet Members of the name, the relevant particulars and the period within which any objection to the proposed dismissal is to be made.

8.4 Any objection by a Cabinet Member must be notified to the Leader who will respond to the Executive Director, Resources on behalf of the Cabinet.

8.5 If no objection is received within the specified period or if the Leader has stated that neither he nor any Member of the Cabinet objects to the proposed dismissal, the dismissal can be made.

8.6 If an objection is received, the Executive Director, Resources will notify the person proposing to make the dismissal and the dismissal can only be made if that person determines that the objection is not material or well-founded.

9. **Suspension of Chief Executive, Monitoring Officer and Chief Finance Officer**

The Chief Executive, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and will last no longer

than 2 months, without being recommended for extension by an independent person.

10. **Independent Person Disciplinary Action and Dismissal involving Chief Executive, Chief Finance Officer and Monitoring Officer**

10.1 ~~No disciplinary action including dismissal may be taken in respect of the Chief Executive, the Chief Finance Officer or the Monitoring Officer ("the relevant officers") any of these employees except in accordance with the requirements of the Local Authorities (Standing Orders) (England) Regulations 2001(as amended)-a recommendation in a report made by a designated independent person.~~

10.2 ~~Members of the Council will not be involved in a disciplinary action against any officer below "Deputy Chief Officer" except where such involvement is necessary for any investigation or inquiry into alleged misconduct. The Council's Disciplinary, Capability and related procedures, as adopted from time to time may allow a right of appeal to Members in respect of disciplinary action.~~

10.3 ~~For the avoidance of doubt, any disciplinary action against the Chief Executive, Monitoring Officer and Chief Finance Officer will be conducted strictly in accordance with the requirements of the Local Authorities (Standing Orders) (England) Regulations 2001 and any disciplinary action against Chief Officers and "Deputy Chief Officers" will be conducted strictly in accordance with the Joint Negotiating Committee for Chief Officers terms and conditions of service.~~

10.2 Before considering whether to dismiss the relevant officers, the Council will appoint a Panel (the Panel) for the purposes of advising the Council on matters relating to the dismissal of the relevant officers. The Panel will be a committee appointed by the Council under Section 102(4) of the Local Government Act 1972.

10.3 The Council will invite Independent Persons appointed under Section 28(7) of the Localism Act 2011 to be considered for appointment to the Panel with a view to appointing at least two such persons to the Panel. Independent Persons means any independent persons who have been appointed by the Council or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the Council considers appropriate.

10.4 Subject to paragraph 10.5, the Council will appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 10.3 in accordance with the following priority order—
(a) a relevant independent person who has been appointed by the Council and who is a local government elector;
(b) any other relevant independent person who has been appointed by the Council ;
(c) a relevant independent person who has been appointed by another authority or authorities.

- 10.5 The Council is not required to appoint more than two relevant independent persons in accordance with paragraph 10.4 but may do so.
- 10.6 The Council must appoint any Panel at least 20 working days before any meeting of the Council to consider whether or not to approve a proposal to dismiss a relevant officer.
- 10.7 Before the taking of a vote at a meeting referred to in paragraph 10.6, on whether or not to approve such a dismissal, the Council must take into account, in particular—
(a) any advice, views or recommendations of the Panel;
(b) the conclusions of any investigation into the proposed dismissal;
and
(c) any representations from the relevant officer.
- 10.8 Any remuneration, allowances or fees paid by the Council to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act, if any.
- 10.9 Where a committee, sub-committee or officer is discharging, on behalf of the Council, the function of the dismissal of a relevant officer, the Council must approve that dismissal before notice is given to that person.

11. Assistants to Political Groups

- 11.1 The appointment of any assistant to a political group will be made in accordance with the statutory provisions in that regard.
- 11.2 The appointment of an assistant to a political group will be made in accordance with the wishes of that political group.
- 11.3 There will be no political assistants unless such a post is allocated to all political parties that are so entitled. Any party that does not qualify may not have one. Before making any appointment to the post of political assistant, the Council must decide which group(s) would be entitled to such a political assistant.

12. **Interests in Employee Negotiations**

Any Councillor who is in the employment of any local authority or who is an official or an employee of a Trade Union whose Members include employees of the Council is prohibited by law from representing the interests of the Council in any negotiations with respect to the terms and conditions of Council employees. Nothing in this paragraph will prevent any member from taking part in any Appeal Panel not involving terms and conditions of service.

13. **Human Resource Matters**

Management of Employees

13.1 All Members of the Strategic Management Board will be accountable to the Cabinet for the management of their Directorates or Departments.

13.2 In fulfilling this management role, all Members of the Strategic Management Board will comply with the City Council's human resource policies with regard to recruitment, selection and employment of employees, as may be agreed from time to time by the Cabinet.

13.3 All senior Managers are responsible for the effective recruitment, development and promotion of a workforce which is representative of the community and provides training and, if appropriate, adaptations for under-represented groups.

13.4 All employment policy and precedent advice to an Appeal Panel or member level dispute panel will be provided by the Assistant Director (HR and Workforce Services) or his/her nominee.

Proposals with Human Resource Implications

13.5 Any proposal to establish or change policy must be supported by a written report to the appropriate Cabinet Member by the relevant Member(s) of the Strategic Management Board.

13.6 The Assistant Director (HR and Workforce Services) must report any breaches of the City Council's human resources policy, which may jeopardise the sound management of human resources within the City Council.

Human Resources Managers

13.7 The Assistant Director (HR and Workforce Services) will, in consultation with each Member of the Strategic Management Board, designate an Employee as Human Resources Manager to help each Member of the Strategic Management Board ensure compliance with the human resource policies of the City Council.

13.8 Decisions of any Appointments Panel or Appeal Committee are not subject to call-in.

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Scrutiny Annual Report to Council 2014/2015



To be considered at the City Council meeting
23 June 2015

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Introduction

“Scrutiny in its widest sense is an essential component of Cabinet government..... It is important that councillors test proposals by reference to their broad experience and their knowledge of the Borough and their own constituents. There should be nothing threatening about this; good officers should welcome challenge as a central part of local democracy.”

Communities and Local Government Select Committee Report:
Some Issues for Local Government November 2014



Scrutiny is under the spotlight as perhaps never before.

In 2013, the Francis Report, written after the Public Inquiry into failings at the Mid Staffordshire NHS Foundation Trust, included criticisms of local scrutiny arrangements. It stressed the clear statutory responsibility to scrutinise the provider trusts in its area and the responsibility of elected members to identify and act on matters of concern.

Last year, Louise Casey’s report into child sexual exploitation in Rotherham also highlighted shortfalls in scrutiny as one element of wider failings in the authority. She said it was unclear **“how effective it has been in holding Cabinet Members and senior officers to account for their individual performance and decision-making”** and that **“Inspectors could not find much evidence of how scrutiny had changed practice or policy making.”**

For anyone in doubt about the importance of serious scrutiny, these are a wakeup call and the Communities and Local Government Select Committee’s recommendation for an inquiry into the operation of scrutiny within local government in England during the next parliament suggests that the way we work will continue to be kept under close review.

Scrutiny is not easy. It does not have any decision-making powers. It cannot set policy.

However, when it is done well, it can challenge Cabinet Members, council officers and partner organisations, holding them to account and recommending improvements for people living in, working in and visiting Coventry. I believe that fair and vigorous scrutiny of the Council Leadership and Cabinet Member policies and actions is essential to the efficient operation of our authority.

This report summarises just some of the issues that Scrutiny in Coventry has tackled over the last year, whether understanding the impacts on local people of some of the high profile issues that have dominated the national media such as female genital mutilation, child sexual exploitation and changes to welfare as well as issues of importance to the city such as access to jobs and health services.

I am grateful to the scrutiny chairs and committee members who have carried out this work and would like to take this opportunity to thank the local people, partners and officers who contributed during the year.

In the increasingly challenging world of local government I believe scrutiny is more important than ever.

Councillor Tony Skipper
Chair, Scrutiny Co-ordination Committee
2014/15

Scrutiny Co-ordination Committee

Remit

In 2014-2015 the Committee was responsible for overseeing the Scrutiny function (including call-ins), considering cross-cutting issues and for the portfolios of the Cabinet Member (Policy and Leadership) and the Cabinet Member (Policing and Equalities). It was also designated the Board for oversight of crime and community safety.

Membership

Councillors Blundell, Clifford (Deputy Chair), Duggins, Innes, Sandy, Skipper (Chair), Singh, Taylor, Thomas.

Co-opted members for education matters: Mr R. Potter (Roman Catholic Church), Mrs S. Hanson (Church of England), Ms Kelly Jones (Primary Parent Governors) and 2 vacancies (Secondary Parent Governors and Other Faiths).

Activities and outcomes

At the start of the year, Scrutiny Co-ordination Committee reviewed the priority issues that had been identified at initial meetings of the boards to ensure a balanced scrutiny work programme.

One decision by Cabinet about the creation of a Public Space Protection Order (Coventry Dog Control) was called in for Scrutiny consideration during the year. One element of the call-in was accepted and considered by the Committee; after discussion the Committee concurred with the decision of Cabinet and rejected the call-in.

The Committee reviewed performance reports on the Council Plan and Equalities Strategy to ensure that progress was being made against the council's priorities and identified issues for the Scrutiny Boards to address as part of their work programmes.

The Board also scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Committee in 2014/15

Welfare Reform

Twice during the year, the Committee continued to review the impacts of Welfare Reform on local people, families and the city. They heard evidence from partners including Coventry Citizen's Advice Bureau, Coventry Law Centre, Coventry Women's Voices, Department for Work and Pensions, the University of Warwick's Centre for Human Rights in Practice and Whitefriars Housing. They were particularly concerned about the way these changes affect both vulnerable people in Coventry and the city's wider economy.

The Committee has been impressed at the detailed analysis which is being undertaken by partners in Coventry to understand these impacts and the way they are working together to use their resources to address concerns as effectively as possible.

In October 2014 the Committee considered the findings of a report, "The impact of benefit sanctions on people in Coventry". Its findings were in line with other national research in this area and raised significant concerns for the Committee about problems with communications, accuracy and the lack of flexibility to take into account the needs of vulnerable people. The Committee asked partners to report back on the work being undertaken locally to learn from the case studies in the report. It heard that many of

these problems are out of the control of local agencies and require national solutions. Following the meeting, the Chair of the Committee wrote to the city's local MPs asking them to raise these matters in Parliament.

Responding to National and Local Priorities

During the year, two of the issues that have caused significant concern across the country have been **female genital mutilation** and **child sexual exploitation**. These are extremely challenging and sensitive issues and Scrutiny has been keen to understand the extent of the issues in Coventry and assure itself that local organisations are working together effectively to protect victims and prevent future occurrences.

In October, the Committee heard evidence from Public Health and representatives of the Celestinecelest Community Organisation which provides support and education to those who are victims of or are at risk of female genital mutilation. The Committee reviewed the data available for Coventry and the responsibilities of agencies including the health sector, Police and the Council. The Committee supported the proposals for action that had been developed and asked that the Health and Well-being Board also consider a recommendation to pursue alternative educational approaches for dealing with the issue of female genital mutilation which will encourage local schools to engage in raising pupils' awareness. This was accepted by the Board.

Ending Female Genital Mutilation in Coventry

In December, the Committee invited representatives of Children's Social Care, the Police and the Safeguarding Children's Board to review the local context and approach being taken to child sexual exploitation. The Committee recognised that child sexual exploitation is a national issue which requires a multi-agency response and heard that a multi-disciplinary Team was being established in Coventry to ensure a joined up approach. The Committee welcomed the commitment of the Police and partners to the issue but asked that engagement with faith and community groups be continued and an action plan addressing risk and vulnerability be brought to a future meeting. They also asked the Education and Children's Services Scrutiny Board to ensure that any links between patterns of school absence and potential child sexual exploitation are investigated.



Review of Police and Crime Board and Community Safety Partnership

In April, the Committee carried out its annual review of the work of the Police and Crime Board. Partners from the Board attended representing West Midlands Police, Voluntary Action Council, the Office of the Police and Crime Commissioner, the Community Rehabilitation Service and Coventry and Warwickshire Partnership Trust, as well as the Council's Youth Offending and Community Safety Services.

The Board reviewed performance against priorities for this year, investment in partnership activities to prevent and reduce the impacts of crime and considered the Board's priorities for the coming year.

While overall crime has decreased slightly over the last year, the Board questioned partners about increases in reported incidents of Domestic Violence and hate crime. They were supportive of the work being done by agencies in partnership to encourage reporting, work with victims and offenders and to prevent incidents occurring. Management of nightlife in the city centre was discussed and the Committee agreed to consider as a future work item the development of a Strategy which would give a positive and proactive approach to the creation of a safe and vibrant night time economy in the City Centre.



Air Quality

The Council is getting ready to update its plan for dealing with areas of poor air quality and the Committee wanted the opportunity to influence this work before it started.

Poor air quality puts people's health at risk, damages the environment and places a burden on local health service providers. Several studies in cities have shown that those living near busy roads are more at risk of suffering the symptoms of asthma and cardiovascular diseases while poor air quality plays a part in compounding health inequalities.

The Committee heard about how the Council monitors air quality in the city and the actions being taken to address emissions from

transport including traffic management, schemes to reduce congestion, environmental projects such as the city centre and ring road crossing by the station as well as investment in rail services on the Coventry to Nuneaton line and improved facilities for cyclists.

The Committee made recommendations about improving information and education on the links between poor air quality and health, increasing opportunities to improve air quality by environmental projects such as tree planting and making sure that the new plan addresses the links between poor air quality and health in the more deprived areas of the city. The Committee will review the developing plan in the new council year.



Finance and Corporate Services Scrutiny Board (1)

Remit

In 2014/2015, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member (Strategic Finance and Resources).

Membership

Councillors Brown, Galliers, Hammon, Harvard, Kelly, Lakha, J Mutton, Sandy (Chair), Sawdon.

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Committee in 2014/15

Procurement Strategy and Social Value Policy

The Council's external spend amounts to some £300m per year and the delivery of an effective approach to procurement to maximise the outcomes from goods and services procured while reducing costs is a key priority. The Scrutiny Board reviewed progress against the Council's Procurement Strategy and challenged arrangements for monitoring, governance and compliance.

The Board was particularly keen to understand how the Council can use its buying power to deliver wider Council priorities. The Public Services (Social Value) Act requires public bodies in England and Wales to consider how procurement activity can improve the economic social and environmental well-being of the local area. The Board had scrutinised the draft policy in 2013/14 and wanted to look at how successful implementation of the policy had been. The policy has enabled procurement

activity to support local jobs and companies, including when subcontracting is involved and can be used to address equality and diversity issues.

One key area of interest for the Board was the number of apprenticeships created as a result of this Policy. It was explained that there were 35 young people on the Construction Shared Apprenticeship Scheme, which is an innovative scheme as it allows apprentices to move between placements enabling them to get experience on contracts which would otherwise be too short to allow completion of an apprenticeship. Members emphasised the importance of seeking these opportunities when undertaking procurement.

Customer Journey

The Scrutiny Board have considered the customer journey twice during the year as they sought assurances that ways of accessing Council services change, the most vulnerable will still be able to contact the Council. The new automated telephony system was discussed as was the new customer service centre, which is due to open in Broadgate House in September 2015.

However, when projected spend for the new customer service centre escalated, Members re-examined the issue to find out why the costs had been underestimated and to seek assurance that calculations for future projects would be more accurate. The original business case had not included the costs of some structural alterations, the removal of asbestos or the new entrance to the Customer Service Centre as it had been discovered that the existing ramp could not provide a disability compliant route.

The Scrutiny Board also robustly questioned officers on where the additional £2m now

required would come from to deliver the scheme and have requested that the Cabinet Member be invited to attend a future meeting to discuss reducing the level of risk on the next phase of property development.

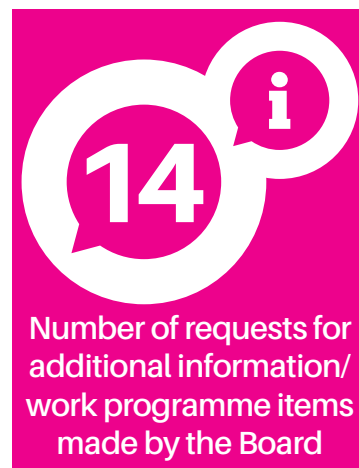
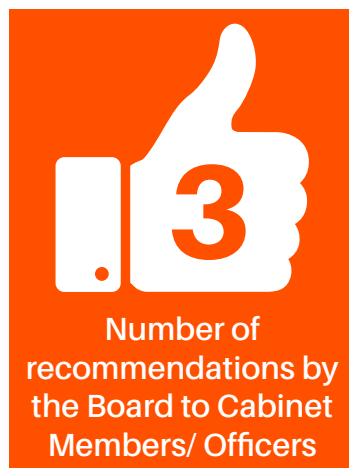
2015/16 Capital Programme Overview

The Scrutiny Board received information regarding the City Council’s Capital Programme 2015/16, which is now an annual item for the Board, with the intention of reviewing the programme and seeking assurances that the programme was delivering Council priorities and that the implications and risks associated with the programme were understood.

The Scrutiny Board questioned officers on the Coventry Investment Fund (CIF) and requested further information on the proportion of investment through the CIF to private businesses and the City Council. This was felt to be important to clarify given the cut in revenue budgets, as the public sometimes raise concerns as to how spending on high

profile infrastructure projects can be justified at a time of service cuts.

Members further discussed the level of risk associated with different projects and Members still had some concern relating to project management, particularly arising from the issues from the Customer Services Centre. Members requested that their concerns be relayed to the Cabinet Member for Strategic Finance and Resources.



Education and Children's Services Scrutiny Board (2)

Remit

In 2014/2015, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member (Children and Young People) and the Cabinet Member (Education).

Membership

Councillors Akhtar, Bains, Bigham, Blundell, Clifford, Innes (Chair), Lakha, Lepoidevin, M Mutton.

Co-opted members for education matters: Mr R. Potter (Roman Catholic Church), Mrs S. Hanson (Church of England), Ms Kelly Jones (Primary Parent Governor) and 2 vacancies (Secondary Parent Governors and Other Faiths).

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Board in 2014/15

The Board has worked hard this year to maximise the time available for questioning and discussion, and reducing the time given to presentations.

Children's Services Improvement Board Reports

Following a resolution at Council, the Scrutiny Board has received progress reports at each of their meetings this year. The Board has been pleased to note progress, especially in terms of the reduction in numbers of children with a child protection plan and progress with recruitment. They recognise that there is still progress to be made and will continue to

receive reports next municipal year.

The Members requested further information on certain aspects of the reports, including more data, to enable them to get a better picture of progress made.

As part of the improvement work for children's services, at their meeting in February, the Board welcomed an update from Donald Hamilton, a former judge in the family courts who is a special advisor to the Leader of the Council on child protection matters. The Board were informed of the observations Mr Hamilton had made, including the progress of the Improvement Board.

Areas that required further progress were the use of agency workers, but this was reducing; the low number of telephone lines available for the Referral and Assessment Service (RAS); the capacity of partners represented on the Multi-Agency Safeguarding Hub (MASH) and the perception of child protection in some schools. The need to value the important role of Health Visitors and Midwives in child protection was highlighted, as they were generally welcomed into the home. The value of the specialist children's Accident and Emergency department at University Hospital was also recognised. Court training for social workers was also discussed by the Board.

Members made recommendations to the Cabinet Member to address the concerns raised, which were accepted.

Members are keen to scrutinise the work of the newly established Child Sexual Exploitation Team and also the commissioned work with missing children.

ADOPT AND FOSTER FOR COVENTRY

Fostering Task and Finish Group

At their meeting on 22nd October 2014, a task and finish group was established to look at the recruitment and retention of internal foster carers.

The task and finish group met five times between November and March, and received information from officers on the current recruitment and marketing strategy, financial information on comparative costs of in-house and independent fostering agency carers and strategies to improve the relationships between social workers and foster carers. The Members also looked at information about Council Tax exemptions for Foster Carers but decided that there wasn't sufficient evidence to support such a policy.

There were also foster carers from Coventry Foster Carers Association represented on the group. Their input was invaluable and greatly appreciated by the Members.

At the end of the process the task and finish group had identified ten recommendations for the Cabinet Member. These included ways to deliver a "team around the child" which recognises foster carers as key professionals, ways to make training more accessible to foster carers and the Council becoming a Fostering Friendly Employer.

The Cabinet Member accepted the recommendations at his meeting in April and the Scrutiny Board will be monitoring progress on their implementation next municipal year.



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Saturday 24 January 10-12noon
Centre AT7, Bell Green Road, CV6 7GP

Tuesday 10 February 7-9pm
Xcel Leisure Centre, Mitchell Avenue, CV4 8DY

Wednesday 4 March 7-9pm
Centre AT7, Bell Green Road, CV6 7GP

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www.coventry.gov.uk/adoptionandfostering

ADOPT AND FOSTER FOR COVENTRY



*Texts will be charged at your standard rate

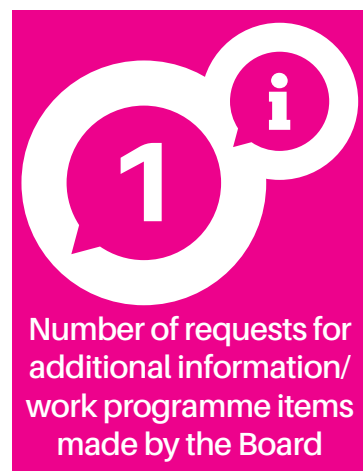
Visit to the Multi-Agency Service Hub (MASH)

In February, Members of the Board visited the Multi-Agency Safeguarding Hub. They had a brief tour of the offices and a presentation with input from social care, police and health colleagues. Members were updated on progress with implementation, as well as the aims and objectives of the new service. Members welcomed progress on different partners working closely together to improve services to children, young people and their families. They also heard some case studies that had been through the MASH and how information sharing and working together had improved outcomes for children. Members were pleased to hear that implementation was on track and they will receive a report on further progress at a meeting next municipal year.





Fostering task and finish group



Joint Scrutiny Boards (2) and (3)

Remit

Both the Education and Children's Services Board and the Business, Economy and Enterprise Scrutiny Board wanted to look in more detail at what was being done in the city to address the issue of young people who were not in education, employment or training (NEET). It was therefore agreed that the two boards would look at the issues together.

Activities and outcomes

The joint Board met twice in September and March, calling in a range of partners to provide information about how they are working together to prevent young people from becoming NEET and also to support them into work or training if they are.

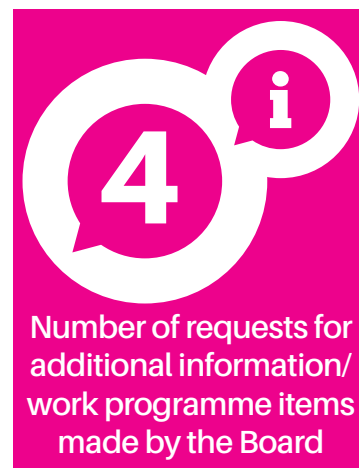
Representatives from the Council's Jobs and Economy Service attended the meetings, as well as officers from Education. There was also a representative from the local Department for Work and Pensions Job Centre Plus, RightStep (previously CSWP) who provide careers advice to schools, and the Principal from City College.

Members' main concerns were early identification and work being done with schools to support children and young people at risk of becoming NEET. They also asked questions about links with employers and the



quality of careers advice in schools. They were also concerned about the requirement for C's in English and Maths GCSE for progression to a Level 3 qualification, being a barrier for young people's progress and whether alternative learning in literacy and numeracy would be more appropriate for some young people.

Other areas of interest were around matching training courses to skills gaps and looked after children who were NEET and the effect that changes to the benefits system may be having on young people who are NEET.



Business, Economy and Enterprise Scrutiny Board (3)

Remit

In 2014/2015, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member (Business, Enterprise and Economy) and the Cabinet Member (Culture, Leisure, Sports and Parks).

Membership

Councillors Bailey, Bigham, Birdi, Duggins (Chair), Mulhall, Skipper, Sweet, Walsh, Welsh.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Board in 2014/15

Visits to Coventry Job Shop and AT7 Centre

During the year the Board met at venues outside of the Council House. These were the Job Shop in Shelton Square and the new extension at the AT7 Centre on Bell Green Road.

These visits linked in with two important strategies being discussed by the Board, the Jobs Strategy and the Sports Strategy. Members agreed that it was most useful to visit venues where services are being delivered and want to continue this next year.

In July 2014, the Board held their meeting at the Job Shop. After a tour, Members were provided with details of the provisions and facilities available to assist the unemployed into employment through the Job Shop and the links with the Jobs Strategy.





The facility, supported by a range of partners including Coventry, Solihull and Warwickshire Partnership, Job Centre Plus, Public Health and Adult Education, enabled the unemployed to obtain guidance and advice about: jobs, apprenticeships and work placements; and courses and training; and gave practical assistance such as the completion of CVs and application forms.

The Shop had seen a footfall of 50,000, 10,000 registered users, and approximately 150 people visiting daily, since it had opened in January 2013. In addition, a newly established area, the Youth Zone, had recently resulted in 700 young people, mostly not in education or training, engaged in two apprenticeship events at the Shop.

At their meeting in January 2015, Members were given a tour of the new pool and facilities that have recently opened at the AT7 Centre, before discussing progress on the Sports Strategy. Members were able to question Council officers as well as representatives from Coventry Sports Foundation.

Members heard that the mission of the Coventry Sports Strategy 2014-2024 was 'To develop a more active, inclusive and vibrant Coventry through positive experiences in sport' and was structured around eight Vision Aims and 37 Strategic Objectives. Included within these were objectives concerned with increasing and widening participation in sport; increasing the number of people receiving sports coaching; increasing the number of people volunteering in sport; establishing and embedding early specialist support services

for talented athletes; developing City Centre sports facilities that are accessible, high quality, sustainable and of significance to the Midlands; attracting high profile sporting events to the City; establishing a Coventry Sports Network; and harnessing the power of sport to promote community cohesion and address public health inequalities in the City.

Members were particularly interested in and asked officers and partners about:

Improving access to sports facilities in the City in respect of public transport links

Increasing participation levels across vulnerable groups and deprived communities

Building stronger links with schools and universities for wider public participation

Tracking sports centre registration to provide data on diversity of memberships

Investigating, through the Parks Team, the better use of existing facilities in parks e.g. measured routes for running, trim trails, marked out pitches/areas for cricket, tennis, bowls and football

Health and Inequality - Public Health to identify high inactivity areas in the City and encourage participation, and include the promotion of Passport to Leisure

City Centre Development and Friargate

Members were interested to hear about progress with the developments both at Friargate, in terms of attracting other tenants to the development and also progress with the City Centre South project.

The Board were advised that both schemes were by their nature ambitious and of regional and national importance. The Friargate scheme had outline permission for three million square foot of office led development and would complement the City Centre South Scheme

which had outline permission for 560,000 square foot of retail led development.

The Board discussed the details of the proposals for marketing together with enquiries received from a hotel operator to provide a 150 bed hotel adjacent to Coventry Railway Station; there had also been interest from retailers, restaurants and a possible cinema. The Board raised questions in respect of the anchor store proposed for Friargate, car parking facilities and timescales.

What is Friargate?

Friargate is a new business district being created by the railway station. It will help attract businesses into the city centre - which will, in turn, support the critical mass of residents and commuters in the city needed to regenerate the city centre. Upon completion, Friargate will provide...

25

new buildings



14 Grade A office blocks



**9 homes,
retail and
leisure**



2 hotels

Public Transport

The Board was attended by representatives from Centro, including Councillor McNicholas in his role as Chair of Centro.

The Board discussed the the bus service provision in the City with officers, the Chair and representatives of Centro on the following matters:

Progress made and the on-going proposals for the implementation of bus interchanges and improved services and bus links at the University of Warwick, University Hospital and Coventry Rail Station

The future of Rapid Bus Transit in Coventry - Pilots in Birmingham, The Black Country and Coventry

Accessibility support from drivers for passengers with mobility issues and for parents with prams/buggies

Cleanliness of buses and cleaning standards: provision of litter bins; public facing cleaning regime charts; cleaning reporting procedures

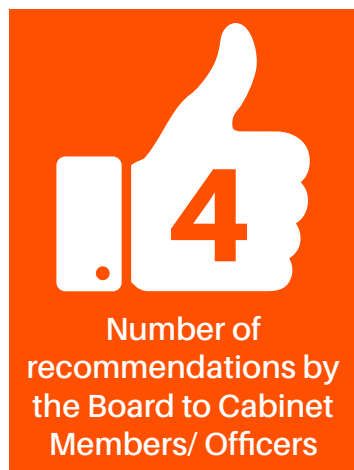
Reliability and punctuality: monitoring services through Automatic Vehicle Location System Control Centre; performance timescales and targets for drivers

Driver training: National legal requirements Certificate of Professional Competence and NVQ level 2

Following the discussion Members of the Board requested that:

Centro Officers pursue the public display of bus cleaning regime charts, to include details of the process for the public to report cleaning issues

They visit the National Express Garage - Automatic Vehicle Location System Control Centre and receive a presentation on Rapid Bus Transit



Communities and Neighbourhoods Scrutiny Board (4)

Remit

In 2014/2015, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member (Community Development, Co-operatives and Social Enterprise) and the Cabinet Member (Public Services) including issues relating to energy, the environment, street services, waste management, highways and lighting.

Membership

Councillors Auluck, Hammon, Harvard, T Khan, Miks, Mulhall, Singh (Chair) Skinner, Thay.

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Board in 2014/2015

20 mph zones and limits

During the previous year, a Task and Finish Group had considered the need for a policy or framework against which requests for 20 mph zones or limits could be assessed. As a result of this work, the Scrutiny Board proposed a city wide approach to 20 mph restrictions and made recommendations about resourcing, objectives, prioritisation, monitoring and evaluation, consultation and engagement. The Cabinet Member for Public Services had accepted all nine of the recommendations and asked for this work to be progressed.

At their first meeting of the New Year, the Board received a report setting out the proposed prioritisation criteria for introducing 20 mph

zones and limits across the city. It reported that a budget of £125,000 had been allocated from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan for 20mph zones in 2014/15. It also supported the introduction of a range of measures to monitor the impact of the schemes including speed and personal recorded injury collision data as requested by the Board.

The Cabinet Member subsequently approved a programme for 20mph zones and 20mph speed limits in September and monitoring and preparatory work is now underway. Further resources were allocated in the 2015/16 Transport and Highways Maintenance Capital Programme agreed by Council in March 2015.

Active Citizens, Strong Communities

During the year, the Board held two meetings with the Cabinet Member for Community Development, Co-operatives and Social Enterprise to help shape the Council's approach to promoting active citizenship and strong communities.

This is an important part of the Council's ambitions for Coventry and its commitment to making the city a globally connected city that is attractive to businesses and investors – but also locally committed to improving the quality of life for all its residents. The Council recognises that the best way to make sure that economic growth and investment in the city benefits local people is to enable and empower residents, communities and groups to use and develop their own skills and potential to take control over their own lives, particularly at a time when the Council's resources are being significantly reduced.

The Board helped shape the Strategy and implementation plan that was subsequently agreed by Cabinet, including renaming the programme to make it much clearer what it was about. The Board will be keen to review progress during the coming year.



Improving the city's physical environment

The city has an unprecedented programme of physical improvements taking place, with millions of pounds being invested in Coventry's roads to create space for development and make sure traffic flows more smoothly. The city has also been successful in securing money from the Department for Transport's Local Sustainable Transport Fund to improve cycling in the city.

The Board recognised the opportunities presented by these schemes but wanted to

assure themselves that traffic management and enforcement arrangements were in place to manage the short term disruption of this activity and keep the city moving.

The Scrutiny Board looked into the use of Automatic Number Plate Recognition (ANPR) cameras, Variable Message Signs (VMS) and how well information was communicated, as well as the work being undertaken with partners to co-ordinate street works.



Health and Social Care Scrutiny Board (5)

Remit

In 2014/2015, the Scrutiny Board was responsible for the scrutiny of health, adult social care and health inequalities, including the portfolio of the Cabinet Member (Health and Adult Services). The Board is also the designated committee under the Health and Social Care Act 2001 for scrutiny of local NHS services.

Membership

Councillors Ali, Clifford, Hetheron, Howells, J Mutton, O'Boyle, Skinner, Taylor, Thomas (Chair) Co-opted Member Mr J Mason (June - January); Mr D Spurgeon (February onwards).

Activities and outcomes

The Board scrutinised a range of issues under its remit and papers from their meetings are available via the weblink on page 22.

Examples of Scrutiny work undertaken by the Board in 2014/2015

Director of Health Annual Report 2014 and Developing a Primary Care System fit for the Future

The Scrutiny Board discussed the Director of Public Health's Annual Report 'Primary Care at the Heart of our Health' in September which focused on the primary care system and its role in addressing health inequalities, with a particular emphasis on general practice. The Board looked at the approaches being taken to enable easier access to appointments for patients, encourage better self-care and make GP practice a more attractive career opportunity for medics. Present at the meetings were representatives from the Coventry and Rugby Clinical Commissioning Board, Local Medical Council, GP Alliance and NHS Area Team, which enable the Board to gain a fuller understanding of the work being undertaken.

The Board reviewed the progress being made on this area of work in February, when they looked at developing a Primary Care System Fit for the Future. Considerable progress had been made across a number of areas. The Primary Care Quality Group were exploring asset based development approaches to encourage and empower people to have a greater role in managing their own health and Public Health had also completed a pharmaceutical needs assessment to ensure pharmacy provision was adequate in the city. The Coventry GP Alliance was established in 2014 by local GPs with the vision of protecting, improving and enhancing primary care in the city. Reference was made to a workshop held in February 2015 which was attended by representatives from across the primary care system to start building a shared vision.

The Board were informed that future work would continue to build upon these areas with innovative practice being celebrated at a GP award evening planned to take place in June. The Primary Care Quality Group will also work to address the challenges primary care faced, undertaking projects to improve GP recruitment and retention in the city and empowering and enabling people to access community, lifestyle and pharmacy services as well as looking after themselves. A successful bid to the Prime Minister's Challenge Fund 'Best Care, Anywhere: Integrated Primary Care in Coventry', means there will be lots of work undertaken in this area which the Board will continue to scrutinise as it develops.



Winter Pressures


The Board was aware of reports that in Winter of 2014/15 pressures on services at the University Hospital site reached critical levels. Pressure on Accident and Emergency Services was the topic most commonly discussed in the media however, whilst investigating this issue the Board found the actual causes were more widespread.

The Board looked at this issue twice, once in the lead up to winter, September to look at planning for winter, and once in February in response to concerns that pressures were not being managed. The Board invited representatives from UHCW, Coventry and Rugby Clinical Commissioning Group and Adult Social Care to enable them to explore the wider issues and the knock on impact this has on A&E performance. The Chair of the Adult Social Care and Health Overview and Scrutiny Committee at Warwickshire County Council was present too. The chaos experienced in some other similar hospitals was not repeated in Coventry despite high demands for care.

Clinical Management of Large Scale Chronic Diseases

The Board were informed how the services being delivered in primary care to prevent the onset or progression of long term conditions are currently commissioned by Public Health. They heard about the existing pathways designed to prevent progression and manage specific long-term conditions; detailed plans to transform existing long term conditions pathways, focusing on areas where a move towards delivery of care in primary care setting was planned; and highlighted plans to provide more integrated, holistic care for patients with multiple long term conditions or frailty rather than focussing on individual conditions.

The Board have asked to follow up on the outcomes of pilot projects which are designed to prevent onset or progression of a number of different long term health conditions due to the planned changes to treatment pathways.

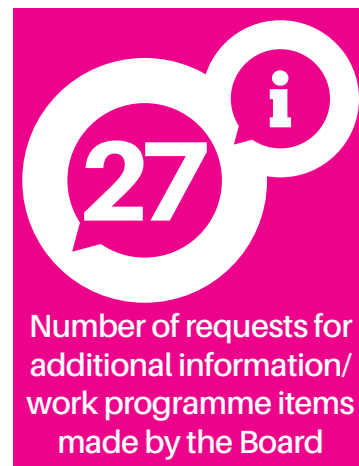


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Agendas, reports and minutes for all Scrutiny meetings are on the Council's website at http://www.coventry.gov.uk/info/354/council_meetings

More information on Scrutiny at Coventry City Council is available on the Council's website at www.coventry.gov.uk/scrutiny or from:

Scrutiny Team
Coventry City Council
Council House
Earl Street
Coventry City Council
CV1 5RR

If you need this information in another format or language please contact

Tel: 024 7683 1122

e-mail: scrutiny@coventry.gov.uk



Public report

Council Report

Council

23 June 2015

Name of Cabinet Member:

Leader of the City Council – Councillor Ann Lucas

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions

Is this a key decision?

No

Executive Summary:

The Leader must submit to the Council at the first ordinary meeting after the Annual Meeting a report of Key Decisions made in the previous year where the Special Urgency provisions were used. This applies where it is not practicable to give notice at least 5 clear days in advance before a Key Decision is made.

The Leader is reporting that there were three such cases during the 2014/15 municipal year.

Recommendations:

That the City Council notes the Annual Report from the Leader on the use of Special Urgency provisions in the past year.

List of Appendices included:

Appendix 1 - Matters Considered Under the Special Urgency Provisions of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Other useful background papers:

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The City Council's Constitution

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?

Yes – 23 June 2015

Report title:

The Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions

1. Context (or background)

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out Special Urgency provisions to be used where it is impracticable to give at least 5 clear days' notice of the intention to make a Key Decision. The provisions detail a specific process to be followed, which includes seeking the agreement of the appropriate Scrutiny Chair or, if that person is unavailable, the Chair of the Council, that the matter to be considered is urgent and could not be reasonably deferred.
- 1.2 The Leader of the Council must submit an Annual Report to the Council containing details of each Key Decision taken during the period since the last report was submitted where the making of the key decision was agreed as urgent. The Council's Constitution requires that this report be presented at the first ordinary meeting of the Council after the Annual Meeting.
- 1.3 During the 2014/15 municipal year, there were three such cases where the Council did not give at least 5 clear days' notice before making a Key decision. In each instance, the relevant Scrutiny Board Chair was briefed on the proposals and confirmed the reasons for using the Special Urgency Provisions. Details of these matters are provided in Appendix 1.

2. Comments from Executive Director of Resources

2.1 Financial implications

None

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with the Council's Constitution.

3. Other implications

None

4.1 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)

This report is evidence that the Council has met its statutory requirements and given at least 5 clear days' notice of Key decisions made in the past year and, where this has not been possible, that the statutory requirements for the use of the Special Urgency provisions has been followed.

4.2 How is risk being managed?

By presenting this Report to Council the Leader avoids any reputational risk that could arise from failure to meet the Council's statutory and constitutional requirements

4.3 What is the impact on the organisation?

None

4.4 Equalities / EIA

None

4.5 Implications for (or impact on) the environment

None

4.6 Implications for partner organisations?

None

Report author(s): Lara Knight

Name and job title: Governance Services Team Leader

Directorate: Resources

Tel and email contact: 024 7683 3237 lara.knight@coventry.gov.uk

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:	Adrian West	Resources	08/06/15	
Names of approvers for submission: (officers and members)				
Finance: Carolyn Prince	Finance Manager	Resources	08/06/15	08/06/15
Legal: Carol Bradford	Solicitor, Place and Regulatory Team	Legal & Democratic Services	08/06/15	08/06/15
Director: Chris West	Executive Director	Resources	08/06/15	09/06/15
Members: Councillor Ann Lucas	Leader		08/06/15	10/06/15

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Matters Considered Under the Special Urgency Provisions of
The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date Key Decision was Taken	Council Body Considering Key Decision	Issue Considered and Reason for Urgency	Relevant Scrutiny Board Chair	Date of 5 Clear Day Deadline	Date Special Urgency Notice Published
4 th November 2014	Cabinet	<p>Coventry and Warwickshire Gateway – Section 106 Planning Agreement</p> <p>To delay the consideration would have put the proposed development at risk of collapse.</p>	Councillor Skipper Scrutiny Co-ordination Committee	27 th October 2015	28 th October 2015
17 th March 2015	Cabinet	<p>Coventry Investment Fund</p> <p>An urgent decision was required in order to facilitate proposals and negotiations that take place at short notice due to market requirements that could have a significant impact on the City and thereby protecting the Council's and City's interests. To delay consideration of this matter would leave those interests unprotected</p>	Councillor Duggins Business, Economy and Enterprise Scrutiny Board (3)	9 th March 2015	16 th March 2015
31 st March 2015	Coventry Investment Fund Cabinet Committee	<p>Lythalls Lane Small Unit Development</p> <p>To delay consideration of the proposals would have incurred significant additional financial costs to the Council with the potential of putting the proposed development at risk.</p>	Councillor Skipper Scrutiny Co-ordination Committee	23 rd March 2015	25 th March 2015

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Council

23 June 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor Townshend

Director Approving Submission of the report:

Chris West, Executive Director of Resources

Ward(s) affected:

Wainbody Ward

Title: Community Governance Review – Finham Parish Council

Is this a key decision?

No

Executive Summary:

At the Council Meeting on 24 June 2014, the Council agreed to carry out a Community Governance Review for the Finham area of the city, following receipt of a petition signed by 711 people requesting the creation of a parish council. The process for carrying out a Review is set out in the Local Government and Public Involvement in Health Act 2007. The views of electors and others in the area have been sought and following a further report to Council in January 2015 which made recommendations on community governance arrangements for the Finham area, the purpose of this report is to conclude the review and make the necessary arrangements to establish a Parish Council for Finham.

Recommendations:

1. That the Council agree the re-organisation order attached at Appendix 1, to establish a Parish and Parish Council for the Finham area of the city.

List of Appendices included:

Appendix 1: Re-organisation Order

Appendix 2: Map

Appendix 3: Draft Budget

Other useful background papers:

Guidance on community governance reviews: Department for Communities and Local Government and the Local Government Boundary Commission for England, March 2010
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf

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

Report title: Community Governance Review – Finham Parish Council

1. Context

- 1.1 At its meeting on 3rd December 2013 the Council received a petition signed by 711 residents requesting the establishment of a parish council for the Finham area of the City. The petition area covers polling districts Pb and Pc in Wainbody Ward, shown on the map at Appendix 2 and at September 2014 was made up of 3851 local government electors.
- 1.2 In accordance with the Local Government and Public Involvement in Health Act 2007 (LG&PIHA 2007), the Council was required to conduct a Community Governance Review following the receipt of such a petition. The Council set out the terms of reference for the review at its meeting of 24th June 2014 and revised them at the Council meeting of 9th December, to clarify the timetable and approach to consultation. On 13th January 2015 the Council considered the information gathered as part of the review and agreed to recommend a new parish for the Finham area of the city and made recommendations on naming and governance arrangements. These were:
 - that the new parish be called Finham Parish and comprises the areas shown on the map contained in Appendix 2
 - that the new parish of Finham should have a parish council
 - that the name of the Parish Council be Finham Parish Council
 - that the electoral arrangements that should apply to the new parish are that:
 - it should not be divided into wards, and
 - a total of 10 councillors to be elected
- 1.3 The Council has published these recommendations and given an opportunity for further comment. This report asks the Council to give effect to these recommendations by approving a Re-organisation Order establishing a Parish and Parish Council for Finham.

2. Options considered and recommended proposal

- 2.1 In order to create the Finham Parish Council, a formal Re-organisation Order will require to be made. A copy of the proposed Re-organisation Order is attached to this report at Appendix 1, and gives effect to the naming and governance arrangements recommended by the Council at their 13th January meeting and set out in paragraph 1.2 above.
- 2.2 The Re-organisation Order must also contain the budgetary requirement for the proposed Parish Council in its first year. When a new parish council is established, the responsibility for setting the first budget falls to the relevant principal council – in this case Coventry City Council. This is because the budget has to be set before the new parish council has been established. In future years, it is the responsibility of the parish council to set its own budget.
- 2.3 During April, a meeting was held with representatives of the Finham Residents' Association, Wainbody Ward Councillors and a representative of the Warwickshire Association of Local Councils to help develop a draft budget. Guidance from the National and Local Associations of Local Councils on what should be considered by parishes when setting budgets was considered and a draft budget has been prepared. This is summarised at Appendix 3 and proposes a budgetary requirement for 2016/17 of £24,266.
- 2.4 The budget headings are indicative and it will be up to the Parish Council to determine how the total is spent.
- 2.5 It will not be possible to calculate the impact for council tax payers in the area until the analysis of the Finham Parish detailed tax-base and pattern of Council Tax exemptions, discounts and reductions is made later this year as part of the annual council tax setting

process, but based on the current position is estimated to equate to an additional £13.75 charge for a band D property.

- 2.6 The Order will come into force on 1st April 2016 but parish councillors will not be elected until 5th May 2016 or take office until 9th May. It is usual in these circumstances to appoint interim representatives for this period in case any decisions need to be made before the first formal meeting of the parish council. The Reorganisation Order includes provision for interim representatives at article 11 of the draft Order.
- 2.7 Under the LG&PIH 2007, the Council is required to publish the decision, the Council's reasons for making that decision; and take such steps as the council considers sufficient to secure that persons who may be interested in the review are informed of that decision and those reasons.
- 2.8 Copies of the reorganisation orders, with relevant plans, will be available for inspection at the Council House and on the Council's website. The Council will also inform organisations such as the Secretary of State for Communities and Local Government, the Electoral Commission, the Office of National Statistics and the Director General of the Ordnance Survey of the changes as required by legislation.

3. Results of consultation undertaken

- 3.1 The results of the consultation undertaken which were considered by Council when making their recommendations were set out in the report to Council of 13th January 2015.
- 3.2 Following the meeting, the Council's recommendations to establish a new parish for the Finham area of the city and the proposed naming and governance arrangements were published on the Council's website together with a short survey seeking any further comments. The organisations who had previously been contacted as part of the review were informed and invited to comment: these were Finham Park School, Finham Primary School, Sky Blue Medical Group, Medical Practice 183 Green Lane, St Martin's Church, Finham Senior Citizens Club, a Taekwondo Group and Erb's Palsy Group, the local policing team, Coventry and Rugby Clinical Commissioning Group and representatives of Allesley and Keresley Parish Councils. Information to this effect was also communicated via social media, displayed in Finham and the surrounding area and sent to local businesses.
- 3.3 During February and March, meetings were held with representatives of the Finham Residents' Association and Wainbody Ward Councillors at which the recommendations were supported. Residents at the March meeting of the Wainbody Ward Forum also supported the proposals. Six responses were received from the survey supporting the proposals. While supporting the proposed number of councillors, one comment suggested that an odd number of councillors would be better in case of a vote.
- 3.4 As set out in paragraph 2.3, discussions were also held about the development of a draft budget.

4. Timetable for implementing this decision

June 2015	Publication of Re-organisation Order following decision of Council
January 2016	City Council approves Council Tax Base
February 2016	City Council sets Council Tax for 2016/17 financial year, including the precept for Finham. The total precept for the first year of the Parish Council is taken from the Re-organisation Order
March 2016	Council Tax Bills sent out for the 2016/17 year, including the precept for Finham Parish
1 April 2016	Re-organisation Order comes into effect, creating the Parish Council
5 May 2016	Elections to Finham Parish Council
May 2016	First meeting of Finham Parish Council. This must take place within 14 days of the elections and the City Council is responsible for arranging the first meeting.
1 October 2016	The date by which the Parish Council must issue its precept for 2016/17. The level of this precept cannot be higher than the amount established in the Council Tax Report.

5. Comments from Executive Director of Resources

5.1 Financial implications

Upon the establishment of the parish council, the City Council will need to ensure that the on-going relationship with, and costs in dealing with, the Finham Parish Council is effectively resourced. These costs are likely to be relatively minor and will be borne from existing budgets.

As previously reported, the City Council will need to reconfigure the Council Tax processing database to enable the effective administration and collection of the additional Council Tax precept. The estimated cost would be approximately £13,000 and this will be borne by the City Council.

Future parish council elections will need to be properly resourced. The cost of administering parish council elections for a single area, such as Finham, would be in the region of £6,000 for a 'stand-alone' election and approximately £4,000 when combined with ward elections. The City Council can recharge the costs of elections to the Parish Council and they can recover the costs through the parish precept and an estimated cost of £4,000 has been included in the provisional first year budget of the Parish Council.

When the new parish council is created, there will be financial implications for those residents within the parish area in the form of a precept on each property in the area for the purposes of funding the parish council's activities. The draft budget, attached as Appendix 3 to this report, has been estimated at £24,266. The annual Council Tax Report considered in the February 2016 will include an estimated precept to fund the costs of the Parish Council in the 2016/17 year. The Parish Council will have until 1 October to issue its precept and the level of this precept cannot be higher than the amount established in the Council Tax Report. Finham Parish Council Tax payers will be required to pay an additional element of Council Tax, estimated at £13.75 for the year for a Band D property. The final charge will depend upon the final agreed budget/precept and the detailed breakdown of the Finham Parish tax-base.

5.2 Legal implications

Having decided to recommend the creation of a parish and parish council for Finham at its meeting on 13th January, the Council must now approve a Reorganisation Order which sets out the mechanics of the establishment of the parish and its council. The Order must include the budget requirement for the Parish Council for the financial year 2016/17 and any other provisions needed to bring the parish council into being including elections and transitional arrangements. As there is no land or property which at this stage must be transferred to the Parish Council the Order is relatively brief.

Once the Order is made, the Council must place in deposit at its main office a copy of the reorganisation order, and a map which shows the effects of the order in greater detail than the map included in the order. The Order and the map must be available for public inspection at all reasonable times and the Council must publicise its availability for inspection. The Council must also notify a number of agencies as set out in paragraph 2.8.

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)?

Reviewing the City's governance arrangements is in line with the Coventry Sustainable Community Strategy - "developing a more equal city with cohesive communities and neighbourhoods".

6.2 How is risk being managed?

The City Council will ensure that arrangements for carrying out elections to the Parish Council, the facilitation of the first meeting and advice and support on ethical standards are provided as part of its support to Parishes. The Finham Residents Association is working with the Warwickshire Association of Local Council to support the effective establishment of the new Parish Council.

6.3 What is the impact on the organisation?

A parish council does not replace the City Council and the Re-organisation Order does not include any transfer of City Council services or resources.

6.4 Equalities

Equalities issues were considered in planning and carrying out the consultation. The impacts of the proposals on community cohesion were considered as part of the review in line with guidance and legislation. The new Parish Council will be expected to comply with equality legislation in carrying out its business as an independent body. Where appropriate, advice and guidance will be provided by the City Council in establishing the new Council.

6.5 Implications for (or impact on) the environment

None

Report author(s):

Name and job title:

Adrian West, Members and Elections Team Manager

Directorate:

Resources

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Carol Bradford	Solicitor , Place and Regulatory Team	Resources	27/05/15	01/05/15
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Barrie Strain	Senior Operational Manager - Council Tax and Enforcement	Resources	27/05/15	08/06/15
Names of approvers for submission: (officers and members)				
Executive Director – Resources	Chris West	Resources	27/05/15	12/06/15
Legal: Helen Lynch on behalf of Christine Forde	Assistant Director (Legal and Democratic Services)	Resources	27/05/15	11/06/15
Councillor Townshend	Cabinet Member for Policing and Equalities		05/06/15	09/06/15

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LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Coventry City Council (Reorganisation of Community Governance) Order 2015

Made - - - - [day] [month] [year]

Coming into force in accordance with article 1(2)

Coventry City Council (“the council”), in accordance with section 83 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 2014

The council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section:

The council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(6) and 240(10) of the 2007 Act.

Citation and commencement

—(1) This Order may be cited as the Coventry City Council (Reorganisation of Community Governance) Order 2015.

Subject to paragraphs (3) and (4) below, this Order comes into force on 1st April 2016.

Article 8 shall come into force on the ordinary day of election of councillors in 2016.

For the purposes of:

- (a) this article,
- (b) article 5; and
- (c) proceedings preliminary or relating to the election of parish councillors for the parish of Finham, to be held on the ordinary day of election of councillors in 2016,

this Order shall come into force on 15th October 2015.

Interpretation

In this Order—

“city” means the city of Coventry;

“map” means the map marked “Map referred to in the Coventry City Council (Reorganisation of Community Governance) Order 2015” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983; and

“registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of Order

This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Constitution of a new parish

—b) A new parish, comprising the area outlined with a blue line on the map, shall be constituted within the city.

The name of the new parish shall be Finham.

Calculation of budget requirement

For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Finham the sum of £24,266.

Parish council for the parish of Finham

—c) There shall be a parish council for the parish of Finham.

The name of that council shall be “The Parish Council of Finham”.

Election for the parish of Finham

—d) The election of all parish councillors for the parish of Finham shall be held on the ordinary day of election of councillors in 2016.

The term of office of every parish councillor elected on the ordinary day of election of councillors in May 2016 for the parish of Finham shall be three years with a further election taking place on the ordinary day of election in May 2019 and every fourth year thereafter notwithstanding that the first such election shall be within a period shorter than four years.

Number of parish councillors for the parish of Finham

The number of councillors to be elected for the parish of Finham shall be ten.

Annual meeting of parish council

The annual meeting of the new parish council in 2016 shall be convened by the Assistant Director, Legal and Democratic Services and City Solicitor of the Coventry City Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.

Electoral register

The registration officer for the city shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

Transitional provision

Until the councillors elected to the council of the new parish of Finham at the elections to be held on the ordinary day of election of councillors in 2016 come into office, the new parish shall be represented by those persons who immediately before 1st April 2016 are the elected councillors for the city wards of Wainbody.

Order date

1st April 2016 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the common seal of the Council on the day of 2015

.....

Assistant Director, Legal and Democratic Services and City Solicitor

EXPLANATORY NOTE

(This note is not part of the Order)

This Order gives effect to recommendations made by Coventry City Council for the creation of the new parish of Finham within the city of Coventry.

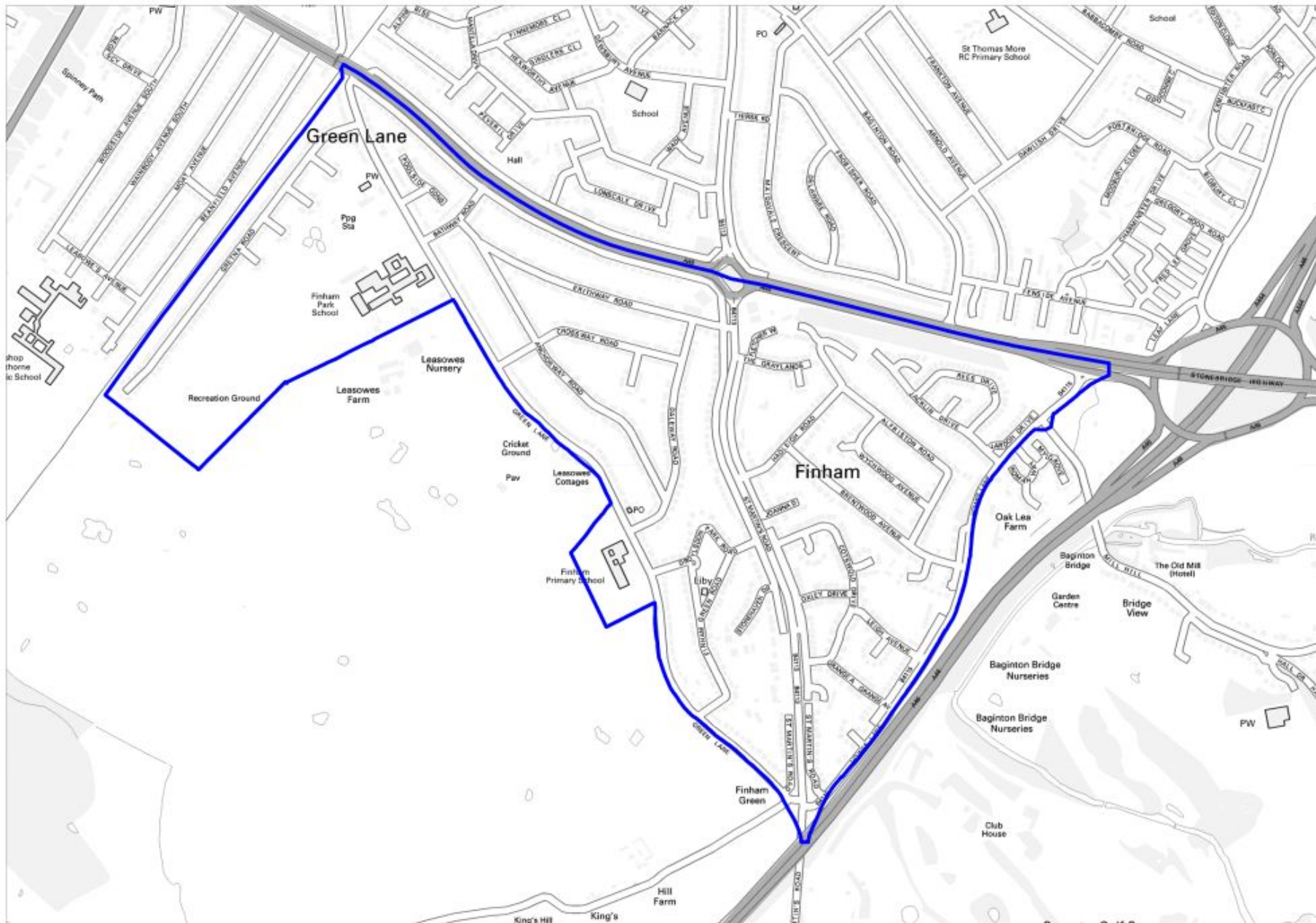
The parish of Finham will be created effect from 1 April 2016. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2016.

Article 7 provides for parish elections in the parish of Finham in 2016, and then to continue according to the established system of parish elections every four years.

Article 8 specifies the numbers of parish councillors for the new parish of Finham as ten.

Article 10 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the new the parish of Finham. It is available, at all reasonable times, at the offices of Coventry City Council.



Finham Parish Council - Draft Budget Requirement 2016/17

Clerk Salary and on costs	£4,456
Recruitment	£600
Office Costs (clerk)	£1,600
Training and professional membership costs for clerk	£271
Training costs for councillors	£230
Reference materials and handbooks	£300
Membership of National Association of Local Councils (based on number of electors)	£216
Membership of Warwickshire and West Midlands Association of Local Councils (based on number of electors)	£826
Audit fees	£100
Insurance, including public liability	£252
Elections - cost of election combined with local authority elections	£4,000
Website	£75
Printing, Stationery & General Office Expenses, including start up costs for communications, marketing and engagement with residents	£4,500
Room Hire	£840
Noticeboards	£2,500
Contingency, to allow responses to local issues	£3,500
Total	£24,266

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Public report

Council Report

Council

23 June 2015

Name of Cabinet Member:

Leader of the City Council – Councillor Ann Lucas

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title: Appointments to the City Council – Change in Membership of Audit and Procurement Committee/Scrutiny Board

Is this a key decision?

No

Executive Summary:

This report seeks approval to amend appointments made at the Annual Meeting of the City Council in May 2015 in relation to membership of the Audit and Procurement Committee and Finance and Corporate Services Scrutiny Board (1).

Recommendations:

That the City Council:

- (a) Approves the appointment of Councillor David Welsh as a member of the Finance and Corporate Services Scrutiny Board (1) in place of Councillor Bally Singh with immediate effect
- (b) Approves the appointment of Councillor Bally Singh as a member of the Audit and Procurement Committee in place of Councillor David Welsh with immediate effect.

List of Appendices included:

None.

Other useful background papers:

Minutes from the meeting of the City Council held on 21 May 2015

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?

Yes – 23 June 2015

Report title: Appointments to the City Council

1. Context (or background)

At the Annual Meeting of the City Council on 21 May 2015, Councillor Bally Singh was appointed to the Finance and Corporate Services Scrutiny Board (1). It is now proposed:

- That Councillor Bally Singh is replaced on the Finance and Corporate Services Scrutiny Board (1) by Councillor David Welsh,
- That Councillor Welsh is replaced on the Audit and Procurement Committee by Councillor Singh.

2. Options considered and recommended proposal

It is proposed that the City Council

- (a) Approves the appointment of Councillor David Welsh as a member of the Finance and Corporate Services Scrutiny Board (1) in place of Councillor Bally Singh with immediate effect
- (b) Approves the appointment of Councillor Bally Singh as a member of the Audit and Procurement Committee in place of Councillor David Welsh with immediate effect.

3. Results of consultation undertaken

3.1 Not applicable

4. Timetable for implementing this decision

4.1 The appointments will take effect from the date of the Council Meeting.

5. Comments from Executive Director of Resources

5.1 Financial implications

Not applicable

5.2 Legal implications

Not applicable

6. Other implications

Not applicable

Report author:

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Chris West	Executive Director	Resources	08.06.15	08.06.15
Councillor Lucas	Leader of the Council	-	08.06.15	09.06.15

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Council Meeting

23 June, 2015

Booklet 1

Written Question

1.

QUESTION SUBMITTED BY: Councillor Lapsa

**TO BE ANSWERED BY: Councillor Maton, Cabinet Member for Business,
Enterprise and Employment**

TEXT OF QUESTION:

Is the Cabinet Member aware of the match funding available from the Government for infrastructure development for broadband provision?

We know broadband is crucial for the country's economic future so can the Cabinet Member inform the Council of their plans to help Coventry be a leader in developing superfast broadband for businesses and residents alike.