



Annual Meeting of the City Council

Time and Date

11.00 am on Thursday, 19th May, 2016

Place

Coventry Cathedral

Please Note: Robing for Councillors will take place from 9.30 a.m. in the Dame Ellen Terry Suite

Please be seated in the Cathedral by 10.45 a.m. (with the exception of Councillors who are in the Civic Procession)

1. **Apologies**
2. **Correspondence and Announcements of the Lord Mayor**
3. **Election of the Chair of the Council (being the Lord Mayor of the City)**
4. **Vote of the thanks to the Retiring Lord Mayor**
5. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**
6. **Election of the Leader of the Council**
7. **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 (Pages 5 - 10)**
8. **Minutes (Pages 11 - 16)**
To confirm the Minutes of the meeting held on 15 March 2016
9. **To Receive the return of persons elected as Councillor for the City on 5 May 2016 (Pages 17 - 18)**
10. **Declarations of Interest**

11. **To establish the Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, and 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. (Pages 19 - 42)**
12. **To decide the size and Terms of Reference for those Boards and Committees (as set out in the Constitution) (Pages 43 - 44)**
13. **To receive nominations and appoint to Outside Bodies (Pages 45 - 60)**
14. **To approve a programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committees and Advisory Panels for 2016/17, including the date and time of the next Annual Meeting and agree the scheme of delegation as set out in the Constitution (Pages 61 - 62)**
15. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 11 May 2016

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, R Ali, A Andrews, R Auluck, R Bailey, S Bains, L Bigham, J Birdi, J Blundell, R Brown, K Caan, J Clifford, G Crookes, G Duggins, D Gannon, M Hammon (Chair), L Harvard (Deputy Chair), J Innes, B Kaur, L Kelly, D Kershaw, T Khan, A Khan, R Lakha, R Lancaster, M Lapsa, J Lepoidevin, A Lucas, P Male, K Maton, T Mayer, J McNicholas, C Miks, K Mulhall, J Mutton, M Mutton, J O'Boyle, G Ridley, E Ruane, T Sawdon, P Seaman, B Singh, R Singh, D Skinner, T Skipper, H Sweet, K Taylor, R Thay, C Thomas, S Walsh, D Welsh and G Williams

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

**Carolyn Sinclair/Suzanne Bennett
024 7683 3166/3072**

PLEASE NOTE:

This meeting may be filmed for live or subsequent broadcast via the Council's internet site. At the start of the meeting, the Lord Mayor will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council. Generally, the public seating areas are not filmed.

However, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the Governance Services Officer at the meeting.

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Annual Meeting of the Council

19 May 2016

Report of the Leader:

Councillor G Duggins

Ward(s) affected:

Not Applicable

Title:

Composition of the Cabinet, Appointment of Deputy Cabinet Members and Allocation of Executive Functions

Is this a key decision?

No

Executive Summary:

The report of the Leader confirms the composition of the Cabinet, the appointment of Deputy Cabinet Members and the allocation of executive portfolios/functions within the Cabinet for 2016/17.

Recommendation

The Council is recommended to note the report of the Leader

List of Appendices included:

Cabinet Portfolios 2016/17

Other useful background papers:

N/A

Has it or will it be considered by Scrutiny?

No

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

No

Report title: **Composition of the Cabinet, Appointment of Deputy Cabinet Members and Allocation of Executive Functions**

1. Context (or background)

On 23rd February 2010, the Council resolved to implement the new Elected Leader and Cabinet (England) form of executive arrangements from 9th May 2010. This new form of executive arrangement provides the Leader of the Council with authority to appoint a Deputy Leader, Cabinet Members and their respective portfolios. In accordance with the Constitution, the Leader is also authorised to appoint Deputy Cabinet Members. The attached appendix confirms the appointments of Cabinet Members, Deputy Cabinet Members and their portfolios for 2016/17.

2. Options considered and recommended proposal

Not applicable

3. Results of consultation undertaken

Not applicable

4. Comments from Executive Director of Resources

4.1 Financial implications

Not applicable

4.2 Legal implications

The Leader and Cabinet Executive (England) form of executive arrangements is permitted by the Local Government Act 2000 and was formally adopted by the Council on 23rd February 2010. The implementation of these new arrangements took effect on 9th May 2010. The Leader is required to report on any changes to the Council for information.

5. Other implications

Not applicable

Report author(s): Helen Lynch

Name and job title: Legal Services Manager (Place and Regulatory)

Directorate: Resources

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Carol Bradford	Corporate Governance Lawyer	Resources	11/5/16	11/5/16
Suzanne Bennett	Governance Services Officer	Resources	11/5/16	11/5/16
Approvers:				
Councillor G Duggins	Leader of the Council		18/5/16	18/5/16

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**APPOINTMENTS – 2016/17
CABINET PORTFOLIOS**

Member	Portfolio
<p>The Leader Policy and Leadership</p> <p>Councillor Duggins</p>	<p>Council Plan Scrutiny External relations / public relations Image and reputation Partnership companies Chair of Cabinet / Management Board meetings Emergency Planning Regional Matters West Midlands Combined Authority Risk Management</p>
<p>The Deputy Leader Policing and Equalities</p> <p>Councillor A Khan</p> <p>Deputy Cabinet Member</p> <p>Councillor P Akhtar</p>	<p>Community Safety Community Cohesion Public Protection and Licensing Democratic Services, including Lord Mayor's Electoral Registration Equalities Legal Services Training (Members) Constitutional Matters and Political Management Domestic Violence and Sexual Exploitation Local Policing Local Enterprise Partnership Media Strategy Events International liaison Deputising on Leader items</p>
<p>Cabinet Member Strategic Finance and Resources</p> <p>Councillor J Mutton</p>	<p>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 Key Staff Recruitment and Retention Information Technology, Digital and Customer Services Health and Safety Operational Property Coventry Investment Fund Pensions</p>

<p>Cabinet Member Children and Young People</p> <p>Councillor Ruane</p> <p>Deputy Cabinet Member</p> <p>Councillor Seaman</p>	<p>Children and Families Children and Young People's Social Care Child Sexual Exploitation Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption</p>
<p>Cabinet Member Education</p> <p>Councillor Maton</p>	<p>Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities) Skills and employability Teenage Pregnancies</p>
<p>Cabinet Member Business, Enterprise and Employment</p> <p>Councillor O'Boyle</p> <p>Deputy Cabinet Member</p> <p>Councillor Welsh</p>	<p>Community Economic Development City Centre Inward Investment Property (Commercial) Urban Regeneration Transportation Tourism and Marketing Climate Change Strategy and Development Energy Policy, Conservation and Renewables Sustainability Digital for Business</p>
<p>Cabinet Member Public Services</p> <p>Councillor Innes</p> <p>Deputy Cabinet Member</p> <p>Councillor Lakha</p>	<p>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 Building Cleaning Catering</p>

<p>Cabinet Member Adult Services</p> <p>Councillor Abbott</p>	<p>Social Care for Adults, Older People and People with Disabilities Carers</p>
<p>Cabinet Member Public Health</p> <p>Councillor K Caan</p> <p>Deputy Cabinet Member</p> <p>Councillor R Ali</p>	<p>Health Strategy and Policy Health and Wellbeing Board Health Inequalities Marmot Local Health Economy Public Health Sexual Health Mental Health Fuel Poverty Sport Parks</p>
<p>Cabinet Member Community Development</p> <p>Councillor Bigham</p> <p>Deputy Cabinet Member</p> <p>Councillor C Thomas</p>	<p>Archives Arts Heritage Museums Conservation Social Enterprise Strategy Mutuals Community and Third Sector Relations City Centre Management City of Culture Bid Community Centres Homelessness Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Neighbourhood Services Housing Planning</p>

*Cabinet Member Children and Young People is designated as the Lead Member for Children's Services as required by Section 19 of the Children's Act 2004

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Coventry City Council
Minutes of the Meeting of Council held at 2.00 pm on Tuesday, 15 March 2016

Present:

Members: Councillor M Hammon (Lord Mayor)

Councillor Abbott	Councillor R Lancaster
Councillor N Akhtar	Councillor M Lapsa
Councillor P Akhtar	Councillor J Lepoidevin
Councillor M Ali	Councillor P Male
Councillor A Andrews	Councillor J McNicholas
Councillor R Auluck	Councillor C Miks
Councillor R Bailey	Councillor K Mulhall
Councillor S Bains	Councillor J Mutton
Councillor L Bigham	Councillor M Mutton
Councillor J Birdi	Councillor H Noonan
Councillor J Blundell	Councillor E Ruane
Councillor K Caan	Councillor T Sawdon
Councillor J Clifford	Councillor P Seaman
Councillor G Crookes	Councillor B Singh
Councillor G Duggins	Councillor R Singh
Councillor D Galliers	Councillor D Skinner
Councillor D Gannon	Councillor T Skipper
Councillor L Harvard	Councillor K Taylor
Councillor J Innes	Councillor R Thay
Councillor D Kershaw	Councillor S Thomas
Councillor A Khan	Councillor S Walsh
Councillor R Lakha	Councillor D Welsh

Honorary Alderman Mr J Gazey

Apologies: Councillor M Auluck, R Brown, D Chater, A Gingell, A Lucas, K Maton, J O'Boyle and H Sweet

Public Business

132. Minutes of the Meeting held on 23 February 2016

The minutes of the meeting held on 23 February 2016 were signed as a true record.

133. Coventry Good Citizen Award

On behalf of the City Council, the Lord Mayor presented Mr Trevor Pepper with the Good Citizen Award. His citation read:

“Trevor has served a total of 32 years in the West Midlands Special Constabulary retiring recently as a Special Inspector. During this time Trevor has carried out his duties in an enthusiastic and exceptional manner gaining the respect of colleagues in both Special Constabulary and Regular Forces.

His zest for encouraging, motivating and supporting his peers has played a large part in the relationships he has fostered. Trevor carried out a wide range of duties including crime reduction initiatives and has made a significant contribution towards community cohesion within the city. In addition, Trevor has excellent knowledge of the Licencing and Public Order Law. He built up a rapport with licensees and has shown positive support to security staff; this has been beneficial in improving public safety. Trevor was awarded an Operational Commanders Commendation for dealing with an incident whilst off duty and supporting security staff.

Not only has Trevor shown great personal commitment to Coventry, his professional input has had a positive effect on the city and its citizens making it a safer place for all.”

134. **Correspondence and Announcements of the Lord Mayor**

Retirement of Members

The Lord Mayor referred to Councillors Chater, Galliers, Gingell, Noonan and Thomas who were not standing in the forthcoming Municipal Election.

Members of the City Council paid tribute to the work carried out by the Councillors over the years they had served as Members of the Council and wished them well for the future.

Councillor Tony Skipper

The Lord Mayor welcomed Councillor Skipper back to the Council Chamber following a period of absence due to illness and wished him continued good health. The Lord Mayor also congratulated Councillor Skipper on his recent wedding and extended his best wishes for the future.

135. **Petitions**

RESOLVED that the following petitions be referred to the appropriate City Council bodies:

- (a) Request the Council to consider safety measures on London Road at the junction of Abbey Road following 3 fatalities in the last 2 years – 139 signatures, presented by Councillors Noonan and Bailey.**
- (b) Request a residents parking scheme for Conway Avenue, Duggins Lane, Station Avenue and Nailcote Avenue – 57 signatures, presented by Councillor Ali.**
- (c) Request road traffic measures for Templar Avenue by Templars Primary School – 315 signatures, presented by Councillor Ali and supported by Councillor Skinner.**

136. **Declarations of Interest**

There were no declarations of interest.

137. **Annual Pay Policy Statement 2016/2017**

Further to Minute 132 of the Cabinet, the City Council considered a report of the Executive Director of Resources which set out the Annual Pay Policy Statement 2016/2017.

The Localism Act 2011 required all local authorities to produce an Annual Pay Policy Statement, setting out the Council's policies regarding the pay and grading of the workforce, which must be approved by full Council. The Annual Pay Policy Statement is particularly required to highlight the relationship between the pay and remuneration of the most senior staff (chief officers) and the general workforce. The City Council had clearly established policies and processes for the determination of the pay and grading of its employees and these were summarised in the proposed Pay Policy Statement.

The Annual Pay Policy Statement also set out the relationship between the highest and lowest paid employees. Guidance on the development of Pay Policy Statements stated that authorities should explain their policy in respect of chief officers who had been made redundant and later reemployed or engaged under a contract of service, and also their approach to any shared arrangements in place. The City Council had no policy in relation to the re-employment or re-engagement of chief officers. No existing chief officers had been made redundant and subsequently re-employed or re-engaged and it was not anticipated this would occur in the future. Currently the City Council had established an effective working partnership with Solihull Council for procurement.

The proposed Annual Pay Policy Statement for 2016/17 was attached as Appendix 1 to the report submitted.

RESOLVED that the City Council approves the Annual Pay Policy Statement 2016/17.

138. **Parish Council Election Costs**

The Council considered a report of the Executive Director of Resources which sought approval to recharge parish councils for the costs of administering future elections.

Under the Representation of the People Act 1983, a principal council would be allowed to recharge the costs it incurs in administering parish elections to those parish councils. The report reviewed the options available to the City Council and recommended the basis for recharging parish councils for the costs of administering future elections.

In continually reviewing the use of financial resources and delivery of services, it would be appropriate for the City Council to recover its costs in administering the election process for Parish Councils.

The Council would be required to give notice to the parish council of the estimated costs to enable the parish council to ensure that the costs were included in their budgeting requirements.

The next ordinary date for parish elections in Coventry is May 2019 which would give plenty of time for the existing parishes to prepare.

RESOLVED that the City Council:

- 1. Agrees to recharge parish councils in the City the actual costs of running their elections, should their elections be contested. If the poll is combined with another poll, then the costs that are shared costs would be split.**
- 2. Agrees to charge a set fee to cover administration costs where the election is uncontested and delegate to the Executive Director of Resources the authority to review and update this as detailed in paragraph 5 of the report.**

139. Question Time

The following Members answered oral questions put to them by other Members as set out below, together with supplementary questions on the same matters:

No	Question Asked By	Question Put To	Subject Matter
1	Councillor Thomas	Councillor Lepoidevin	Consider having an emergency meeting of the Woodlands Ward Forum
2	Councillor Lancaster	Councillor Kershaw	Clarification of the Council's position re: Woodlands Academy
3	Councillor Sawdon	Councillor A Khan	Chief Executive's role at the Combined Authority
4	Councillor Noonan	Councillor Abbott	Future of Ward Forums
5	Councillor Andrews	Councillor A Khan	ePetition system
6	Councillor Birdi	Councillor Abbott	Allesley Hotel being used to accommodate homeless people

140. Statements

The Cabinet Member for Children and Young People, Councillor Ruane, made a statement in respect of the "Children's Services Improvement Plan."

Councillor Andrews responded to the Statement.

141. Debates

Councillor Blundell moved the following debate, which was seconded by Councillor Sawdon :-

“That this Council agrees not to dispose of the land within its ownership on Kings Hill in Warwickshire, given not only its ecological benefit in preserving the green space between Coventry and Kenilworth, but also that any development would not be sustainable as there is no satisfactory infrastructure to service the area and that all Council Tax income and section 106 receipts, payable by developers, would go to Warwick District.”

RESOLVED that the Motion as set out above be not adopted.

Note: On behalf of the City Council, Councillors A Khan and Blundell, thanked the Lord Mayor for the manner in which he had Chaired Council meetings during 2015/16.

(Meeting closed at 4.00 pm)

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Return of Persons Elected as Councillors for the City on 5 May 2015

Ward	Name	Political Party	Year of Retirement
BABLAKE	Glenn M Williams	Conservative	2020
BINLEY AND WILLENHALL	Christine E Thomas	Labour	2020
CHEYLESMORE	Rois Ali	Labour	2020
EARLSDON	Allan R Andrews	Conservative	2020
FOLESHILL	*Balvinder Dhanjal	Labour	2020
HENLEY	Ed Ruane	Labour	2020
HOLBROOK	Rachel E Lancaster	Labour	2020
LONGFORD	George A Duggins	Labour	2020
LOWER STOKE	Catherine E Miks	Labour	2020
RADFORD	Mal Mutton	Labour	2020
SHERBOURNE	Lynnette C Kelly	Labour	2020
ST MICHAEL'S	Naeem Akhtar	Labour	2020
UPPER STOKE	Kamran A Caan	Labour	2020
WAINBODY	John A Blundell	Conservative	2020
WESTWOOD	Tim Mayer	Conservative	2020
WHOBBERLEY	Jayne E Innes	Labour	2020
WOODLANDS	Gary C Ridley	Conservative	2020
WYKEN	Robert R Thay	Labour	2020

*Cllr Balvinder Dhanjal who was elected as Councillor for Foleshill Ward last week would like to be known as Councillor Balvinder Kaur.

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COUNCIL

19 May, 2016

APPOINTMENTS – 2016/17

CABINET

Appointed by the Leader (Report 7)

Non-Voting Representatives on Cabinet

Councillor Blundell

Councillor Crookes

(2 Conservative)

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor T Khan	Councillor Thay

Councillor Andrews

Councillor Dr Auluck

Councillor Clifford

Councillor Crookes

Councillor Gannon

Councillor Kaur

Councillor Kershaw

Councillor Lapsa

Councillor Lucas

Councillor Mayer

Councillor C Thomas

Councillor Walsh

Political Balance (2016/17)	
Conservative	4
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Brown	Councillor Mulhall

Councillor P Akhtar

Councillor Bailey

Councillor Crookes

Councillor Lancaster

Councillor Miks

Councillor McNicholas

Councillor Seaman

Councillor Sweet

Councillor Williams

Political Balance (2016/17)	
Conservative	3
Labour	8

Note: The Cabinet Member for Community Development (Councillor Bigham) is invited to attend meetings of this Committee.

ETHICS COMMITTEE

CHAIR:	Councillor Walsh
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor Mulhall

Independent Person

Mr K Sloan

Political Balance (2016/17)	
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 Lancaster	Councillor R Singh

Councillor N Akhtar

Councillor Blundell

Councillor Crookes

Councillor Gannon

Councillor Kelly

Councillor McNicholas

Councillor M Mutton

Political Balance (2016/17)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church (Currently Mr R Potter)

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 Kelly
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Councillor Bains

Councillor Lepoidevin

Councillor McNicholas

Councillor Mayer

Councillor Sawdon

Councillor R Singh

Councillor Skipper

Councillor Thay

Political Balance (2016/17)	
Conservative	3
Labour	6

Note: The Chair of the Audit and Procurement Committee (Cllr Bains) 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 Gannon

Councillor Kershaw

Councillor Lapsa

Councillor Lucas

Councillor Male

Councillor Miks

Political Balance 2016/17	
Conservative	2
Labour	7

Co-opted Members for Education Matters

Nomination of the Roman Catholic Church (Currently Mr R Potter)

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 McNicholas
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Councillor Dr Auluck

Councillor Birdi

Councillor Brown

Councillor Hammon

Councillor Lancaster

Councillor Lucas

Councillor Ridley

Councillor Sweet

Political Balance 2016/17	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor N Akhtar
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Councillor Bailey

Councillor Kaur

Councillor T Khan

Councillor Mulhall

Councillor B Singh

Councillor R Singh

Councillor Skinner

Councillor Thay

Political Balance 2016/17	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Gannon
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Councillor Andrews

Councillor Dr Auluck

Councillor Clifford

Councillor Kelly

Councillor Kershaw

Councillor Taylor

Councillor Walsh

Councillor Williams

Political Balance 2016/17	
Conservative	3
Labour	6

Co-opted Member

1 Representative from Coventry Healthwatch

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Bains	Councillor Clifford

Councillor Brown

Councillor Lepoidevin

Councillor Sawdon

Councillor Sweet

Political Balance 2016/17	
Conservative	2
Labour	4

Labour Group Substitute – Councillor R Singh

Conservative Group Substitute – Councillor Blundell

COVENTRY HEALTH AND WELL-BEING BOARD

Councillor K Caan	Cabinet Member for Public Health (Chair)
Councillor Duggins	Leader of the Council
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Abbott	Cabinet Member for Adult Services
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)

Martin Reeves Chief Executive, Coventry City Council

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

Coventry and Rugby GP Federation – Chief Executive or representative

Councillor Caan to be appointed as Chair

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

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2016/17

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 Maton	Cabinet Member for Education
Councillor M Mutton	Chair of Education and Children's Scrutiny Board (2)
Councillor Seaman	Labour Group Representative
Councillor Male	Shadow Cabinet Member for Education
Councillor Lapsa	Shadow Cabinet Member for Children and Young People
Councillor Skinner	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 Walsh	Labour Member on Ethics

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

Councillor Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor J Mutton

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Dr Auluck

Councillor M Mutton

Councillor Seaman

Councillor Male 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 Bigham Cabinet Member for Community Development (Chair)

Councillor O'Boyle Cabinet Member for Business, Enterprise and Employment

Councillor Innes Cabinet Member for Public Services

Councillor Brown Chair of Planning Committee

Councillor Duggins Leader

Councillor McNicholas Chair of Business, Economy and Enterprise Scrutiny Board (3)

Councillor Mulhall 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 A Khan	Deputy Leader & Cabinet Member for Policing and Equalities (Chair)
Councillor Duggins	Leader and Cabinet Member for Policy and Leadership
Councillor Welsh	Labour Group Representative
Councillor K Caan	Labour Group Representative
Councillor Blundell	Leader of Opposition
Councillor Crookes	Deputy Leader of Opposition

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

Councillor A Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor Lancaster	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Birdi	Shadow Cabinet Member for Policing and Equalities
Councillor Harvard	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 A Khan	Cabinet Member for Policing and Equalities
Councillor O'Boyle	Cabinet Member for Business, Enterprise and Employment
Councillor Bigham	Cabinet Member for Community Development
Councillor Birdi	Shadow Cabinet Member for Policing and Equalities
Councillor Andrews	Conservative Group Nominee
Councillor Harvard	Lord Mayor, ex officio

His Honour Judge The Honorary Recorder (Chair)
Griffith – Jones

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 C Thomas Labour Group Nominee

Councillor Abbott Substitute for Labour Group Nominee

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

Councillor Caan Cabinet Member for Public Health (Chair)

Councillor Bigham Cabinet Member for Community Development

Councillor O'Boyle Cabinet Member for Business, Enterprise and Employment

Councillor Maton 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 Innes Labour Councillor

Councillor J Mutton Labour Councillor

Councillor R Singh Labour Councillor

Councillor Taylor Conservative Councillor

ACL PANEL

Councillor Duggins	Leader (Chair)
Councillor A Khan	Deputy Leader (Deputy Chair)
Councillor Abbott	Cabinet Member for Adult Services
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Maton	Cabinet Member for Education
Councillor O'Boyle	Cabinet Member for Business, Enterprise and Employment
Councillor Innes	Cabinet Member for Public Services
Councillor Bigham	Cabinet Member for Community Development
Councillor K Caan	Cabinet Member for Public Health
Councillor R Ali	Deputy Cabinet Member for Public Health
Councillor P Akhtar	Deputy Cabinet Member for Policing and Equalities
Councillor Lakha	Deputy Cabinet Member for Public Services
Councillor Seaman	Deputy Cabinet Member for Children and Young People
Councillor C Thomas	Deputy Cabinet Member for Community Development
Councillor Welsh	Deputy Cabinet Member for Business, Enterprise and Employment
Councillor Blundell	Leader of the Opposition
Councillor Crookes	Deputy Leader of the Opposition

NOTE: The Chair of Scrutiny Co-ordination Committee (Councillor Lancaster) and the Chair of the Ethics Committee (Councillor Walsh) 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

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:

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 Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

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

Note

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

Cabinet Advisory Panel – School Organisation

Terms of Reference

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

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

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

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

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

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

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.

3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member for Policing and Equalities, who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.
5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Executive Director of 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 be updated](#)

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.

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	15	39	100.0%	27.8%	72.2%
Cabinet	10	0	10	10.0	n/a	n/a
Entitlement per group excl Cabinet places				90	25.0	65.0
Planning Committee	11	3	8	11	3.1	7.9
Licensing & Regulatory Committee	14	4	10	14	3.9	10.1
Ethics	5	1	4	5	1.4	3.6
Audit & Procurement Committee	6	2	4	6	1.7	4.3
Scrutiny Board 1	9	3	6	9	2.5	6.5
Scrutiny Board 2	9	2	7	9	2.5	6.5
Scrutiny Board 3	9	3	6	9	2.5	6.5
Scrutiny Board 4	9	2	7	9	2.5	6.5
Scrutiny Board 5	9	3	6	9	2.5	6.5
Scrutiny Co-ordination Committee	9	2	7	9	2.5	6.5
Totals (excludes Cabinet)	90	25	65	90	25.1	64.9

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REPORT 13

PRESENTED AT ANNUAL MEETING 19TH MAY 2016

**APPOINTMENTS TO OUTSIDE BODIES FOR THE 2016/2017
MUNICIPAL YEAR**

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBF1	Adoption Panel	Councillor Seaman	Councillor Seaman	Considers the placement of children for adoption bearing in mind background information on the child/proposed placement given to the panel	Meets fortnightly
OBF2	Coventry School Admissions Forum	Councillor Maton Councillor Male	Councillor Maton	Statutory Body - considers school admission matters	Meets twice per annum
OBF3	Fostering Panel	Councillor M Mutton	Concillor M Mutton	Considers the placement of children for fostering bearing in mind background information on the child/proposed placement given to the panel	25 meetings per year

Appointments to Partnership Organisations

	ORGANISATION	2016/2017 APPOINTEE	2016/17 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP1	Children and Young People's Commissioning Board	Councillor Ruane - Cabinet Member for Children and Young People Councillor Maton - Cabinet Member for Education Councillor Lapsa Councillor Male	Councillor Ruane	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Meets monthly
OBP2	Council of Governors of the Coventry and Warwickshire Partnership Trust	Councillor Caan	Councillor Caan	To manage the transition to become a NHS Foundation Trust	tbc
OBP3	Coventry and Warwickshire Local Enterprise Partnership Board (LEP)	Councillor A Khan Councillor O'Boyle	Councillor A Khan	To drive Local Enterprise Partnership for the area, approved by Government on 28th October 2010	6 full Board meetings held per annum. Anticipated AGM will be held in September prior to the Board meeting for that month
OBP4	Coventry Learning Disabilities Partnership Board	Councillor Clifford Councillor Skinner	Councillor Clifford	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the City	Meets monthly. No AGM held

	ORGANISATION	2016/2017 APPOINTEE	2016/17 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP5	Coventry Partnership	Councillor Duggins Councillor A Khan Councillor O'Boyle Councillor Bigham Councillor Blundell Councillor Crookes	Councillor Duggins	The Partnership is made up of senior people from Coventry's key public, private, community and voluntary organisations to "Improve mainstream services to produce better outcomes in the most deprived areas and contribute to sustainable development"	Meets twice per annum. No AGM held
OBP6	Older People's Partnership Board	Councillor Abbott Councillor Skinner	Councillor Abbott	Set priorities, plan future service delivery, monitor the implementation of the Older People's National Service Framework and develop service and Commissioning Strategies for Older people, including Older People with mental health problems	Meets quarterly. No AGM held
OBP7	Voluntary Action Coventry	Councillor Mrs Bigham Councillor Sawdon	Councillor Bigham	The umbrella body for voluntary and community organisations in Coventry. The City Council representatives act as observers on the Management Board	Meets quarterly

Appointments to Outside Bodies

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB1	Albany Theatre Trust	Councillor Kershaw	Councillor Kershaw	To manage the affairs of the Albany Theatre	Meetings held monthly. AGM held in June
OB2	Barr's Hill School Trust Limited	Councillor Walsh	Councillor Walsh	Foundation acting on behalf of the Trust School	3 meetings held annually - 1 meeting per school term. AGM held in September
OB3	Belgrade Theatre Trust (Coventry) Limited	Councillor Skipper Councillor Lepoidevin (Councillor Skipper, or in his absence Councillor Lepoidevin, authorised to exercise the Council's vote at General Meetings)	Councillor Skipper	The promotion, maintenance, improvement and advancement of education or for the encouragement of the arts	Meets 6 to 7 times annually. AGM held in September
OB4	Birmingham International Airport Holdings Limited - Board of Directors	Councillor Welsh (Authorised to exercise the Council's vote at General Meetings. Substitute Members not permitted)	Councillor Welsh	Airport Company Board of Directors	Meets 4 times annually. AGM held in July
OB5	Birmingham International Airport - Consultative Committee	Councillor Welsh	Councillor Welsh	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates.	AGM held in May

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB6	Bus Lane Adjudication Service Joint Committee (BLASJC)	Councillor Innes - Cabinet Member for Public Services Councillor Lakha	Councillor Innes	The Committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held every 3 months
OB7	Coventry Airport Consultative Committee	Councillor Lakha Councillor C Thomas (Substitute Member)	Councillor Lakha	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates	Meets every 3 months of the year
OB8	Coventry Ambassadors Social Enterprise Board	Councillor Mrs Bigham	Councillor Mrs Bigham	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City	When required
OB9	Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor O'Boyle Councillor Harvard Councillor Blundell Councillor Crookes	Councillor O'Boyle	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per annum

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB10	Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Councillor Innes (Authorised to exercise the Council's vote at General Meetings) Councillor Lakha (Substitute Member for exercising Council's vote at General Meetings) or in the absence of both of the above, Chris West, Executive Director of Resources (or his nominated substitute) is the voting representative Councillor Hammon	Councillor Innes	The Panel oversees the operation of the Waste Disposal Company	Meets quarterly
OB11	Coventry Law Centre Limited	Councillor Welsh Councillor Hammon	Councillor Welsh	Coventry Law Centre is a charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits to the people of Coventry.	Meets monthly
OB12	Coventry Refugee and Migrant Centre	Councillor T Khan Councillor R Singh Councillor Andrews	Councillor T Khan	The Board oversees the work of the Centre which covers the following 2 main categories: 1. help for asylum seekers with subsistence, housing, health and racial harassment 2. help set up home for those given leave to remain	Board meets monthly except for August and December. AGM held in September
OB13	Coventry City of Culture Trust	Councillor Mrs Bigham	Councillor Mrs Bigham	To create bid for the title of UK City of Culture 2021	The Board meets monthly

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB14	Culture Coventry Trust Board of Directors	Councillor Skipper Councillor Mrs Abbott Councillor Mrs Bigham Councillor McNicholas Councillor Sawdon	Councillor Skipper	To oversee the operations of facilities	Meets quarterly. AGM held in October
OB15	Foxford School Trust Limited	Councillor Mrs Bigham	Councillor Mrs Bigham	Foundation acting on behalf of the School	Meet at least once per school term
OB16	Local Government Association - General Assembly	Councillor Duggins Councillor A Khan Councillor Innes Councillor Blundell (Councillor Taylor - Substitute Member for Councillor Blundell)	Councillor Duggins	The LGA General Assembly acts as the "parliament" for local government	Meets once per annum - an AGM held in June
OB17	Lyng Hall Trust Limited	Councillor R Auluck	Councillor R Auluck	Foundation acting on behalf of the Trust School	Meetings are arranged ad-hoc. AGM held in June
OB18	Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor Innes - Cabinet Member for Public Services Councillor Lakha	Councillor Innes	Participation in the committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held approx. every 3 months
OB19	Police and Crime Panel	Councillor Duggins Councillor A Khan Councillor P Akhtar (Substitute Member) Councillor Bains (Substitute Member)	Councillor Duggins	The Police and Crime Commissioners will be held to account on an on-going basis by the Crime Panel	Meets 7 times per annum. AGM expected to be held in June

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB20	Regional Flood and Coastal Committee (Severn and Wye)	Councillor Innes	Councillor Innes	Considers matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Meets quarterly
OB21	Seva School	Councillor R Auluck	Councillor R Auluck	Free School underpinned by the Sikh Faith that operates like an Academy and is funded by Central Government	Meets approx once per school term
OB22	SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor Bains	Councillor Bains	Represents most of the large towns and cities in the northern, midland and south coast regions of England. Is the collective voice of urban areas across the regions. Works to release the opportunities and potential of the communities represented.	Meets monthly. AGM held in July
OB23	Stoke Park School Trust Limited	Councillor Bains	Councillor Bains	Foundation acting on behalf of the Trust School.	Meets quarterly. AGM held in November.
OB24	Tile Hill Academy - Governing Body	Councillor Maton	Councillor Maton	The academy was set up by sponsors who own and run the school, with those functions discharged through the Governing Body and Head Teacher	Meets at least once per term

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB25	University of Warwick Science Park Business Innovation Centre Ltd	Councillor O'Boyle (Authorised to exercise the Council's vote at General Meetings) Councillor Skipper (Substitute Member for exercising Council's vote at General Meetings)	Councillor O'Boyle	Management Board for the body.	AGM held in July each year
OB26	West Midlands Combined Authority (Board)	Councillor Duggins Councillor A Khan Councillor O'Boyle (Substitute Member) Councillor Maton (Substitute Member)	Councillor Duggins	Management Board for the combined authority to improve economic growth and transport for local authorities in the economic area	
OB27	West Midlands Combined Authority Audit Committee	Councillor J Mutton Councillor Bains (Substitute Member)	Councillor J Mutton		
OB28	West Midlands Integrated Transport Authority	Councillor Welsh	Councillor Welsh	Final Meeting of the Body which leads on Strategy, prioritisation and commissioning and seeks new investment on transport for the area. The focus is on policy and budget.	One meeting only to be held on 27 May 2016
OB29	West Midlands Combined Authority - Transport Delivery Committee (formerly Centro Members Joint Committee and West Midlands ITA Transport Delivery Committee)	Councillor Welsh Councillor P Akhtar	Councillor Welsh	Responsible for operational transport matters	To be scheduled in line with work programme
OB30	West Midlands Combined Authority Overview and Scrutiny Committee (formerly West Midlands ITA Joint Overview and Scrutiny Committee)	Councillor J Mutton Councillor Bains (Substitute Member)	Councillor J Mutton	To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority	A minimum of one meeting held in each municipal year

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB31	West Midlands Employers	Councillor Duggins Councillor J Mutton (alternate)	Councillor Duggins	An Employers Organisation advising, supporting and representing authorities in human resource management, industrial relations and employee / organisational development	The full body meets approx. twice per annum
OB32	West Midlands Fire and Rescue Authority	Councillor Walsh Councillor B Singh (Substitute Member) Councillor Skinner	Councillor Walsh	Statutory responsibilities to the community of West Midlands	Meets 5 times per annum (Policy Planning Forum, comprising all members, meets 8 times per annum)
OB33	West Midlands Pensions Committee	Councillor J Mutton Councillor Bains (Substitute Member)	Councillor J Mutton	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Meets every four months
OB34	Whitefriars Housing Group	Councillor Seaman Councillor Thay Councillor C Thomas Councillor Crookes (Voting - Councillor Seaman and Councillor Thay authorised as the City Council's representative and substitute representative, respectively, to exercise its vote at Annual General Meetings of Whitefriars Services Limited. Chris West, Executive Director of Resources, authorised to act as the voting representative in the absence of the authorised representative and the substitute representative)	Councillor Seaman	Management of Housing Group	Meets 4 times per annum. AGM for Whitefriars Services Limited is held in October

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB3 Page 56	Woodlands Academy - Governing Body	Councillor Male	Councillor Male	The academy was set up by sponsors who own and run the school with those functions discharged through the Governing Body and Head Teacher	Meet at least once per school term

Appointments to Charity and Other Non Municipal Year Appointments

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC1	Annie Bettmann Foundation	Councillor Abbott Councillor J Clifford Mrs A Brown Mr P Cordle His Honour Donald Hamilton (retired) Councillor Skinner	Councillor Abbott	To provide assistance to those between the ages of 21 and 40 who are looking to set up a business within the geographical limits of the Council, and in exceptional circumstances , to offer assistance to those about to finish education with a view to setting up a business in Coventry	Meets once per annum
OBC2	Blue Coat School Foundation	Mrs I Cribdon Mrs J Jackson	Mrs I Cribdon	Charitable body responsible for property management	Meets 2 or 3 times per annum
OBC3	Bond's Hospital Estate Charity Trustees	Councillor Mrs Abbott (Appointment expires 31st May 2018) Councillor N Akhtar (Appointment expires 31st May 2020) Mrs S C Forte (Appointment expires 31st May 2017)	Councillor Abbott	Charitable organisation that manages property for the benefit of the elderly	Meets May, June and July each year

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC4	Coventry Association for International Friendship	Councillor Lakha	Councillor Lakha	To bring together organisations and individuals to promote International friendship and to create closer ties between the citizens of Coventry and the people of its twinned towns	Meets twice per annum AGM held in May
OBC5	Coventry Church (Municipal) Charities Trustees	Councillor Clifford (Appointment expires 30th May 2018) Councillor Kershaw (Appointment expires 30th June 2019) Mrs R Mason (Appointment expires 30th June 2019)	Councillor Clifford	Charitable body concerned with the relief of poverty for elderly people	Meets March, June, September and December each year
OBC6	Coventry Citizens' Advice Bureau Management Board	Councillor Mrs Abbott	Councillor Mrs Abbott	Manages the business of the bureau	Meets bi-monthly on the second Tuesday of the month at 5.45pm - 7.30pm.

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC7	Coventry General Charities Trustees	Councillor Mrs Miks Councillor Lakha Councillor Clifford Mrs E Eaves Mrs Hetherton Mrs Lancaster Mr W Thomson Councillor Crookes Councillor Lapsa	Councillor Mrs Miks	Yearly payment to the vicar and church wardens of the ecclesiastical parish of St Michael for the poor; yearly payment to the Governors of the Monks Kirby exhibition foundation; relief for persons in conditions of need, hardship or distress in the City of Coventry; the payment of pensions to poor people, preference being given to Freemen of the City; the general advancement of education to persons under 25 years, preference being given to sons and daughters of the City.	Meets monthly. AGM held in January
OBC8	Daimler Green Recreational Trust	Councillor M Mutton (Radford Ward Councillor)	Councillor M Mutton	The Community Recreation Trust has been established to take responsibility for the new community facilities being provided at Daimler Green.	Meetings likely to be monthly in the first year of the operation of the trust after which the frequency will be reviewed.
OBC9	John Friends Memorial Fund Management Committee	Councillor Clifford Councillor Mrs Bigham Councillor Crookes	Councillor Clifford	Gives grants to schools and individuals for the study of astronomy and meteorology.	Meets twice per annum
OBC10	Martha Flint and Emma Osmond Educational Foundation	Councillor Clifford	Councillor Clifford	To award scholarships, bursaries or maintenance allowances to young persons tenable at any university or other place of learning approved by the governors	Meets twice per year

	ORGANISATION	2016/2017 APPOINTEES	2016/2017 LEAD MEMBER (for Council reporting purposes)	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC11	Sir Charles Barratt Memorial Foundation	Councillor Innes Councillor Crookes	Councillor Innes	Charitable body that gives grants for musical instruments.	AGM held in January
OBC12	Soothern and Craner Educational Foundation	Councillor Mrs Abbott Councillor Mrs Miks Councillor C Thomas Councillor Taylor	Councillor Abbott	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants	Meets once per year. AGM held in July/August
OBC13	Swillington's Charity Trustees	Councillor Mrs Bigham Councillor R Auluck	Councillor Mrs Bigham	Charity for the general benefit of the poor in the City of Coventry	Meets bi-monthly
OBC14	Tansley Charity Trust	Councillor Mrs Abbott Councillor R Auluck Councillor Caan Lord Mayor (Ex-Officio)	Councillor Abbott	To award grants to elderly or infirm women.	Meets June and December each year. Additional meetings held on an ad-hoc basis
OBC15	Tom Mann Centre Trust Management Committee	Councillor Seaman (Trustee) Councillor Lakha Councillor Thay	Councillor Seaman	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions.	Meets once per annum
OBC16	William Proffitt's Charity	Councillor Kaur Councillor R Auluck Councillor Abbott	Councillor Kaur	Education of the poor, money distributed to the Charities and Schools in the parish of Foleshill	Meets March and December

CALENDAR OF MEETINGS 2016/17

Meetings	Time (unless indicated otherwise)	May 16	Jun 16	Jul 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17
Council	2.00pm	26, 31	-	12	-	6	11	-	6	10	21	14	-	18
Cabinet / Cabinet Members														
Cabinet	2.00pm	31 (1pm)	-	5	2, 30	-	4	1, 29	-	3	14, 21	7	11	-
Cabinet Briefing	2.00pm	-	21	19	16	20	18	15	13	31	22	28	-	-
Cabinet Member for Adult Services	10.00am	-	-	14	-	-	13	-	-	19	-	-	6	-
Cabinet Member for Business Enterprise & Employment	2.00pm	-	-	6	-	-	5	-	-	11	-	8	-	-
Cabinet Member for Children and Young People	2.00pm	-	-	5 (1pm)	-	13	-	8	-	17	28	-	18	-
Cabinet Member for Community Development	10.30am	-	-	12	-	-	4	-	-	10	-	14	-	-
Cabinet Member for Education	2.30pm	-	-	13	-	28	-	-	-	18	-	-	12	-
Cabinet Member for Policing and Equalities	3.00pm	-	-	14	-	-	13	-	1	-	-	9	-	-
Cabinet Member for Policy and Leadership	2.00pm	-	-	21	-	-	13	-	-	19	-	-	13	-
Cabinet Member for Public Health	1.00pm	-	-	18	-	-	10	-	12	-	13	-	-	-
Cabinet Member for Public Services	11.00am	-	13	25	15	12	10	14	12	16	27	20	-	-
Cabinet Member for Strategic Finance and Resources	10.00am	-	-	21	-	-	13	-	15	-	-	23	-	-
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00am	-	15(i)	13, 27*	10*	7, 21*	12, 19*	9, 16*	7	11, 25*	8, 22*	15, 29*	12	-
Scrutiny Board 1 – Finance & Corporate Services	2.00pm	-	8(i)	6	-	7	19	30	-	25	-	29	-	-
Scrutiny Board 2 – Education & Children’s Services	2.00pm	-	16(i), 16 (3.30pm)	21	-	15	13	10	8	12	9	9	6	-
Scrutiny Board 3 – Business, Economy & Enterprise	10.00am	-	8(i)	8	-	21	-	2	14	18	-	22	-	-
Scrutiny Board 4 – Communities & Neighbourhood	2.00pm	-	29(i)	20	-	14	-	16	-	18	-	8	5	-
Scrutiny Board 5 – Health and Social Care	10.00am	-	29(i), 29 (11am)	20	-	14	5	23	-	4	1	1	5	-
Committees														
Appeals Committee		Meetings arranged as required												
Appointments Committee		Meetings arranged as required												
Audit and Procurement Committee	3.00pm	-	6(T), 13	25	-	26	-	-	19	-	20	-	3	-
Ethics Committee	10.00am	-	-	15	-	16	-	-	9	-	-	17	-	-
Licensing and Regulatory Committee	10.00am	-	21(T)	5	2, 30	27	25	22	20	24	28	28	25	-
Planning Committee	2.00pm	-	9	7	4	1, 29	27	24	15	19	16	16	13	11
Planning Committee Quarterly Seminars	2.00pm	-	-	14	-	8	-	-	1	-	-	2	-	-

(T) = Training

(i) = Informal

* = if required

Meetings	Time (unless indicated otherwise)	May 16	Jun 16	Jul 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17
Advisory Panels														
ACU Panel		Meetings arranged as required												
Constitutional Advisory Panel		Meetings arranged as required												
Corporate Parenting Board	2.00pm	-	20	18	22	19	31	28	-	9	27	27	24	-
Coventry Award of Merit		Meetings arranged as required												
Coventry Local Development Plan	3.00pm	-	13 (1pm)	-	8	-	3	7	12	9	13	13	-	-
Disability Equality	10.30am	-	-	29	-	-	-	25	-	-	-	24	-	-
Electoral Arrangements	1.00pm	-	-	11	-	-	-	-	-	-	-	-	-	-
Good Citizen Award		Meetings arranged as required												
School Organisation		Meetings arranged as required												
Sports Vision & Strategy, Tourism & City Wide Events		Meetings arranged as required												
Other meetings														
Coventry & Solihull Waste Disposal Company Ltd Shareholders Panel	4.00pm	-	8	-	-	21	-	-	-	18	-	15	-	-
Coventry Health and Wellbeing Board	2.00pm	-	-	4	-	5	17	-	5	-	6	-	10	-
John Friends Memorial Fund		Meetings arranged as required												
School Admissions Forum	1.30pm	-	-	-	-	-	-	4	-	-	-	-	-	-
Tansley Charity Trust	11.00am	-	28	-	-	-	-	8	-	-	-	-	4	-
Tom Mann Memorial Committee		Meetings arranged as required												

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(i) = Informal

* = if required