



Cabinet Member for Policing and Equalities

Time and Date

2.00 pm on Thursday, 23rd July, 2015

Place

Committee Room 2 - Council House

Public Business

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes**

(a) To agree the minutes of the Cabinet Member for Policing and Equalities meetings held on 23 April 2015 and 18 June 2015.

(b) Matters arising

4. **Report in response to a petition regarding Street Drinking and drug taking in Hillfields**

Report of the Executive Director of People

Note: Councillor O'Boyle, a St Michael's Ward Councillor and the petition spokesperson have been invited to the meeting for the consideration of this item.

5. **Update report in response to a petition concerning a property in Earlsdon Ward**

Report of the Executive Director of People

Note: Councillor Andrews, an Earlsdon Ward Councillor and the petition organisers have been invited to the meeting for the consideration of this item.

6. **Community Grant Fund - Round 1 2015/16**

Report of the Executive Director of People

7. **Gambling Act 2005 - Revised Statement of Licensing Policy 2016-19**

Report of the Executive Director of Place

8. **Outstanding Issues Report**

Report of the Executive Director of Resources

9. **Any Other Business**

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

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 15 July 2015

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

Membership: Councillors R Auluck (Deputy Cabinet Member) and P Townshend (Cabinet Member)

By invitation: Councillor A Andrews (Shadow Cabinet Member)

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

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

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Coventry City Council
Minutes of the Meeting of Cabinet Member (Policing and Equalities) held at 2.00
pm on Thursday, 23 April 2015

Present:

Members: Councillor Townshend

Employees (by Directorate):

People: M Fothergill, C Hickin, G Hood, S Hutt, M Lynn, B Massey,

Resources: C Goodwin, S Lal, U Patel

Apologies: Councillor A Andrews, C Fletcher, B Singh (for items 103 and 104 below)

In Attendance: Alderman Gazey
D Keegan (for item 103 below)
P McNamara (for item 104 below)

Public Business

100. **Declarations of Interest**

There were no declarations of interest.

101. **Exclusion of Press and Public**

RESOLVED that the press and public be excluded under Section 100(A)(4) of the Local Government Act 1972 in relation to the private report referred to in Minute 109 below headed "Further update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road" on the grounds that the report contains information relating to an individual, information relating to the financial/business affairs of any particular person and information in respect of which a claim to legal profession privilege could be maintained in legal proceedings. The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

102. **Minutes**

- (a) The minutes of the Cabinet Member meeting held on 26 March 2015 were signed as a true record. There were no matters arising.
- (b) The minutes of the Joint Cabinet Members for Business Enterprise and Employment and Policing and Equalities meeting held on 25 March were noted as a true record.
- (c) The minutes of the Joint Cabinet Members for Strategic Finance and Resources, Business Enterprise and Employment and Policing and Equalities meeting held on 25 March 2015 were also noted as a true record.

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

Further to Minute 59/14, the Cabinet Member considered a report of the Executive Director of Place which provided a further update on progress against additional recommendations made at the Cabinet Member meeting held on 18 December 2014.

A petition containing 11 signatures, from 6 households, was submitted to the Council on 25 March 2014 by Councillor B Singh. Reports in response to the petition were presented to the Cabinet Member on 3 July, 2 October and 18 December 2014 and detailed the action taken by officers in response to residents' concerns about environmental and nuisance behaviour on the open space at the rear of properties 2-66 Brookside Avenue, Whoberley, Coventry.

Since the last Cabinet Member meeting there had been no reported incidents to either the Police or the City Council.

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

The petition spokesperson attended the meeting and reported that incidents of youths hanging around causing nuisance, fires being started and antisocial behaviour had been reported to the police. Residents were concerned that a combination of good weather and longer evenings and the lack of police presence would encourage more antisocial behaviour in the area.

The Cabinet Member requested officers to look into this and ensure that the CCTV that is due to be installed in the area be positioned in such a way that it could not be damaged, but would capture incidents clearly. In addition, the Cabinet Member encouraged the petition spokesperson to report any further incidents to the Ward Councillors and also to Council officers.

RESOLVED that the Cabinet Member:

- 1. Endorses the additional actions taken by officers as outlined in the report and thanks officers for their efforts in this respect.**
- 2. Requests officers to liaise with the Police and request that they continue to patrol the area and to respond to any issues raised or identified and, if appropriate, to exercise their powers to obtain identities of and disperse groups of individuals that are likely to cause nuisance or offending behaviour, and that a letter be sent by the Cabinet Member to the Local Police Commander Chief Inspector Bell requesting that the presence of police officers be reinforced in the area. A copy of the letter to be sent to Councillors Innes and Singh, Whoberley Ward Councillors and the petitioner for information.**
- 3. Endorses the continued efforts of the Community Development Service to work with the community in tackling local issues including litter and environmental issues.**

- 4. Request officers to continue to monitor incidents of crime and nuisance together with the effectiveness of their action and to respond appropriately to any such issues.**
- 5. Requests an updated report detailing any further issues or incidents to be submitted to the Cabinet Member for Policing and Equalities or his successor on or before 31 October 2015.**

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

Further to Minute 71/14, the Cabinet Member considered a report of the Executive Director of Place which provided details of additional measures taken by officers to address recommendations made at the Cabinet Member meeting held on 22 January 2015.

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

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

The petition organiser attended the meeting and reported that bins were still being left out on the streets and presented a list detailing locations. In addition, he mentioned that a Neighbourhood Enforcement Officer had advised him that enforcement would not be taken until a bin had been left out for four consecutive weeks.

The Cabinet Member expressed disappointment that Neighbourhood Enforcement Officers did not know the rules and regulations and accepted the list as submitted by the petitioner and that the problems still remained.

RESOLVED that the Cabinet Member:

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

3. **Directs that the Assistant Director, through appropriate officers investigates the schedule of properties provided at the Cabinet Member meeting by the petition spokesperson and to report by way of a briefing note to Cabinet Member within 28 days as to the extent, if at all, any refuse bins remain on the streets are in breach of the relevant regulations and/or law and where there is evidence of continued breaches to take enforcement action.**
4. **Directs that the Assistant Director puts in place a focused programme of additional training and instruction to Neighbourhood Enforcement Officers as to their relevant enforcement powers in the area, such programme to have been implemented and concluded within 28 days of this meeting (23 April 2015).**
5. **Requests that a further updated report be submitted to the Cabinet Member for Policing and Equalities or his successor on or before 31 October 2015. Councillor Singh and the petition spokesperson to be invited to the meeting for the consideration of this item.**

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

Further to Minute 86/14, the Cabinet Member considered a report of the Executive Director of Place which provided additional information requested by the Cabinet Member at the meeting held on 26 February 2015.

At that meeting, the Cabinet Member renewed authorisation for the England Illegal Money Lending Team officers employed by Birmingham City Council to investigate illegal money matters that may arise in Coventry and elsewhere.

The Cabinet Member had requested further information on the following:

- (i) How many cases had been investigated by the England Illegal Money Lending Team involving people based in Coventry?
- (ii) How many prosecutions had been taken by the team against Coventry based people?
- (iii) How many convictions had there been against Coventry based people involved in illegal money lending?

It was reported that there were 3 pieces of intelligence received which identified 8 potential loan sharks operating in Coventry. As a result 3 operations were conducted. However, all 3 operations were classified as not sufficient to proceed to enforcement action on the basis that the information could not be verified. Details were recorded and would be held for intelligence purposes and could be re-opened should further information be received.

RESOLVED that the Cabinet Member:

1. **Acknowledges the information contained in the report in response to 3 specific questions raised at the Cabinet Member meeting held on 26 February 2015.**

- 2. Requests that a copy of relevant report from the Cabinet Member meeting held on 26 February 2015 and a copy of this report be sent to the West Midlands Police and Crime Commissioner David Jamieson and to the local Police Commander Chief Superintendent Bell for information.**

106. Progress report on the change to the Constitution: Appointments to Appeals Committee

The Cabinet Member considered a progress report of the Executive Director of Resources on the change to the Constitution in terms of appointments to Appeals Committee.

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

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

The Cabinet Member on 2 October 2014 recommended that paragraph 1 of Part 3J of the Constitution be amended to remove the prohibition on Cabinet Members sitting on the Appeals Committee in connection with appeals by employees only, subject to them receiving appropriate training beforehand (Minute 39/14 refers). The new arrangements would be reviewed in the New Municipal Year to ensure the amendment was delivering the anticipated improvements.

RESOLVED that the Cabinet Member:

- 1. Acknowledges the amendment of paragraph 1 of Part 3J of the Constitution removing the prohibition on Cabinet Members sitting on the Appeals Committee in connection with appeals by employees only, subject to them receiving the appropriate training.**
- 2. Requests officers to continue with the operation of the new arrangements.**
- 3. Requests the Assistant Director for Resources to report to the Cabinet Member for Policing and Equalities or his successor on or before 30 June 2015 as to those Cabinet Members who have not undertaken the relevant training.**

107. Outstanding Issues Report

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

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

There were no other items of public business.

Private Business

109. Further update report in relation to Planning Enforcement Action at The Old Hall, Tamworth Road

Further to Minute 81/14, the Cabinet Member considered a report of the Executive Director of Place which provided an update in relation to Planning Enforcement action at the Old Hall, Tamworth Road.

The report detailed enforcement action taken to date concerning the continuing wilful neglect of the Grade II Listed Building under the Planning (Listed Buildings & Conservation Areas) Act 1990 (as amended).

RESOLVED that the Cabinet Member:

- 1. Endorses the actions taken to date and notes those actions proposed.**
- 2. Refers the report to the private business at the first full Cabinet meeting in the New Municipal Year. The report, if necessary to be updated to include any further developments.**

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

There were no other items of private business.

(Meeting closed at 3.05 pm)

Coventry City Council
Minutes of the Meeting of Cabinet Member for Policing and Equalities held at 2.00 pm on Thursday, 18 June 2015

Present:

Members: Councillor P Townshend (Chair)
Councillor A Andrews (Shadow Cabinet Member)
Councillor R Auluck (Deputy Cabinet Member)

Employees (by Directorate):

Resources: C Goodwin, U Patel, A West

Public Business

1. Declarations of Interest

There were no declarations of interest.

2. Changes to the Constitution

The Cabinet Member considered a report of the Executive Director of Resources which informed of two new statutory instruments that came into force which require changes to be made to the Council's Constitution. The report outlined the proposed changes to take account of the change in law and requested that the amendments be approved.

The changes arose 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.

RESOLVED that the Cabinet Member for Policing and Equalities having considered 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 recommends 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 in 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.**

3. Amendments to the Constitution - Proposed Amendments to the Petitions Scheme

The Cabinet Member considered a report of the Executive Director of Resources which sought approval to amendments to the Petitions Scheme, which forms part of the Constitution, in order to provide flexibility and to streamline current practice.

RESOLVED that the Cabinet Member for Policing and Equalities:

1. (i) **Recommends that the City Council approves that proposed amendments to the Petitions Scheme, as detailed in the Appendix to the report, and that Part 31 of the City Council's Constitution be amended accordingly.**

(ii) **Recommends 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. **Recommends the City Council to approve the proposed amendments to the Petitions Scheme, as detailed in the Appendix to the report, and that Part 31 of the City Council's Constitution be amended accordingly.**

4. Any Other Business

There were no other items of business.

(Meeting closed at 2.15 pm)



Cabinet Member for Policing and Equalities

23rd July 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities– Councillor Townshend

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

St. Michael's

Title: Report in response to a petition regarding Street Drinking and drug taking in Hillfields

Is this a key decision?

No

Executive Summary:

A petition containing 70 signatures was submitted to the City Council by Councillor Jim O'Boyle on 17th June 2015. The petition outlines residents' concerns in relation to street drinking and drug taking in the Hillfields area and of individuals harassing local residents and businesses. Additional reports of discarded needles and drugs paraphernalia has been found in locations across Hillfields.

This report provides a response to the petition and details action being taken to address the issues highlighted.

Recommendations:

The Cabinet Member is recommended to:-

1. Note the work of officers and partners to date and provide comments and/or additional recommendations for action to address the issues.
2. Acknowledge that officers have increased engagement with local businesses and community groups to continue to deliver action, monitor, and regularly review incidents related to street drinking and problematic individuals in the Village Square and surrounding area.
3. Request Police to continue to dedicate patrols to hotspot locations within the Hillfields area, responding swiftly to any issues raised or identified, and to exercise their powers to obtain identities and disperse individuals in groups that are likely to cause public nuisance and/or offending behaviour.

4. Request that all agencies ensure that problematic individuals and households are identified, challenged and provided with appropriate treatment and support to address issues, needs and change behaviour.
5. Request Council Officers to ensure that multi-agency case management through relevant forums should continue to monitor behaviour and effectiveness of interventions to support change and enforcement action taken where engagement is refused.
6. Note that as a result of an initiative brought about by the Cabinet Member for Policing and Equalities, and ratified by the Coventry Police and Crime Board, that there will be an intake of ten special constables for St Michaels Ward in September 2015. These officers will be tasked to assist in measures to combat street drinking, crime and associated problems in the area.

List of Appendices included:

Appendix 1 – Hillfields Action Plan
Appendix 2 – WMP Tiered policy for street drinkers

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: Report in response to a petition regarding Street Drinking in Hillfields

1. Context (or background)

1.1 A petition containing 70 signatures was submitted to the City Council by Councillor Jim O'Boyle on 17th June 2015. The petition outlines residents' concerns in relation to street drinking and drug taking in the Hillfields area and of individuals harassing local residents and businesses. Additional reports of discarded needles and drugs paraphernalia has been found in locations across Hillfields.

1.2 There is an existing Hillfields plan that is operational to address matters around anti-social behaviour, this report will look to highlight actions already taken or planned to be taken as well as any subsequent measures identified as a result of the issue being revisited.

From reviewing reports received by partners it appears that the issue doesn't appear to be getting reported to agencies in numbers that would indicate the prevalence of the issue as felt by the community. West Midlands Police received 3 reports regarding street drinking in Hillfields from the start of 2015 up until Mid-June

1.3 Tackling public place crime and nuisance continues to be a priority for agencies operating in the Hillfields area and this is reflected in a dedicated Hillfields Community Safety improvement plan developed by officers and members of the Community in 2014. A copy of this plan with progress up until March 2015 can be found at **Appendix 1**.

The plan seeks to identify and react to locations and premises of concern in the area with to which resources and action are targeted. Contained within the plan are a number of measures intended to address such problematic behaviour, including street drinking.

1.4 Street drinking is also a priority for the City Centre and a significant focus for the work of a multi-agency Night Time Economy task group which was also established in 2014. This includes ;

- The management and enforcing of a City-wide Designated Place Protection Order (DPPO) currently in place in Coventry. This order makes it an offence if someone drinking alcohol does not dispose or hand the alcohol to a Police Officer when directed by them to do so. Whilst it does not make it a criminal offence to drink alcohol in a public place/space; the offence is committed when refusing to comply with an officer's instruction.
- The current signage relating to the DPPO has been reviewed to ensure more signage is provided to areas that now require such due to alcohol related issues. To improve awareness of this in Hillfields, Officers have arranged for additional signage to be located throughout Hillfields including in the village square and Homelessness service areas. Key areas identified throughout the City are also getting new DPPO signage, with funding from the PCC Community Safety grant. This is an operational matter that has been progressing before this petition was received.
- A defined process which exists for Police officers when dealing with street drinking and drinkers who continually choose to ignore the DPPO. It shows an incremental process from a verbal warning, to fixed penalty notice through to issuing of a summons to court. This process can be seen in **Appendix 2**.

- 1.5 The Village Square is subject to specific patrol plans by Police including a minimum of 3 patrols a day with each patrol lasting at least 15 minutes. The Village Square will also be included on the patrol plans for the Night Time Economy to ensure a greater overview throughout the day and evening.
- 1.6 The Police Inspector for North West Coventry,, has directed officers to ensure they proactively approach businesses and community groups and encourage them to formally report to Police when there are issues rather than assume Police will be aware. Police also to link in with Social Housing Landlords i.e. Whitefriars to ensure that any of their tenants identified as problematic will then be subject to challenge and enforcement where appropriate for breach of tenancy conditions through inappropriate conduct and behaviour. Additionally, Police licensing officers will continue to visit all off licences in the area to remind them of their responsibilities around serving problematic or intoxicated individuals
- 1.7 The disparity between the number of reports made to the Police in relation to street drinking and the public perception as reflected in the petition shows the need for awareness to be raised with the public about reporting issues as and when they occur. The community and local businesses will be reminded of correct reporting procedures and telephone numbers.

2 Options considered and recommended proposal

- 2.1 The Hillfields Action Plan will remain to be the operational document used. This will be updated with the additional actions as identified in operational discussions between partners to address street drinking and other matters that cause residents concern. Local case management forums will be the place where problematic individuals are discussed and actions decided to challenge and support individuals
- 2.2 There are opportunities to use and apply new civil tools and powers to address some of the issues should they continue. These include matters such as the congregation of groups above a certain number of people. Agencies could look to use powers such as Dispersal Orders or Public Space Protection Orders. The use of such orders would need to be defensible and as such we would need to be able to demonstrate the impact of such matters through reports received by agencies.
- 2.3 The apparent issue of under reporting of matters will be addressed by partners' proactively engaging and reminding individuals of the importance of reporting matters as and when they occur. Retrospectively agencies are now receiving reports about individuals and we are looking to target those identified.
- 2.4 In the new Coventry Drug Strategy, residents in deprived areas, such as Hillfields, are identified as a priority group. Pathways are already in place to refer alcohol users into local treatment agencies and there are no waiting times for accessing treatment. Alcohol workers from the Recovery Partnership will accompany Police or Community Safety Officers to jointly deliver assertive outreach to street drinkers as appropriate.

3 Results of consultation undertaken

- 3.1 Working Actively To Change Hillfields (WATCH) has been central in the production of the petition received and therefore it is appropriate for agencies to look to primarily engage with them and take guidance with regards to any other identified businesses in the area. All businesses surrounding the Village Square will be visited and supported should they be

experiencing problems. We will ensure that WATCH and other key community partners are aware and able to influence the oversight and governance of the Hillfields action plan.

- 3.2 Referrals of suitably identified individuals and families continue to be made to the multi-agency local case management forum.
- 3.3 Officers continue to develop good working relationships with the residents and are engaging with many hard-to-reach groups and communities within the area.

4 Timetable for implementing this decision

- 4.1 All actions outlined in this report are currently ongoing, including the additional DPPO signage which is being progressed and should be in place over the summer.
- 4.2 The local case management forum meets on a monthly basis and agrees measures, interventions, and enforcement action on a case by case basis.
- 4.3 Actions associated with these matters will be updated on the Hillfields Action Plan following comments and approval from Cabinet Member.

5 Comments from Executive Director of, Resources

5.1 Financial implications

There are no direct financial costs as a result of the recommendations in this report.

The approximate total cost of the alcohol signage project across the City is estimated to be in the region of £10k. The funding for this will be met from the 2015-16 West Midlands Police and Crime Commissioner (WMPCC) Community Safety Grant.

5.2 Legal implications

None

6 Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Crime and Disorder

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

6.2 How is risk being managed?

The Community Safety Officer(s) continues to monitor crime and disorder levels in the area.

Police and Council Officers continue to incorporate the area in their patrol strategies and work schedule and will monitor behaviour of individuals and the condition and cleanliness of the area.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

N/A

6.5 Implications for (or impact on) the environment

The purpose of taking action is to address Street Drinking, in an attempt to improve the environment and wellbeing of the community.

6.6 Implications for partner organisations?

The multi-agency action plan outlines the individual and collective commitments from agencies to respond to the issues in the petition.

Report author(s):

Liam Nagle

Name and job title:

Liam Nagle – Strategic Lead for Offender Management.

Directorate:

People Directorate

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Usha Patel	Governance Services Officer	Resources Directorate	6/7/15	6/7/15
Mandie Watson	Head of Community Safety	People Directorate	1/7/15	1/7/15
Inspector Gareth Mason	Sector Inspector	West Midlands Police	1/7/15	1/7/15
Liam Nagle	Offender Management Strategy Officer	People Directorate	1/7/15	1/7/15
Heather Kelly	Strategic Commissioner Substance Misuse	Public Health	1/7/15	2/7/15
Names of approvers for submission: (officers and members)				
Finance: Diane Jones	Lead Accountant	Resources Directorate	1/7/15	2/7/15
Legal: Andrew Burton	Solicitor	Resources Directorate	1/7/15	2/7/15

Isabel Merrifield	Assistant Director	People Directorate	1/7/15	2/7/15
Director: Brian Walsh	Executive Director	People Directorate		
Members: Name				
Cllr Philip Townshend	Cabinet Member Policing and Equalities		8/7/15	8/7/15

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HILLFIELDS ACTION PLAN

MARCH 2015

ISSUE	SPECIFIC LOCATIONS/HOT SPOTS IN HILLFIELDS	ACTION IN RESPONSE	LEAD AGENCY	PROGRESS TO DATE
Anti-Social Behaviour	<p>Village Square, Pioneer House</p> <p>Wren Street</p> <p>Kepple Street</p> <p>Wright Street</p> <p>Cambridge Street</p> <p>Harnall Lane East/Craners Road</p> <p>Stoney Stanton Road</p>	<p>Increase confidence in reporting incidents through widespread dissemination of various contact details and mechanisms to report for both local residents and professionals. –including leaflet drops, posters, information boards, community establishments, shops, health surgeries</p> <p>Gather intelligence on individuals and perpetrators of ASB for specific case management at Local Case Management Forum including any action taken.</p>	<p>West Midlands Police – Local Neighbourhood Policing Team</p> <p>CCC – Community Safety Team & Street Based Personnel</p> <p>New Communities Forum</p> <p>CCC - Youth Service</p> <p>CCC - Childrens Centre</p> <p>Registered Social Landlords – Whitefriars, Midland Heart, Orbit</p>	<p>Patrol Strategy in place, whole area forms part of the daily scanning exercise. Response made to calls during duty of NPT and then response teams. Parks and Open Spaces form part of daily patrol strategy. Trigger plan is in place and available for all Coventry police officers for any offences in Swanswell Park.</p> <p>Progress in the development of a good working relationship with the New Communities group in the area.</p> <p>Contact details made</p>

		<p>Monitor parks and open spaces.</p> <p>Youth Workers to engage with young people in the area and provide activities where applicable.</p> <p>If Addiction is a factor in nuisance/offending behaviour then refer relevant individuals into treatment through local case management forum</p>		<p>available to all.</p> <p>Attempts have been made to engage with the young people and families. Some will engage but others are less inclined to do so.</p> <p>Works on the Village Square have commenced and appear to have made a difference to the ASB.</p> <p>Deployable camera has been located at Kepple and Wright Street</p>
<p>Criminal/Offending Behaviour</p> <p>Sex Working</p> <p>Alleged Drug Dealing</p>	<p>Hotspots include:-</p> <p>Gilbert Close,</p> <p>Days Close</p> <p>Napier St</p> <p>Catherine St</p> <p>Burlington Road</p> <p>Vauxhall St</p>	<p>Regular patrols (WMP, Sex Worker Professional organisations).</p> <p>Continued action of Operation Scarlet.</p> <p>Deployment of cameras in the area.</p>	<p>West Midlands Police – Local Neighbourhood Policing Team</p> <p>Kiros SWISH</p> <p>Hope Centre</p> <p>Cherish</p> <p>CCC – Environmental Crime</p>	<p>Included in operation scarlet patrols.</p> <p>Kiros Outreach service twice a week in the whole area.</p> <p>All drugs intelligence is recorded on WMP intelligence systems and disseminated/actioned accordingly including maximising</p>

	Britannia Street			<p>opportunities for surveillance and Warrants.</p> <p>WMP increased patrols at targeted times as identified by elected members.</p>
Street Drinking	<p>Village Square, Pioneer House</p> <p>Harnall Lane East</p>	<p>Action new initiative - street drinking programme.</p> <p>Whitefriars Concierge to report incidents and take appropriate action.</p> <p>Referral to treatment programmes through local case management forum on case by case basis</p> <p>Officers exploring shared use and monitoring of CCTV in Hillfields</p>	<p>CCC - Community Safety Team</p> <p>West Midlands Police – Local Neighbourhood Policing Team</p> <p>Whitefriars</p> <p>Salvation Army</p>	<p>Patrol strategy in place, location forms part of daily scanning.</p> <p>Use of service providers ‘Hub’ at premises in Paul Stacey House.</p> <p>Re-designing the village square has begun and the area is much improved. Further works are planned.</p> <p>Salvation Army regularly patrol and will challenge any street drinking and will pay particular attention to their clients.</p> <p>Representation has been made to licensing to support the refusal of</p>

				any new 24 hour licensed premises in the Hillfields area.
Environmental & Street Cleaning	<p>Village Square, Pioneer House</p> <p>Primrose Hill Street – Pavements</p> <p>Napier Street</p> <p>Wren Street</p> <p>Cambridge Street</p> <p>Kepple Street</p> <p>Whole Area – Flower Beds</p> <p>Whole Area – Fly-tipping / Rubbish</p> <p>Burlington Road</p> <p>Cross Street</p> <p>Rear of Victoria Street access off Wellington Street</p>	<p>Scheduled for whole area - clean ups, grass mowing, weeding, flower bed maintenance, area inspections and clean ups.</p> <p>Graffiti removal.</p> <p>Discourage people from using the flower beds wrongly.</p> <p>Primrose Hill Street repair/relaying of paved areas in front of shops.</p> <p>Removal of illegally posted advertisement posters. Cases to be investigated in line with the public enforcement policy so that appropriate action can be taken.</p> <p>Primrose Hill Street – Decoration and repair of properties / shop</p>	<p>CCC - Street Services</p> <p>CCC – Youth Service</p> <p>Whitefriars</p> <p>CCC Street Based Personnel</p> <p>CCC – Community Development Service</p> <p>CCC – Property Portfolio Management</p> <p>CCC – Highways</p> <p>CCC – Environment & Housing Enforcement Team</p> <p>CCC – Planning Enforcement</p> <p>Private Landlords</p> <p>CCC – Parks &</p>	<p>Site maps completed. Maintenance and schedules of work agreed and actioned</p> <p>Frequencies in the Environmental & Street Cleansing section are: Monthly clean of adopted highway by barrow operatives. Pavement sweeper visits fortnightly in Autumn (leaves) and monthly thereafter. Pavements currently swept by pavement sweeper Monday to Friday early morning. Road channels swept weekly. All parks have regular scheduled cleans.</p> <p>Currently barrow operatives on a weekly schedule on the streets</p>

		<p>frontages</p> <p>Redesign car park layout at Napier Street. Remove redundant walls. Install barriers to entrances. Establish feasibility of reinstating cameras in Napier Street</p> <p>Maintain equipment in the parks.</p> <p>Remove fly-tipping. Ensure proper use of waste bins. Cleaning of alleyways. Education programme to be adopted using pictorial leaflets. Fire service to patrol area and report back. Translate literature – re: waste removal / flytipping into relevant languages</p>	<p>Leisure Services</p> <p>CCC – Occupier Support</p> <p>West Midlands Fire Service</p>	<p>mentioned.</p> <p>Pavement sweeper is Monday and Friday to Hillfields area.</p> <p>Mechanical sweeper is scheduled on a four week cycle.</p> <p>Swanswell Park and Primrose Hill Park are visited twice a week.</p> <p>Area crew attend Primrose Hill St, Victoria St (village square) King William St (shopping area) daily.</p> <p>Redesign and works to alter the layout of the Village Square has started. A difference in the use of the village square has been noticed and more works are scheduled.</p> <p>Fly-posting, every case is taken and considered</p>
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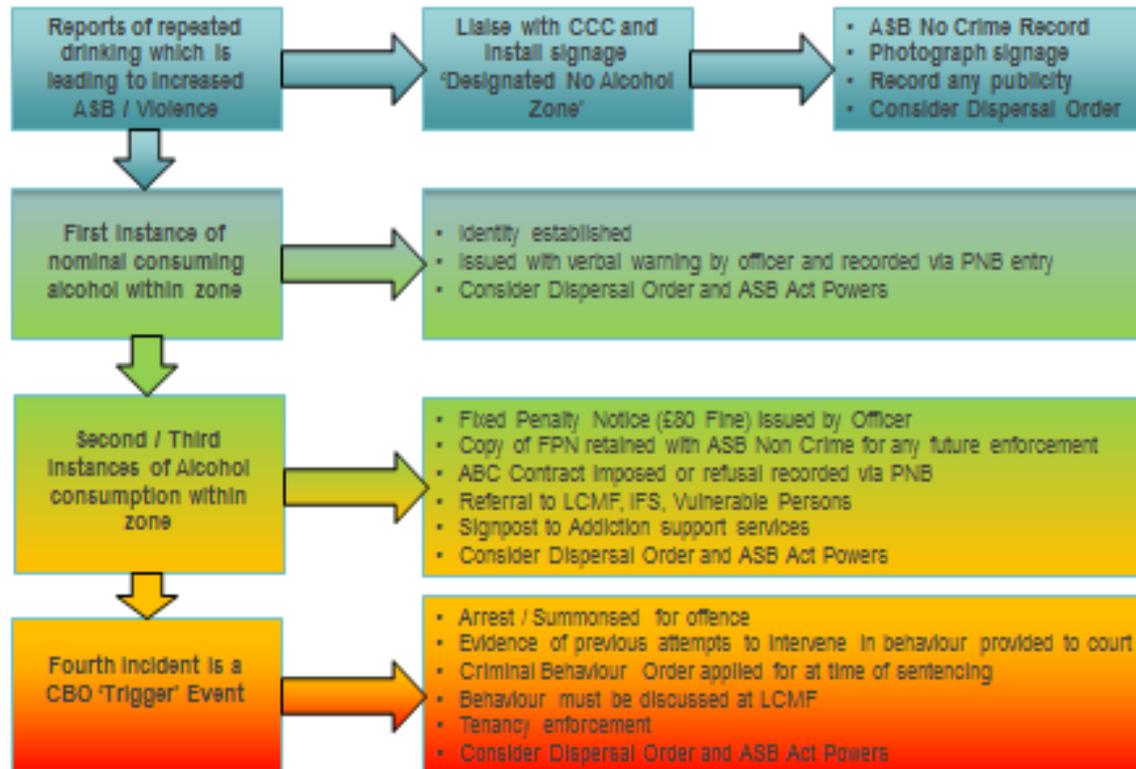
				<p>in line with CCC enforcement policy.</p> <p>Napier Street walls – ongoing work - applying for funding for 2014/15 financial year to carry out works to reduce some of the walls. It is not possible to remove all of the walls as some form barriers between differing ground levels. Consideration also has to be given to the fact that walls fall within the demise of individual leases and some tenants may not want to lose their boundary wall.</p> <p>Every case of fly-tipping is investigated in line with the public enforcement policy so that appropriate action can be taken. The site clearance team respond to fly-tipping reports generated by CCC</p>
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				<p>contact centre.</p> <p>Community Payback continues to work in the area.</p> <p>The works on the village square have much improved the look of the area and it appears to be cleaner.</p>
<p>Parking</p>	<p>Primrose Hill Street/King William Street</p> <p>Whole area.</p> <p>Clifton Street</p> <p>Victoria Street</p>	<p>Parking Enforcement Officers to patrol the area more frequently.</p> <p>Police to pay attention to the area as patrols allow.</p> <p>Taxi Licensing to look at the development of what appears to be an unofficial taxi rank.</p>	<p>CCC – Highways</p> <p>West Midlands Police – Local Neighbourhood Policing Team</p> <p>CCC - Taxi Licensing</p>	<p>Officers to patrol on a frequent – daily basis</p> <p>A review of the number of parking bays in conjunction with taxi owners is on-going.</p>
<p>Nuisance from residential premises</p> <p>Noise, chaotic lifestyle & scrap dealing</p>	<p>Blythe Road/Jesmond Road</p> <p>Coronation Road & Wren Street</p>	<p>Case-manage applied against problematic households/individuals and referrals made to applicable support programmes.</p> <p>Visits to premises occupants and/or owners</p>	<p>CCC - Community Safety Team</p> <p>CCC – Street Based Staff</p> <p>West Midlands Police – Local Neighbourhood</p>	<p>Visits made to occupants and owners of premises where nuisance issues are evidenced. Action is taken on case by case basis and is appropriate to the volume and</p>

		<p>to address behaviour and conduct. Where agreement of permit is breached – enforcement action is taken.</p> <p>Police and wardens to patrol and monitor the hotspot locations.</p> <p>Permits checked & verified</p>	<p>Policing Team</p> <p>CCC – Planning Enforcement</p> <p>CCC – Licensing</p> <p>CCC Environment & Housing Enforcement Team</p>	<p>severity of the nuisance being evidence. Action ranges from initial warnings through to civil interventions including premises closure, tenancy enforcement action and planning enforcement.</p> <p>Licensing regulate the scrap permits. The Environment Agency regulates waste carriers licenses.</p>
Cabinet Member Reports	Community Safety issues in Hillfields	A combined report has been compiled and is in the Cabinet Member Process	CCC – Community Safety Team	Report is in the Cabinet Member process.



ENFORCEMENT



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23 July 2015

Name of Cabinet Member:
Cabinet Member for Policing and Equalities - Councillor Townshend

Director Approving Submission of the report:
Executive Director of People

Ward(s) affected:
Earlsdon

Title:
Update report in response to a petition concerning a property in Earlsdon Ward

Is this a key decision?
No

Executive Summary:

This report provides an update on actions taken since the Cabinet Member meeting on 26 March 2015 in response to a petition received on 3 July 2014. The petition was signed by 71 individuals in the Earlsdon Ward and asked the City Council to take action regarding the poor condition of a property in the Earlsdon Ward and the impact it is having on the surrounding neighbourhood.

Recommendations:

The Cabinet Member is recommended to:

- (1) Endorse the action already taken and planned to address the conditions at this property.
- (2) Request a further report to be submitted to the Cabinet Member on 10 December 2015 detailing progress made on resolving the issues.

List of Appendices included:
None

Other useful background papers:
None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Page 3 onwards

Report title:

Report in response to a petition concerning a property in Earlsdon Ward

1. Context (or background)

- 1.1 A resident-led petition consisting of 71 signatures was received on 3 July 2014 requesting the City Council to take action in relation to concerns regarding the poor condition of a property in the Earlsdon Ward
- 1.2 Cabinet Member has previously endorsed action taken thus far i.e. service of a statutory notice under Section 215 of The Town & Country Planning Act requiring the owner to carry out improvements to his property. Furthermore, they requested officers to issue a 14 day warning letter as to Notice of Intended Prosecution on 6 March 2015 in the event of non-compliance and use their best endeavours to commence prosecutions no later than 28 March 2015.

2. Options considered and recommended proposal

- 2.1 Following non-compliance with the Section 215 Notice the owner of the property was prosecuted, and he pleaded guilty on 12 May 2015. He was fined £1,500 and ordered to pay £892 costs plus a victim surcharge of £120. The court commented that the matter had gone on for far too long and any materials, which were stored in the garden and were not immediately needed, should be stored elsewhere.
- 2.2 A letter was sent to the owner on 3 June 2015 advising that Officers were currently obtaining quotes with a view to carrying out works in default of the Notice. Once these quotes have been received, works will commence without delay.
- 2.3 Cabinet Member is recommended to:
 - (1) Endorse the action already taken and planned to address the conditions at this property.
 - (2) Request a further report to be submitted on progress and to update on the collection of costs to the Cabinet Member meeting scheduled for 10 December 2015.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

Quotes are currently being obtained for carrying out works in default. Once they have been received works will be carried out without delay.

5. Comments from Executive Director of Resources

There will be a financial implication with regard to the authorisation of works in default carried out by the Council which will be paid from within existing budgets and

will be subject to usual practice in order to recover the same from the appropriate person.

6. Other implications

None

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

6.1.2 There are clear research findings that show that the local environmental quality in a person's living environment has a significant impact on their health and well-being. Residents in areas which have a low environmental quality often have an increased "fear of crime". This particular service contributes to two of the Council's key objectives.

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

See 6.1.1

6.6 Implications for partner organisations?

None

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Members: Councillor Phillip Townshend	Deputy Leader	Policing and Equalities	08.07.15	08.07.15

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Cabinet Member for Policing and Equalities

23 July 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities - Councillor Townshend

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

All

Title:

Community Grant Fund – Round 1 2015/16

Is this a key decision?

No

Executive Summary:

The Community Grant Fund is managed by the City Council's Community Development Service within the People Directorate. This report covers Round 1 of 2015/16 Grant Fund award process and provides information and recommendations on applications received.

The application process followed is the same as that used for 2014/15. Groups were invited to apply for a maximum grant of £5000, with a restriction of one award per round. Round 1 opened on 1 April 2015 and closed at 4.00pm on 31 May 2015.

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

Recommendations:

The Cabinet Member for Policing and Equalities is requested to

1. Approve the award of grants as identified in section 2.3 Table One.

List of Appendices included:

1. Grant Criteria Document

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Community Grant Fund – Round One Award Decisions

1. Context (or background)

- 1.1 Round 1 of the Council's Community Grant Fund 2015/16 was opened on 1 April 2015.
- 1.2 Round 1 was promoted via the Council's funding helpdesk, the Community Development Service, flyers, noticeboards, by direct emails to all contacts and through Social Media including Twitter and the Council's website. The closing date for applications through Round 1 was 31 May 2015.
- 1.3 As well as being accessible on the Council website and the Coventry Partnership website, hard copy applications were made available at the Council House reception to ensure that they were available to anyone who may not have access to a computer.
- 1.4 An officer evaluation panel was established to scrutinise Community Grant applications for completeness and compliance with application criteria and to inform recommendations for Grant award to Cabinet Member.
- 1.5 The Cabinet Member for Policing and Equalities will make all final decisions on Grant award.
- 1.6 During Round 1 of the Community Grant application process, 42 applications were received with £131,846.56 worth of funding requests.
- 1.7 A total of £32,214.00 (from approved requests for funding of £54,762.38) is recommended for Community Grant award to 22 community groups and organisations. The maximum amount available for allocation through Round 1 is £50,000.
- 1.8 A further 20 applications to the value of £77,084.18 are not recommended for Community Grant award. Where approval is not recommended, this is for a number of reasons including:
 - application criteria not being met;
 - applications failing to evidence how they will meet the objectives of the scheme;
 - lack of evidence of how ongoing sustainability can be achieved;
 - applications being incomplete or vague in content;
 - monitoring criteria not met for previous Grant awards awarded to the organisation/group in question;
 - alternative potential funding streams have been identified;
 - a lack of evidence that the project supports community cohesion.
- 1.9 All applicants that are not fully funded as a result of the Grant award process will be offered support from a member of the Community Development Service to further explore the viability of their project proposals and/or to seek other potential funding streams to enable them to be developed.
- 1.10 Any funds not allocated will be available for allocation in Round Two 2015/16.
- 1.11 The Community Grant aims to strengthen the voluntary and community sector through enabling local projects and events to be delivered; to enhance asset based

provision; and to build resilience within communities. The Community Grant scheme continues to provide important funds to support small organisations and groups in adding value to their communities.

1.12 Specific examples of the benefits realised as a result of the grant awarded in 2014/15 are as follows:

- Singer Residents Association, Hillfields, St Michael's Ward, received £3,300 to run 'Hillfields by the Sea'. The residents association working with a variety of local agencies and the Community Development team took ten coaches with 348 people to Weston Super Mare in October after receiving part of the amount requested.

The group wanted to give an opportunity for people of Hillfields to have a trip to the Seaside, which they would otherwise not be able to afford. Those who participated included people on low incomes, people from BAME communities, refugees, new and migrant communities, isolated older people and people with disabilities.

- Gosford Community Garden, Lower Stoke received £3,650 towards creating a garden space that is accessible to people with disabilities and offers a friendly meeting place for the local community.
- Warwickshire Wildlife Trust, received £2,050 to support work with young vulnerable adults in and around the Hillfields area, providing support in the Hillfields Youth centre for 1:1 sessions.
- City Mission, Wood End received £3,500 towards providing a hot meal during school holidays to struggling families as well as games and educational activities.

1.13 All applicants are required to demonstrate how they will meet at least one of the objectives outlined in the table below through delivery of their project. This ensures alignment of outcomes with corporate objectives.

No	Objectives
1	Deliver projects that will make Coventry an attractive, cleaner and greener city
2	Support communities to become safer by developing networks and/or partnerships of communication, trust and co-operation
3	To improve health and wellbeing in the community
4	To reduce health inequalities in the community and across the city
5	To protect and support the most vulnerable in the local community
6	To develop active citizens in strong actively engaged and sustainable communities

2. Options considered and recommended proposal

2.1 Table One below describes those Grant applications received that have been recommended for approval as well as the total amount recommended for approval, in part or in full.

2.2 Table Two describes those Grant applications that have been received but are not recommended for approval. Feedback will be provided to these organisations by the Community Development Service.

2.3 Cabinet Member for Policing and Equalities is recommended to approve the award of Grant funding described in Table One, all of which meet the approved Grant Application criteria (see Appendix 1) and at least one of the objectives noted at section 1.12.

Table One: Applications recommended for award

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
City wide	#4Jazz Coventry Community Street Festival	Inspired by exciting, inclusive and diverse carnival and street theatre, live music will be heard in the city streets, museum spaces, 'warehouse' cafes, reaching more than 20,000 people. Contribution to event awarded to work with two local groups, volunteer equipment and expenses, plus publicity material	£2000	£1000
Binley & Willenhall/Hillfields	Valuing Volunteers	Four coaches for a day trip, to say thank you to their volunteers, recognising the value they are to the community and helping to raise their self- esteem.	£1100	£1100
Cheylesmore	Play Area Renovation and Development	Contribution to develop outdoor play area of preschool and holiday club.	£1649.80	£500
Henley	Community firework event; Moat House Trust	Wood End has been identified as an arson hotspot. Previous bonfire party event has proved very successful in reducing arson in the area.	£1500	£1250
Henley	Community Fete and Family Fun Day	The only community event in Walsgrave where people from a diverse community come together. This event is an opportunity to recruit new members for the residents association.	£1227	£750
Longford	Angling for success	Angling improves young people's confidence, they are encouraged to work in teams. Focus on improving communication and respecting the wildlife and natural environment.	£3800	£2400

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
Lower Stoke	Restoration of the Joseph Levi Clock	The Clock is in urgent need of restoration. The Clock represents an important bit of history and the heritage of this part of Coventry and of the city as a whole.	£5000	£5000
Lower Stoke	Stoke Aldermoor War Memorial	Identified that restoring the war memorial is important to Stoke Aldermoor residents. Both to celebrate the sacrifice made by a generation and to give a focal point to the community.	£1571	£750
Sherbourne	Building a dividing wall in order to enable wider access to the community kitchenette	To improve use of the space which is at the moment restricting the amount of groups who can use it at any one time. Award covers Studded wall, fire door and window	£3500	£1190
Sherbourne	SNOWBIES	To start up a new group. SNOWBIES will target grandparents who care for young children, encourage networking and reduce risk of isolation.	£1923.60	£855
Sherbourne/ Woodlands	Grow and Live	Outreach work in Tile Hill, Spon End, Radford and Hillfields. To encourage people to grow their own. 40 sessions hope to attract 230 people and 160 people will benefit from the fresh produce at harvest times.	£4585	£1395
Sherbourne	Furniture Restoration Outreach	Offering Coventry citizens the opportunity to attend furniture restoration and upcycling workshops. Free workshops that will teach Coventry citizens how to renovate or upcycle such furniture.	£2695	£2695
St Michaels	Flying Start	Offering small jobs service to approximately 50 older, vulnerable or less mobile customers from areas of higher deprivation - CV1 - CV2 (e.g. Wood End, Willenhall, Hillfields).	£5000	£1750

Ward	Project Name	Brief description of project	Amount requested	Amount recommended
St Michaels	Property Development	Buildings survey report and legal advice to support potential asset transfer.	£2500	£1500
St Michaels	Breathe Easy	Supports people suffering from lung conditions and their family and friends. Aim is to reduce isolation, improve confidence and knowledge. Cost of running some group activities	£900	£405
St Michaels	Design and Printing of postcards & Brochures	To design and print post cards and small guide book to promote the Charterhouse.	£624	£624
St Michaels	Message in a Bottle	To promote community cohesion by bringing together different communities in the city.	£825	£350
St Michaels	Yoga, meditation and carers breaks and cultural celebration sessions for Milan family carers	To support and improve the lives of family carers. Their research shows a real need for carers to have somewhere/something for themselves. Supporting yoga sessions.	£5000	£500
St Michaels	East Street pocket park	The overall project will be providing community engagement/improvement activities around East Street Pocket Park, Vauxhall Street, Hillfields, Coventry.	£530	£530
Whoberley	Community Garden Seating and Sensory	Memory/sensory seating area within the garden area. Additional work is for adults with learning disabilities to get involved in gardening, approximately 150 will benefit from the project.	£4951.98	£4250
Woodlands	Knitting for charity	To support 25+ senior citizens, many of whom live alone, to continue meeting. The group currently donate blankets, hats, and cardigans to a variety of charities.	£1380	£920
Wyken	Remembrance Garden and Training area	To repair and secure a monument which has been vandalised. To sustain a garden which is used by cadets and visitors.	£2500	£2500
TOTAL			£54,762.38	£32,214.00

Table Two : Applications not recommended for award

Ward	Project name	Brief description	Amount requested
City wide	Eat Healthy and stay alive	To create awareness about the importance of healthy eating among the young and old within black minority ethnic communities.	£5000
City wide – Radford, St Michaels and Willenhall	A Dancing City	This application is to enhance the resilience of the dance community in Coventry. It will bring together dance artists, organisations and teachers of dance in educational settings to further the quality and provision for dance participation in the city.	£4995
Bablake	Hollyfast Lane safety scheme	There is currently a serious problem with traffic in Hollyfast Lane and surrounding areas, causing risk and actual damage to vulnerable road users, including those on bikes and horses.	£3260
Binley & Willenhall	Community crafting in Willenhall	To support the development of a larger, friendly craft group, for all members of the community, to craft and chat, make friends, increase self confidence and reduce isolation	£500
Cheylesmore	Development of Age Friendly self-help group for the elderly/ isolated in Cheylesmore and district	To reduce isolation amongst people in Cheylesmore.	£4966
Earlsdon	Health Activities for Blind and partially sighted	To support with various activities which people who are blind/partially sighted are otherwise not able to do or have had to stop due to their sight impairment.	£4190
Foleshill	Alliance Somali community organisation	To organise and deliver events and seminars to young vulnerable people, rent and electric for six months and to purchase second-hand IT equipment	£5000

Ward	Project name	Brief description	Amount requested
Foleshill	Geet Sangeet Group	To support people with dementia in the Foleshill area. To buy musical instruments and fund two day trips	£4450
Foleshill	Neighbourhood Plan and Community Share Offer	Professional fee costs to prepare and issue a community share offer.	£2500
Foleshill	Healthy lifestyle development	Provide local access to physical activity (boxing) and encourage a healthy life style.	£5000
Lower Stoke/Sherbourne	CNC Router/Stoke Aldermoor War Memorial	To design a replacement Memorial that will be carved from oak and brass in accordance with the original memorial.	£4500
Lower Stoke	Gosford Community Garden	For materials including recycled items and to get volunteers and contractors to work together.	£3910
Radford	Supporting Accessible Volunteering	To promote the voluntary sector for the public benefit, in particular by promoting, encouraging and supporting volunteering and community involvement by individuals.	£4000
Sherbourne	Women's only archery	To pay for room hire and equipment.	£5112.10
Sherbourne	Art for Dementia	To deliver 16 sessions, each lasting two hours. Aim is to offer a friendly and enjoyable environment.	£2000
Sherbourne	Summertime	Provide foster carers with activities for looked after children during the summer and to engage with carers to recruit more foster carers.	£5320.18
St Michaels	Embrace projects	A community project for ex-offenders, giving them the chance to socialise as a group, and to create positive art.	£4000
St Michaels	Telling Tales	Imagination Reading Cafes to create a bridge between cultures. For room hire, resources, story tellers and musicians.	£2180.90

Ward	Project name	Brief description	Amount requested
St Michaels	Multi culture day event	A celebration of culture diversity in Coventry. The festival is about sharing and experiencing different food, culture and art.	£1200
Westwood	Installation of a 'gap funded' FTTC cabinet	To improve Broadband accessibility.	£5000
TOTAL			£77,084.18

3. Results of consultation undertaken:

- 3.1 No specific formal consultation has been undertaken for Round 1 of the 2015/16 Community Grant application process. However, the process has been undertaken in accordance with guidance and evaluation criteria developed as a result of consultation completed in 2013.

Feedback on the Community Grant process is being collated from groups who have benefited from Community Grant funding during 2014/15. As information is evaluated, trends and common factors will be identified and will potentially assist in making further improvements to the Community Grant process in the future.

A celebration of the Community Grant took place on 3 July 2015 with a number of previously successful applicants attending and highlighting how the Community Grant has enabled their projects to develop.

- 3.2 The Community Development Service will continue to actively engage with the local community to encourage the development of a variety of community groups and activities to support the development of Asset Based Working. Positive impacts have been realised as a result of 2014/15 Grant funding including vulnerable people living in the city being encouraged to share experiences and learn new skills and young people being supported in their own communities.

4. Timetable for implementing:

- 4.1 Both successful and unsuccessful applicants will be notified of the outcome their Community Grant application subject to Cabinet Member approval. Grant funding will be paid to successful applicants by 30 September 2015.

5. Comments from the Executive Director of Resources

5.1 Financial implications

- 5.1.1. The total Community Grant Budget for 2015/16 is £100,000. A total of £32,214 is recommended for award during Round 1. £67,786 of the Community Grant is not yet recommended for allocation and will be available for allocation during Round 2.

Recommendations for grant awards as detailed in Table One are within the existing budget for Round 1.

5.2 Legal implications

- 5.2.1. The vires of or making the Community grants is section 1 of the Local Government Act 2011.
- 5.2.2. The grants will be made under the de minimis rule for state aid purposes. A grant aid agreement will be entered into between the Council and the applicant organisation

6. Other implications

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

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

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

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

6.2 How is risk being managed?

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

6.3 What is the impact on the organisation?

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

6.4 Equalities / EIA

Equalities impact data is now requested as part of the application process. This data will be analysed to better understand the impact of the Community Grant.

6.5 Implications for (or impact on) the environment

A small number of the projects described should have a positive impact on the local environment, such as the community projects to improve garden and outdoor play areas.

6.6 Implications for partner organisations?

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

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Directorate:

People

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Carole Donnelly	Community Development Team Leader	People	29.6.15	30.6.15
Usha Patel	Governance Services Officer	Resources	29.6.15	29.6.15
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Names of approvers for submission: (officers and members)				
Ewan Dewar	Finance Manager	Resources	2.7.15	3.7.15
Ros Lilley	Senior Solicitor	Resources	2.7.15	7.7.15
Mick Burn	Procurement	Resources	2.7.15	4.7.15
Brian M. Walsh	Executive Director	People	2.7.15	2.7.15
Members: Councillor Townshend	Cabinet Member for Policing and Equalities		2.7.15	8.7.15

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Coventry City Council's

Community Grant Fund

Criteria 2015-16

Please read carefully before making an application



Coventry City Council

www.coventry.gov.uk

Aim of the Community Grant Fund

Coventry City Council has established a grant fund of £100,000 to spend during 2015-2016 on community projects. Grants will be available at the discretion of the Council through two rounds of funding throughout the year. A timetable for applications is detailed on page 5 of this document.

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

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

Objectives of the Scheme

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

- Deliver projects that will make Coventry an attractive, cleaner and greener city
- Support communities to become safer by developing networks and/or partnerships of communication, trust and co-operation.
- To improve health and wellbeing in the community
- To reduce health inequalities in the community and across the city
- To protect and support the most vulnerable in the local community
- To develop active citizens in strong actively engaged and sustainable communities

Who can apply?

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

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



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Eligible Costs:

Grants may be awarded towards the cost of the following, provided they meet the objectives.

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

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

Exclusions

Grants will not be paid for:

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



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Information on Application

Application forms will be available on line at the Council's website

<http://www.coventry.gov.uk/communitydevelopment>

or in paper copy from the Council House reception desk.

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

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

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

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

When to Apply

Round 1: Deadline for applications is 4pm on Sunday 31 May 2015

Round 2: Deadline for applications is 4pm on Saturday 31 October 2015

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

I



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Decision Making Process

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

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

Decisions will be made by the relevant Cabinet Member.

Decisions will be final with no appeals considered.

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

Monitoring and Evaluation

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

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

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

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

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Cabinet Member for Policing and Equalities
Licensing and Regulatory Committee

23rd July 2015
28th July 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities- Councillor Townshend

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All

Title:

Gambling Act 2005 - Revised Statement of Licensing Policy 2016-19

Is this a key decision?

No

Executive Summary:

The purpose of this report is to seek Members' views and approval to consult on the draft revised Statement of Licensing Policy 2016-19 under the Gambling Act 2005.

Recommendations:

The Cabinet Member for Policing and Equalities is requested to consider the draft revised Statement of Gambling Policy and authorise the Executive Director of Place to carry out the consultation as detailed in the report.

The Licensing and Regulatory Committee is requested to consider the draft Statement of Gambling Policy and forward any comments it wishes to make as part of the consultation process.

List of Appendices included:

Revised Statement of Gambling Policy (shaded paragraphs illustrate the additions to the document)

Other useful background papers:

Gambling Act 2005
Gambling Act 2005 Guidance to Licensing Authorities
Coventry City Council Statement of Gambling Policy 2013-2016

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 – Licensing and Regulatory Committee – 28 July 2015.

Will this report go to Council?

No

Report title: Gambling Act 2005 - Revised Statement of Gambling Policy

1. Context (or background)

1.1 Under the terms of the Gambling Act 2005 the Council's Statement of Gambling Policy has to be renewed every three years. The current Statement of Gambling Policy came into effect on 31st January 2013 and a review must therefore be completed and a revised statement published by 3rd January 2016.

1.2 This is the fourth Statement of Gambling Policy produced by the Licensing Authority under the Gambling Act 2005. The Policy will be relevant for all licensing decisions taken by the Council as the Licensing Authority over three years commencing on 31st January 2016.

1.3 The general principles of the Gambling Policy remain the same and the document is still centred around the Gambling Act's three licensing objectives, namely

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ensuring that gambling is conducted in a fair and open way;
- protecting children and other vulnerable persons from being harmed or exploited by gambling

1.4 Before amending the policy for a further three year period, licensing authorities are required to carry out a wide consultation process. In addition to those it must consult by law, the Council has authority to include in the process any individuals or organisations it deems appropriate.

1.5 The Responsible Authorities – (Gambling Commission, West Midlands Police, West Midlands Fire and Rescue Service, Planning, Environmental Health (functions in relation to pollution to the environment or harm to human health) Safeguarding Children Board, HM Revenue & Customs) and Community Safety Team will be consulted on the draft revised policy.

1.6 The public consultation exercise will finish on 23rd September 2015, and will include the following elements:-

Mail shots to representatives of the licensed trade, clubs and key partners

Formally writing to the Chief Officers of the responsible authorities

Mail shots business organisations

Wider public consultation through the City Council Web Site

1.7 The revised policy complies with updated Gambling Commissions guidance and regulations. It has been developed with all 6 Warwickshire Licensing Authorities (Warwickshire County Council, North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council, Stratford on Avon District Council and Warwick District Council), although each authority has adapted the policy to suit the needs of their area and profile.

A copy of the draft revised policy is attached as an Appendix to the report.

Key Changes to the Revised Licensing Act Policy

Local Area Profiles	A local area profile drawn up for sensitive locations. From April 2016, applicants for new/variation premises licences are required to consider this profile (paragraph 9.2 of the draft revised policy refers)
Risk Assessments	Licence Conditions and Codes of Practice have been revised by the Gambling Commission. From April 2016, applicants are required to produce a local risk assessment to mitigate any risks. Criteria and Considerations are provided at sections 5, 6 & 7 of the revised policy

NB. The local area profile & risk assessment document is currently being worked on and does not form part of the consultation process.

2. Options considered and recommended proposal

- 2.1 The Cabinet Member for Policing and Equalities is requested to consider the draft revised Statement of Gambling Policy and authorise the Executive Director of Place to carry out the consultation as detailed in the report.
- 2.2 The Licensing and Regulatory Committee is requested to consider the draft revised Statement of Gambling Policy and forward any comments as part of the consultation process.

3. Results of consultation undertaken

- 3.1 The results of the consultation process will be submitted for consideration to Cabinet Member for Policing and Equalities before a finalised policy document is presented to Full Council for approval.

4. Timetable for implementing this decision

- 4.1 The revised Statement of Gambling Policy must be published by 3rd January 2016 and commencing from 31st January 2016, allowing the Council to continue to carry out any function in respect of individual applications made under the authority of the Gambling Act 2005.

5. Comments from Executive Director of Resources

5.1 Financial implications

The financial implications associated with the recommendation are limited to the employee costs associated with undertaking the consultation exercise and any costs involved in publishing the statement of licensing policy.

5.2 Legal implications

The Council will not be able to undertake its role as a licensing authority after the 31st January 2016 unless it has approved and published its revised Statement of Gambling Policy. The policy must be reviewed every three years, or more often if appropriate.

The licensing function is carried out by the Council's Licensing and Regulatory Committee and officers exercising delegated powers. The one exception is the approval of the policy statement, which must be approved by Full Council.

The Council is required to have regard to any current Government Guidance when carrying out any licensing functions under the Gambling Act 2005 including preparing its Statement of Gambling Policy.

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)?

Preventing gambling from being a source of crime or disorder is a licensing objective where the Gambling Commission take a leading role. The Commission investigates the suitability of applicants to hold an operators or personal licence. An operators licence is required to be held prior to being able to apply for a premises licence through the licensing authority. Licensing authorities may consider the locations of premises in the context of this objective. There are strong structural links between the administration of the licensing process and the role of the Community Safety Partnership and West Midlands Police. The Licensing policy provides information about proposed enforcement protocols with the police and other enforcement authorities. As a Responsible Authority, the Police have been a key consultee.

One of the licensing objectives is 'Protecting children and other vulnerable persons from being harmed or exploited by gambling. Applicants are required to show how they will address this objective in their risk assessment when making applications. The Coventry Safeguarding Children Board is a responsible Authority consulted when applications are made. They have been made aware of the policy review and have been consulted.

6.2 How is risk being managed?

If the Gambling Policy is not renewed in the above timeframe, the City Council will not legally be able to perform its function under the Act. The consultation process and committee dates have been planned to ensure that the policy is in place at the required time.

The Statement of Gambling Policy will inform decisions taken by the licensing authority that will have an impact on the interests of private individuals and businesses. The policy reflects the need to respect the relevant rights given by the Human Rights Act

Decisions of the licensing authority are open to challenge through the Magistrates Court and beyond. The Statement of Gambling Policy is designed to ensure our compliance with legislation and statutory guidance, minimising the risk of legal challenge.

6.3 What is the impact on the organisation?

The adoption of the policy should have no impact on the organisation. There are no human resource, financial or ICT implications.

6.4 Equalities / EIA

The Gambling Policy makes links to the Council's Equality and Diversity Policies and an Equalities Assessment exists for licensing activities. This will be reviewed and updated as part of the consultation process.

6.5 Implications for partner organisations?

The Gambling Policy contributes towards the work of the Community Safety Partnership and specifically with the work of the police. They have been consulted in the development of the draft policy.

The effective operation of the policy by the licensing authority and all enforcement agencies has an impact on the night time economy and on the co-existence of licensed premises with local residents and communities.

Report author(s): Susan Moore

Name and job title: Senior Licensing Officer

Directorate: Place

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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:				
Davina Blackburn	Licensing Manager	Place	26.6.15	26.06.15
Usha Patel	Governance Services Officer	Resources	29.6.15	30.06.15
Hamish Simmonds	Head of Regulatory Services	Place	29.06.15	01.07.15
Julie Fairbrother	Relationship co-ordinator	Place	29.6.15	02.07.15
Names of approvers for submission: (officers and members)				
Councillor Townshend	Cabinet Member Policing & Equalities		07.07.15	08.07.15
Cathy Crosby	Finance	Resources	29.06.15	30.06.15
Mark Smith	Legal	Resources	26.6.15	29.06.15
No HR Issues				
Martin Yardley	Director	Place	03/07/15	Approval from Andrew Walster 07/07.15
Andrew Walster	Assistant Director:	Place	29.6.15	02.07.15

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Gambling Act 2005

DRAFT
Gambling Policy
Statement of
Principles
2016/2019



1. Introduction

1.1 Coventry City Council, as the Licensing Authority (referred to in this Statement as the Authority), makes this Statement of Principles in pursuance of its powers and duties under Section 349 of the Gambling Act 2005 (referred to in this Statement as “the Act”) and sets out the Authority’s approach in dealing with its responsibilities under the Act.

1.2 Coventry is a city situated in the West Midlands with a population of 337,400 inhabitants. It is mainly urban but includes significant areas that are semi-rural

1.3 List of Consultees

The Authority has consulted the following on the content of this Statement of Principles:-

- Responsible Authorities
- Holders of existing licences, permits and registrations
- Councillors and Parish Councils
- Representatives of businesses
- Representatives of persons carrying on gambling businesses in Coventry
- Local bodies representing vulnerable persons
- Departments within the Council with an interest in the licensing of gambling

1.4 In preparing this statement, the Authority has had regard to the provisions of the Act, the Guidance issued by the Gambling Commission, Regulations made by the Secretary of State and responses to its consultations.

2. Gambling Act 2005

2.1 The Act specifies licensing objectives which are central to the regulatory regime, these are:-

- **preventing gambling from being a source of crime and disorder, being associated with crime or disorder, or being used to support crime;**
- **ensuring that gambling is conducted in a fair and open way; and**
- **protecting children and other vulnerable persons from being harmed or exploited by gambling.**

2.2 In carrying out the licensing function under the Act the Authority will aim to permit the use of premises for gambling as long as it is considered to be :-

- **in accordance with any relevant Codes of Practice issued by the Gambling Commission;**
- **in accordance with any relevant Guidance issued by the Gambling Commission;**
- **in accordance with this Statement of Principles; and**
- **reasonably consistent with the licensing objectives.**

2.3 The Act provides for 3 categories of licence :

- operating licences;
- personal licences; and
- premises licences

- 2.4 The Authority will be responsible for issuing premises licences. The Gambling Commission will be responsible for issuing operating and personal licences.
- 2.5 This statement will come into force on 31st January 2016 and will have effect until 30th January 2019 being kept under review and revised or amended as required following consultation.

3. Authorised Activities

- 3.1 'Gambling' is defined in the Act as either gaming, betting, or taking part in a lottery.
- gaming means playing a game of chance for a prize;
 - betting means making or accepting a bet on the outcome of a race, competition, or any other event, the likelihood of anything occurring or not occurring; or whether anything is true or not;
 - a lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.
- 3.2 The main functions of the Licensing Authority are to:
- licence premises for gambling activities;
 - grant permits for gambling and gaming machines in clubs;
 - regulate gaming and gaming machines in alcohol licensed premises;
 - grant permits to family entertainment centres for the use of certain lower stake gaming machines;
 - grant permits for prize gaming;
 - consider notices given for the temporary use of premises for gaming;
 - receive occasional use notices for betting at tracks; and
 - register small societies lotteries;
- 3.3 Spread betting is regulated by the Financial Services Authority. Remote Gambling is dealt with by the Gambling Commission. The National Lottery is regulated by Gambling Commission.

4. General Statement of Principles

- 4.1 The Authority recognises the wide variety of premises which will require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs, amusement arcades and racing tracks.
- 4.2 In carrying out its licensing functions the Authority will have regard to guidance issued by the Gambling Commission.
- 4.3 The Authority will not seek to use the Act to resolve matters more readily dealt with under other legislation. This statement of principles will avoid duplication with other regulatory regimes wherever possible. In considering applications, and taking enforcement action, under the Gambling Act the Licensing Authority will have regard to the provisions of the Human Rights Act.
- 4.4 To ensure the licensing objectives are met the Authority will establish a close working relationship with the police, the Gambling Commission and other responsible authorities.
- 4.5 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered

the Gambling Commission's Guidance to local authorities. However, the overriding principle is that each application and the circumstances prevailing at each premises will be considered on their own individual merits.

5. Preventing gambling from being a source of crime and disorder; being associated with crime and disorder or being used to support crime

5.1 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling, or being associated with providing such facilities.

5.2 When applying to this licensing authority for a premises licence the applicant will have to hold an operating licence from the Commission before a licence can be issued so the Council will not be concerned with the suitability of the applicant. Where concerns about a person's suitability arise the Council will bring those concerns to the attention of the Commission. The Licensing Authority will have to be satisfied that the premises will not adversely affect the licensing objective and is compliant with the Commission's Guidance, codes of practice and this gambling policy.

5.3 The Licensing Authority will expect the applicant to have a good understanding of the local area in which they either operate, or intend to operate. The applicant will have to provide evidence that they meet the criteria set out in the policy and local area profile and demonstrate that in operating the premises they will promote this objective. Operators need to be aware of how the operation of their premises may impact on this objective. The Council will expect the applicants to provide details as to their crime prevention measures and any risk assessments that they have carried out.

5.4 To prevent gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime, the Licensing Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews.

Criteria:

Whether the premises make or will make a contribution to the levels of crime and disorder and whether the applicant has demonstrated that he has, or intends to, implement sufficient controls to prevent the premises being a source of, and/or associated with crime or disorder, or being used to support crime, if the application is granted.

Considerations:

- Where an area is known for high levels of crime the Council will consider carefully whether gambling premises are suitable to be located there, and whether additional conditions may be necessary, such as the provision of CCTV, minimum levels of staffing and licensed door supervisors.
- Whether there is a history of crime or disorder associated with the premises or its use by those involved in crime to associate or dispose of the proceeds of crime.

- Whether the layout, lighting and fitting out of the premises have been designed so as to minimise conflict and opportunities for crime and disorder.
- Whether sufficient management measures are proposed or are in place to prevent the premises being a source of, or associated with crime or disorder, or used to support crime either as a place of association or to avoid being apprehended.
- The Licensing Authority will also consider the location of the premises in the context of this licensing objective and applicants must have regard to the local area profile. If an application is received in relation to premises that are in an area noted for particular problems with organised crime or a premises that have previously been a focus for antisocial behaviour, the Licensing Authority will expect applicants to demonstrate that they have sufficient measures in place to prevent or deter people involved from using their premises and will also consider conditions being put on the licence to promote this licensing objective.
- Whilst issues of nuisance are not included specifically in the gambling objectives and cannot be addressed via the Gambling Act, the Council may consider, when making decisions on the applications for premises licences, that extreme instances of public nuisance and/or persistent public nuisance may constitute disorder and/or crime for the purposes of this objective.

6. Ensure Gambling is conducted in a fair and open way

6.1 Generally the Commission would not expect Licensing Authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be a matter for either the management of the gambling business, and therefore subject to the operating licence, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence.

6.2 In relation to the licensing of tracks the Licensing Authority's role will be different from other premises in that track operators will not necessarily have an operating licence. In those circumstances the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.

Criteria:

Whether the premises will operate measures that will ensure that the gambling activity is conducted in a fair and open way.

Considerations:

- Whether the layout, lighting and fitting out of the premises have been designed so as to ensure gambling is conducted in a fair and open way.
- Whether sufficient management measures are proposed or are in place to ensure that gambling is conducted in a fair and open way.
- Whether the management and operation of the premises is open and transparent.

- Whether the operators of the premises have been or will be fully cooperative with enforcement agencies.
- Whether the Commission's Codes of Practice have been complied with.

7. Protecting children and other vulnerable persons from being harmed or exploited by gambling

7.1 The Gambling Commission's Guidance states that one of the aims of this objective means preventing children from taking part in gambling (as well as restricting advertising so that gambling products are not aimed at or are, particularly attractive to children).

7.2 The Act and Gambling Commission Guidance does not define the term "vulnerable". For regulatory purposes and the Commission states that it assumes "vulnerable persons" includes:

- people who gamble more than they want to;
- people who are gambling beyond their means; and
- people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

This is the definition the Licensing Authority will use in its consideration of applications.

7.3 This Licensing Authority will pay particular attention to any codes of practice, which the Gambling Commission issues in relation to specific premises such as casinos. It will consider this licensing objective on a case-by-case basis, and where necessary add conditions to promote this objective.

7.4 To protect children and other vulnerable persons from being harmed or exploited by gambling, the Licensing Authority will apply the following criteria and take into account the following considerations, where relevant, in determining applications and reviews.

Criteria:

Whether there are appropriate measures in place to protect children and other vulnerable persons from being harmed or exploited by gambling.

Considerations:

- Whether the operator has a specific training programme for staff to ensure that they are able to identify children and vulnerable people and take appropriate action to promote this objective to exclude them from the premises or parts of the premises.
- If the premises is an adult only environment, whether the operator has taken effective measures to implement an appropriate proof of age scheme to ensure that no one under the age of 18 is admitted to the premises or restricted areas.

- Whether there is provision for self-barring schemes and provision of information leaflets/helpline numbers for organisations such as GamCare
- Whether the layout, lighting and fitting out of the premises have been designed so as to not attract children and other vulnerable persons who might be harmed or exploited by gambling.
- Whether sufficient management measures are proposed or are in place to protect children and other vulnerable persons from being harmed or exploited by gambling.
- Whether any promotional material associated with the premises could encourage the use of the premises by children or young people.
- The Licensing Authority will also consider the location of the premises in the context of this licensing objective and applicants must have regard to the local area profile. If an application for a gambling premises is received for a location within a sensitive area or in close proximity to what are considered to be sensitive areas the Licensing Authority will expect applicants to demonstrate that they have sufficient and suitable control measures in place to promote this licensing objective.

8. Premises Licences

8.1 Section 150 of the Act permits the issue of premises licences authorising the provision of facilities at the following:-:

- casino premises;
- bingo premises;
- betting premises, including tracks and premises used by betting intermediaries;
- adult gaming centres;
- family entertainment centres;

8.2 Premises can be 'any place' but the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence provided they are for different parts of the building and those parts can be genuinely regarded as being different 'premises'.

8.3 A particular requirement might be for entrances and exits from parts of a building covered by one or more licences to be separate and identifiable so that the separation of the premises is not compromised and that people are not allowed to 'drift' accidentally into a gambling area.

8.4 Where the Authority has concerns about the use of premises for gambling it will seek to address this through licence conditions wherever possible.

8.5 Other than an application for a betting premises licence in respect of a track, the Authority is not able to issue a premises licence unless the applicant holds the relevant operating licence from the Gambling Commission.

8.6 When considering applications for premises licences the Authority will not take into consideration either the expected 'demand' for facilities or the likelihood of planning permission being granted.

8.7 The Authority will maintain a register of premises licences issued and will ensure that the register is open for public inspection at all reasonable times.

9. Location

9.1 This Licensing Authority is aware that demand issues cannot be considered with regard to the location of premises either at a citywide or more local scale. However, it considers that the location of gambling premises can be a major factor on the promotion of the licensing objectives. The authority will pay particular attention to the suitability of a location for gambling activity in terms of the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

9.2 A local area profile has been drawn up and operators are required to take into account any sensitive locations within close proximity to proposed gambling premises and provide the Licensing Authority with details of how they propose to mitigate and monitor any risks. Applications will not be granted in sensitive locations unless the relevant criteria have been met. The local area profile & Gambling Risk Assessment document can be found at www.coventry.gov.uk/ (NB this document is currently being worked on and does not form part of the consultation process).

9.3 Applicants will have to clearly show that they have considered the profile and the potential impact of their proposed business on the licensing objectives and provide information on how they plan to reduce or remove any likely adverse impact on them. The supporting information may contain the following information:

- how the premises will restrict access to children, young people or other vulnerable persons,
- whether a proof of age scheme is being used,
- will the appropriate number of security staff be employed at appropriate times ,
- will opening times be set so that the premises are not open during school start and finish times,
- what procedures and staff training are in place to identify vulnerable persons such as problem gamblers, those who are inebriated through drink or drugs, etc,

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

9.4 The Licensing Authority will consider proposals for new gambling premises that are in close proximity to hostels or other accommodation or centres catering for vulnerable people, including those with mental disabilities or learning difficulties, and those with problem gambling or with alcohol or drug abuse problems, as very likely to adversely affect the gambling objectives.

9.5 It should be noted that the profile does not preclude any application being made and each application will be decided on its own merits, but the onus will be upon the applicant to show how the potential concerns can be overcome.

10. Primary Activity

10.1 The primary activity of each premises licence type is specified on the premises licence when it is issued. The Licensing Authority will take decisions in accordance

with the Commission's guidance and codes of practice on primary gambling activity, and will have regard to the advice which it issues from time to time. Applicants are expected to operate premises in line with the Commission's Guidance and conditions on their operators licence. The Council will monitor the operation of premises and report any potential breach of operating licence conditions to the Commission. Applications for new premises licences, or to vary an existing licence, will be expected to be clear that the premises are intended to be used for the primary gambling activity proposed.

10.2 It should be noted that the Act does not permit a premises to be licensed for more than one gambling activity.

11. Responsible Authorities

11.1 These are generally public bodies that must be notified of all applications and who are entitled to make representations to the Authority if they are relevant to the licensing objectives.

11.2 Section 157 of the Act identifies the bodies that are to be treated as responsible authorities. In relation to the Authority's area, these are:

- The Licensing Authority itself
- The Gambling Commission;
- The chief officer of police/chief constable for the area in which the premises is wholly or partially situated
- The fire and rescue authority for the same area
- The local planning authority;
- An authority with functions in relation to pollution of the environment or harm to human health
- A body designated in writing by the Licensing Authority as competent to advise about the protection of children from harm (see paragraphs 11.3 and 11.4 set out below)
- HM Revenue & Customs; and
- Any other person prescribed in regulations by the Secretary of State.

Section 211(4) provides that in relation to a vessel, but no other premises, responsible authorities also include navigation authorities within the meaning of section 221(1) of the Water Resources Act 1991 that have statutory functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is to be used for licensable activities.

11.3 The Authority is required to set out the principles to be applied in exercising its powers to designate, in writing, a body which is competent to advise about the protection of children from harm. The principles applied in designating such a body are:

- the body must be responsible for covering the whole of the Authority's area: and
- the body should be answerable to democratically elected persons rather than any particular vested interest groups etc.

11.4 Details of the body designated for Coventry City Council, is the Safeguarding Children Board. Details of this and all other responsible authorities are available on www.coventry.gov.uk and printed form available from the Authority.

12. Interested Parties

- 12.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence based on the principles detailed in section 2 of this policy statement.

An interested party is someone who:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons in either of the two groups above

- 12.2 The principles the Licensing Authority will apply to determine whether a person is an interested party are:

- Interested parties could include trade associations and trade unions, and residents' and tenants' associations. This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 e.g. lives sufficiently close to the premises or has business interests likely to be affected by the activities being applied for.
- Interested parties can be persons who are democratically elected such as Councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Other than these persons, this authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities.

- 12.3 If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing and Regulatory Committee dealing with the licence application or in any other way have a personal interest that would preclude them from participating in a hearing. If there are any doubts then please contact the licensing team.

- 12.4 It should be noted that, unlike the Licensing Act, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.

13. Representations

- 13.1 The Authority is obliged to consider representations from 'responsible authorities' and 'interested parties' and must determine whether or not representations are admissible. A representation is inadmissible if not made by a responsible authority or an interested party.

- 13.2 The only representations likely to be relevant are those that relate to the licensing

objectives, or that raise issues under this statement or the Commissions guidance or codes of practice. The Authority must determine the relevance of the representation.

13.3 Any concerns that responsible authorities have in relation to their own functions cannot be taken into account if they are not relevant to the application for a premises licence and the licensing objectives.

13.4 The Authority may, in certain circumstances, consider a representation to be either frivolous or vexatious. This will generally be a matter of fact given the circumstances of each individual case but before coming to a decision the Authority may consider the following:

- who is making the representation and whether there is a history of making representations that are not relevant;
- whether it raises a 'relevant' issue or not; or
- whether it raises issues specifically to do with the premises which are the subject of the application.

14. Conditions of Licence

14.1 Conditions imposed by the Authority may be general in nature by applying to all licences, or those of a particular type, or they may be specific to a particular licence.

14.2 The Authority will not generally impose conditions that limit the use of premises for gambling unless it is deemed to be necessary as a result of the requirement to act in accordance with the Gambling Commission's guidance, any codes of practice issued by the Commission, this Statement of Principles or in a way that is reasonably consistent with the licensing objectives.

14.3 Any conditions imposed by the Authority will be proportionate to the circumstances they are intended to address. In particular, the Authority will ensure that any conditions are:

- relevant to the need to make the premises suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects
- decided on a case by case basis

14.4 The Authority will not consider imposing conditions:

- which make it impossible to comply with an operating licence condition imposed by the Gambling Commission;
- relating to gaming machine categories, numbers or method of operation;
- which specify that membership of a club or other body is required; and
- in relation to stakes, fees, winnings or prizes.

15. Casinos

15.1 The Authority has already considered its position under Section 166 of the Gambling Act 2005 regarding the application for a casino and has not passed a 'no casino' resolution.

16. Betting Machines in Betting Premises

16.1 The Authority is aware of its power to restrict the number of betting machines, their

nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence.

- 16.2 In the event that the Authority considers whether to impose such a condition on any particular licence it may, among other things, take into account the size of the premises, the number of counter positions available for person to person transactions, and the ability of staff to monitor the use of the machines.

17. Bingo

- 17.1 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licence, for that or those excluded areas.

- 17.2 Section 172(7) of the Act provides that the holder of bingo premises licences may make available for use a number of category B gaming machines for use on the premises.

- 17.3 This authority also notes the Commissions Guidance in the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted. It is not permissible for all of the gaming machines to which each of the licenses brings an entitlement to be grouped together within one of the licensed premises.

- 17.4 New rules are laid down in the Act about the playing of bingo specifically in alcohol-licensed premises, clubs and miners welfare institutes. Where the level of bingo played in these premises, under the exempt gaming allowances, reaches a certain threshold, it will no longer be authorised by these allowances, and a bingo operating licence will be required by the commission.

- 17.5 The holder of a bingo operating licence will be able to provide any type of bingo game including cash and prize bingo.

- 17.6 Commercial bingo halls will require a bingo premises licence from the Council

- 17.7 Children and young people are allowed into bingo premises, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed, local authorities will ensure that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

18.0 Tracks

- 18.1 Only one premises licence can be issued for any particular premises at any time unless the premises is a 'track'. A track is a site where races or other sporting events take place.
- 18.2 Track operators are not required to hold an 'operators licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their responsibilities in relation to the proper conduct of betting. Indeed, track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.
- 18.3 Although there will, primarily be a betting premises licence for the track there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.
- 18.4 When considering whether to exercise its power to restrict the number of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines, especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people betting on the machines.

19. Temporary Use Notices

- 19.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 19.2 The Licensing Authority can only accept a Temporary Use Notice from a person or company holding a relevant operating licence.
- 19.3 Regulations prescribed by the Secretary of State provide that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming where the gaming is intended to produce a single winner, for example games such as backgammon, cribbage, bingo and poker.
- 19.4 There are a number of statutory limits as regards temporary use notices. Gambling Commission Guidance is noted that "The meaning of "premises" in part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.
- 19.5 The Licensing Authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission Guidance.

20. Occasional Use Notices

20.1 The Licensing Authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The Licensing Authority will though need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

21. Gaming Machines

21.1 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' imparted by the action of the machine would cause it to be a gaming machine.

21.2 The Authority is aware of its power to restrict the number of gaming machines in certain circumstances. In the event that the Authority considers whether to impose such a restriction on any particular permit it may, among other things, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.

21.3 The Authority will be unable to issue premises licences to authorise gaming machines in certain types of premises. These generally will be premises to which children and vulnerable people will have unrestricted access and would include take-away premises, taxi offices, supermarkets etc.

22. Unlicensed Family Entertainment Centre Gaming Machine Permits

22.1 Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the Licensing Authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

22.2 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit" and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25. The Gambling Commission's Guidance also states that in their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits and licensing authorities will want to give weight to child protection issues.

22.3 Guidance also states that an application for a permit may be granted only if the Licensing Authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application, licensing authorities may wish to consider asking applications to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- That the applicant has no relevant convictions (those that are set out in the Act); and
- That staff are trained to have a full understanding of the maximum stakes and prizes.

22.4 It should be noted that a Licensing Authority cannot attach conditions to this type of permit.

22.5 This Licensing Authority has adopted a Statement of Principles that is available from the licensing department or at (www.coventry.gov.uk). Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Licensing Authority for a licence or permit.

22.6 With regard to renewals of these permits, a Licensing Authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

23. (Alcohol) Licensed Premises Gaming Machine Permits

23.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the Licensing Authority. The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises

23.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

This Licensing Authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

23.3 It is recognised that some alcohol-licensed premises may apply for a premises licence for the use of gaming machines in their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

23.4 It should be noted that the Licensing Authority can decide to grant the permit application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

23.5 It should also be noted that the holder of a permit must comply with Gaming Machines in Alcohol Licensed Premises Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).

24. Prize Gaming Permits

24.1 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of principles that they propose to apply in exercising their functions under this Schedule" which "may, in particular, specify matters that the Licensing Authority propose to consider in determining the suitability of the applicant for a permit".

24.2 This Licensing Authority has adopted a Statement of Principles that is available from the licensing department or at (www.coventry.gov.uk). Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Licensing Authority for a licence or permit.

24.3 In making its decision on an application for this permit the Licensing Authority does not need to but may have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

24.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but the Licensing Authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

25. Club Gaming and Club Machine Permits

25.1 Members' Clubs and Miners' Welfare Institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

25.2 Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

25.3 Licensing authorities may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for a members' or Commercial Club or Miners' Welfare Institute and therefore is not entitled to receive the type of permit for which it has applied;

- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the police

25.4 It should be noted that there is a 'fast-track' procedure available for premises which hold a Club Premises Certificate under the Licensing Act 2003. The Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a Club Gaming Permit or Club Machine Permit issued to the applicant in the last ten years has been cancelled."

25.5 There are statutory conditions on Club Gaming Permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

26. Lotteries

26.1 In carrying out its functions in relation to Lotteries, the Authority will have regard to the Act, any guidance issued by the Commission from time to time and any Regulations issued by the Secretary of State.

26.2 The Act makes it illegal to promote lotteries unless they are licensed or within an exempt category. One such exemption relates to registered small society lotteries and the Council is responsible for registering small society lotteries, which are promoted by non-commercial organisations that are established for:

- Charitable purposes
- For the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity
- For any other non-commercial purpose other than that of private gain.

27. Exchange of Information

27.1 The principle that the Licensing Authority will apply in respect of the exchange of information between it and the Gambling Commission and those bodies listed in Schedule 6 of the Act is that it will act in accordance with the provisions of the Gambling Act 2005 which includes the provision that the Data Protection Act 1998 will not be contravened. The Licensing Authority will also have regard to any guidance issued by the Gambling Commission to Local Authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

28. Enforcement

28.1 The Council will liaise with the Gambling Commission and other enforcing authorities on enforcement issues and will look to carry out joint inspections. The targeting of resources towards high-risk premises and activities that require greater attention will

provide a more efficient deployment of the Council's officers and other officers that are commonly engaged in enforcing gambling law and inspection of licensed premises. A lighter touch will apply in respect of low risk premises, which are well run.

28.2 The Council's approach to enforcement will be based on identified risk and will take into account:

- Relevant codes of practice
- Guidance issued by the Gambling Commission
- The licensing objectives
- The principles set out in this statement of gambling policy

28.3 In general, action will only be taken in accordance with the principles of the Regulatory Compliance Code, Licensing Authority Enforcement Policy and the relevant provisions of the Regulatory Enforcement and Sanctions Act 2008. To this end the key principles of consistency, transparency and proportionality will be maintained.

28.4 The Council will also be guided by the Gambling Commission's Guidance for local authorities and will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects

28.5 In accordance with the Gambling Commission Guidance to Licensing Authorities the Council will endeavour to avoid duplication with other regulatory regimes as far as possible.

28.6 The main enforcement and compliance role for this Licensing Authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions, which it authorises. The Gambling Commission will be the enforcement body for the Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Licensing Authority but will be notified to the Gambling Commission.

29. The Licensing Process

29.1 The powers of the Council as a Licensing Authority under the Act may be carried out by the Licensing and Regulatory Committee, by a Sub-Committee or, instead, by one or more Council officers acting under delegated authority. The Council has adopted the following scheme of delegation:-

Matters to be dealt with	Full Council	Full Committee	Sub Committee	Officers
Three year Gambling Policy	X			
Policy not to permit casinos	X			
Fee Setting – when appropriate		X		
Application for premises licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a provisional statement			Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application to review premises licence/club premises certificate			X	
Application for club gaming/club machine permits			Where objections have been made and not withdrawn.	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits			X	
Applications for other permits/registration of small society lotteries				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	
Decision on whether a complaint is irrelevant frivolous vexatious etc				X
Decision as Responsible Authority to call for a Review of a Premises Licence				X

29.2 Application forms will be in the format prescribed by regulations. The form will need to contain information that describes the gambling activities to be provided, the operational procedures, hours, nature of the location, needs of the local community, etc. Most importantly, the applicant will have to detail the steps that will be taken to promote the three licensing objectives. From 6th April 2016 applicants should carry

out a risk assessment before they apply for a premises licence or to vary a premises licence.

- 29.3 Applicants are encouraged to fully consult the Police and other responsible authorities well in advance of submitting their applications. Application forms and guidance leaflets will be available from the Place Directorate, Regulatory Services, including contact names for each of the responsible authorities that will be receiving applications. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.
- 29.4 The Act requires licensing authorities to maintain a register of premises licences issued. The register must be available at any reasonable time to the public, who can request copies of the entries. The register will be located at:

Coventry City Council
Regulatory Services
3rd Floor Broadgate House
Broadgate
Coventry
CV1 1NH

Effective date of reviewed policy: 31st January 2016 Valid until 30th January 2019

23 July 2015

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor Townshend

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues Report

Is this a key decision?

No

Executive Summary:

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

Recommendations:

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

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report author(s): Usha Patel

Name and job title: Governance Services Officer

Directorate: Resources

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Enquiries should be directed to the above person.

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

This report is published on the council's website:

www.coventry.gov.uk/meetings

	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	<p>Report back on Progress of ongoing Development of the Youth Space in Cope Street, Coventry</p> <p>Report back on progress</p> <p>(CM(CS&E) 21st March, 2013 (Minute 73/13))</p>	tbc	<p>Executive Director of People</p> <p>Steve Wiles</p>		
2	<p>Equality Strategy</p> <p>End of year report</p> <p>(CM(P&E) 22 Jan 2015 (Minute 73/14))</p>	September 2015	<p>Chief Executive</p> <p>Surindar Nagra/ Jenni Venn</p>		
3	<p>Use of Covert Surveillance of Employees Policy and Procedure</p> <p>Annual report, only if applications have been received.</p> <p>(CM(P&E) – 4th Sept, 2014 (Minute 26))</p>	Sept 2015	<p>Executive Director of Resources</p> <p>Helen Lynch</p>		
4	<p>Equalities in Employment</p> <p>Progress report</p> <p>(CM(CS&E) 5th Sept 2013 (Minute 32))</p>	First meeting in the New Municipal Year	<p>Executive Director of Resources</p> <p>Shokat Lal</p>		This information is to be included in the Workforce Profile report that will be submitted to CM (SF&R) for consideration.
5	<p>Petition – security fencing to open land at rear of 2-66 Brookside Avenue</p> <p>Update progress report</p> <p>(CM(P&E) 23.04.2015 (Minute 103))</p>	On or before 31 October 2015	<p>Executive Director of Place</p> <p>Graham Hood</p>		

	<p>Petition – improve environment and security of Hearsall area of Coventry</p> <p>Updated progress report (CM(P&E) 23.04.2015 (Minute 104))</p>	On or before 31 October 2015	Executive Director of Place Simon Hutt		
7	<p>Public Space Protection Order (Coventry Dog Control)</p> <p>A review of arrangements after a year of operation (CM(P&E) 18 December 2014 (Minute 58))</p>	On or before 31 December 2015	Executive Director of Place Craig Hickin		
8*	<p>Report in response to a petition concerning a property in Earlsdon Ward</p> <p>Progress made on resolving the issues (CM(P&E) 18.12.2015 (Minute 60 & 64))</p>	First Cabinet Member meeting in the New Municipal Year	Executive Director of Place Steve Chantler		
9	<p>Local Democracy Week</p> <p>Interim report on progress in relation to recommendations made at 22 Jan 2015 meeting (CM (P&E) 22.01.2015 (Minute 75))</p>	First meeting in New Municipal Year	Executive Director of Resources Matt Rossi		Update to be included in the public engagement strategy report to be submitted to the Electoral Arrangements Advisory Panel for consideration.
10	<p>Fines Policy – Redress Schemes for Letting Agents and Property Management</p> <p>Report back on operation of system (CM(P&E) 22 Jan 2015 (Minute 72))</p>	On or before 30 September 2015	Executive Director of Place Allan Harwood		

11	<p>Processing of CCTV footage for investigating Alleged Employee Misconduct</p> <p>Annual report</p> <p>(CM(P&E) 22 Jan 2015 (Minute 74))</p>	On or before 31 March 2016	<p>Executive Director of Resources</p> <p>Anjeli Bajaj</p>		
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