



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 14 October, 2015

Place

Committee Rooms 2 and 3 - Council House

Public Business**1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes** (Pages 5 - 8)

(a) To agree the minutes of the previous meeting held on 9 September, 2015

(b) Matters Arising

4. Progress Update on the Implementation of the New Domestic Violence and Abuse Services (DVA) Commissioned Services for Coventry (Pages 9 - 12)

Briefing Note of the Executive Director of People

Councillor Dr R Auluck, Deputy Cabinet Member for Policing and Equalities, has been invited to attend the meeting for consideration of this item.

5. Electoral Participation Framework 2015 (Pages 13 - 20)

Briefing Note of the Executive Director of Resources

Councillor P Townshend, Cabinet Member for Policing and Equalities, has been invited to attend the meeting for consideration of this item

6. Outside Bodies - Reporting Arrangements 2015/16 (Pages 21 - 26)

Report of the Executive Director of Resources

7. Reports Back on the Work of Outside Bodies

(a) Albany Theatre Trust (Pages 27 - 30)

Report of Councillor Kershaw

- (b) Coventry Citizens Advice Bureau (Pages 31 - 34)
Report of Councillor Abbott
- (c) Voluntary Action Coventry (Pages 35 - 38)
Report of Councillor Abbott

8. **Outstanding Issues**

All outstanding issues have been included in the Work Programme

9. **Scrutiny Co-ordination Committee Work Programme 2015/2016** (Pages 39 - 46)

Report of the Scrutiny Co-ordinator

10. **Any Other Items of Public Business**

Any other items of public business which the Chair 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

Tuesday, 6 October 2015

- Notes:1) The person to contact about the agenda and documents for this meeting is Suzanne Bennett, Democratic Services, Council House, Coventry, telephone 7683 3072, alternatively Tel: 024 7683 3072 Email: Suzanne Bennett@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Suzanne Bennett later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
 - 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Committee, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors N Akhtar (Deputy Chair), R Auluck, J Blundell, G Duggins (Chair), T Khan, R Lakha, J Mutton, M Mutton, K Taylor and D Welsh

By invitation Councillors Dr R Auluck, P Townshend

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.

Liz Knight

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Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.30 am on
Wednesday, 9 September 2015

- Members: Councillor G Duggins (Chair)
Councillor N Akhtar (Deputy Chair)
Councillor Crookes (Substitute for Councillor Blundell)
Councillor Lakha
Councillor J Mutton
Councillor M Mutton
Councillor D Welsh
- Other Members: Councillor R Auluck, Deputy Cabinet Member for Policing and Equalities
Councillor Clifford, Deputy Cabinet Member for Health and Adult Services
Councillor A Lucas, Cabinet Member for Policy and Leadership
- Employees (by Directorate):
- Chief Executive's: G Faherty, E McDermott, J Moore, M Reeves, T Richardson
- Resources: S Bennett, G Holmes
- Others present: R Oluyemi and E Yates, Coventry Haven
- Apology: Councillors J Blundell, T Khan and K Taylor

Public Business

18. Declarations of Interest

There were no disclosable pecuniary interests declared.

19. Minutes

The Minutes of the meeting held on 29 July, 2015 were signed as a true record.

There were no matters arising.

20. Female Genital Mutilation

The Scrutiny Co-ordination Committee considered a Briefing Note which updated the Committee on the issue of Female Genital Mutilation (FGM) in Coventry, together with an update on national measures implemented in relation to FGM. It provided an update on the prevalence of FGM in Coventry and progress against the recommendation's endorsed by Scrutiny Co-ordination Committee last year (Minute 21/14 refers). The Briefing Note also informed the Committee of local measures taken to eliminate the practice of FGM.

The Chair, Councillor Duggins, on behalf of both the Committee and the whole Council, placed on record his sincere thanks to Councillor Gingell for the ground breaking work carried out by her in relation to FGM. In particular, Councillor Duggins referred to the way that Councillor Gingell has raised the profile of FGM, moving the issue up the national political agenda and ensuring that Coventry had led the way on this issue. Members of the Committee and officers paid tribute to all of the work carried out by Councillor Gingell.

Following a comprehensive presentation by Councillor Dr R Auluck, Deputy Cabinet Member for Policing and Equalities, and officers, the Committee sought further information/clarification on the following issues:-

- Work carried out with Primary Schools and School Governing Bodies on this issue. The Committee noted that there was a resource pack available to schools and that letters are sent out from the Cabinet Member for Education to all Headteachers highlighting the higher risk to girls during the school holidays.
- Work undertaken to engage with communities. In particular, the Committee noted and welcomed the appointment of “community champions” from practising communities who have been trained in FGM to enable them to educate their peers on the practice and offer support to women and children at risk of or affected by FGM
- Data collected from GPs and University Hospital Coventry and Warwickshire and how that data
- Resources available to tackle this issue, including investment from partner organisations

RESOLVED that the Scrutiny Co-ordination Committee:-

- (1) Notes and welcomes the progress detailed in the Briefing Note and reported at the meeting**
- (2) Recommends that the Cabinet Member for Education requests that:-**
 - (i) All school governing bodies have Female Genital Mutilation on their agendas as a safeguarding issue, with special regard to the changes to the law regarding mandatory reporting.**
 - (ii) That officers from Public Health be invited to attend both Primary and Secondary Head’s meetings to raise the important role schools can play in addressing and preventing Female Genital Mutilation.**
- (3) That Councillor Gingell be sent a letter from the Committee paying tribute to all of the work carried out by her on this issue.**

21. **Cultural Trust Review**

RESOLVED that this item be deferred to the meeting of the Committee to be held on 21 October, 2015 (Minute xx below refers)

22. **Combined Authority - Progress**

The Scrutiny Co-ordination Committee received an oral update at the meeting from both the Leader of the Council, Councillor Mrs Lucas, and the Chief Executive, Martin Reeves on progress on the Combined Authority. The Committee noted:-

- The recent decision of Warwickshire County Council that they would prefer to team up with Coventry and form a smaller Combined Authority and the fact that the County Districts were still considering this matter.
- The fast pace at which this issue is progressing and negotiations and discussions that are taking place with the other local authorities and government officials.
- Critical timelines that, if approved by the local authorities involved, would enable the new Combined Authority to be vested as near to 1 April, 2016 as possible.
- How it was envisaged that the Combined Authority would be serviced, both politically and administratively, noting that this would not create another level of bureaucracy.
- Issues relating to the possibility of a Metro Mayor

RESOLVED that progress on this issue be noted.

23. **Scrutiny Management**

The Committee noted that the following two reports of the Executive Director of Resources had been considered by Cabinet at their meeting on 11 August, 2015:-

- (1) Public Consultation – Local Council Tax Support Scheme
- (2) Improving Accommodation for Older People

Councillor Duggins, Chair of Scrutiny Co-ordination Committee had attended this meeting and agreed that the decisions were urgent and that call-in should not apply.

In accordance with Paragraph 19.4 of Part 3E of the Council's Constitution, the reports were presented to Scrutiny Co-ordination Committee to inform them of the reasons for urgency. The reasons for urgency were that consultation on both proposals needed to commence at the earliest opportunity.

24. **Outstanding Issues**

The Committee noted that all outstanding issues had been included in the Work Programme for the current year.

25. **Scrutiny Co-ordination Committee Work Programme 2015/2016**

The Committee considered their Work Programme for 2015/16.

RESOLVED that the meeting of the Committee identified as “if necessary” and scheduled for 21 October, 2015 take place to consider the following items and that the Work Programme be updated accordingly:-

1) The Ricoh Arena railway station

2) Cultural Trust Review

3) Update on Combined Authorities (deferred from 14 October, 2015)

26. **Any Other Items of Urgent Public Business**

There were no other items of public business.

(Meeting closed at 12.10pm)



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee

Date: 14 October 2015

Subject: Progress update on the implementation of the new Domestic Violence and Abuse Services (DVA) commissioned services for Coventry

1 Purpose of the Note

To provide the Scrutiny Co-ordination Committee with an update on the implementation and performance of the new commissioned Domestic Violence and Abuse services in the city (previously presented to the Committee on 4th March 2015) which commenced on 29th September 2014.

The note has a particular focus on: -

- New features of the service which have made a tangible change to service delivery
- Development areas across the term of the contract

2 Recommendations

Scrutiny Co-ordination Committee is recommended to:-

- Note the progress of the new commissioned services against key performance indicators.
- Receive yearly updates on progress, with the next one in October 2016.
- Note the governance arrangements in place regarding monitoring and how the service links to statutory services

3 Information / Background

- 3.1 The new commissioned Domestic Violence and Abuse (DVA) services commenced on 29th September 2014 and replaced existing contracts. These new services include the Single Point of Access (SPA) service for Coventry which aims to provide a one-stop contact point for victims of domestic violence.

The new service consists of four key providers, each providing a specific element of the service model: -

- Refuge – helpline/single point of access and victim community based support
- Safe and Supported Partnership (SSP) – victim supported accommodation
- Barnardo's Defuze – children and young people's service
- Fry Housing Trust – perpetrator service

3.2 Fundamental to all services is the focus on children who may be involved or subject to domestic violence. All services ensure that information is shared across providers and statutory agencies to ensure that no child is missed and services are linked appropriately to support children who are affected by DVA. The strengthened focus on partnership working and the aspiration for a seamless service are integral to the way the new commissioned services are provided.

4 Performance

Changes that have made a difference in the last year:

- Clear single point of access for victims and professionals
- Information sharing protocols across partner agencies to ensure that victims and children are not missed and receive appropriate support
- Improvements to case management processes through the Refuge IMPACT database
- Increased number of supported accommodation units (including increase for people from Black and Minority Ethnic or Refugee (BAMER) backgrounds) from 40 to 54 units
- Progress between commissioned services to deliver a seamless service in the City
- DVA commissioned services are now represented on the DVA Operations Group (a meeting of key stakeholders including social care, the police, safeguarding leads, Coventry & Warwickshire Partnership Trust and Coventry and Rugby Clinical Commissioning Group).
- A new perpetrator programme which has seen a large number of people access the service (see performance section below for details)

Development areas

The services have now been running for 12 months. It was anticipated that across the term of the contract (four years), there would be areas that would need to be developed / changed, hence the focus on a flexible service model.

Some key areas that are currently being progressed include: -

- Developing a process for victims requiring supported accommodation with no recourse to public funds who do not have children
- Establishing prioritisation criteria for perpetrator service
- Eliminating duplication of paperwork being completed by providers for the same case (e.g. risk assessments)
- Raising awareness and understanding of DVA services by partner agencies across all levels including roles and responsibilities
- Making links with the Law Centre on complementary services provided for victims requiring legal support

It should also be noted that a non-contracted provider for Domestic Violence and Abuse services (Coventry Haven) is still active in the City and provides a valuable service to Coventry.

Summarised data / numbers

During the first nine months of the contract (latest analysed data available) the following levels of activity have been reported: -

- A total of 489 victims received community based support from Refuge

- Positively, 650 contacts from professionals in quarter 3 to the service (updates / reports regarding clients)
- 157 victims were accommodated through SSP supported units
- Utilisation of the accommodation has been consistently high
- 79 people have accessed the perpetrator programme (of which 53 have completed the course)
- High number of referrals for the service from social care – 77% were referred by social care in Q3
- At end of Q3, 50 young people were receiving support from Barnardos
- For those 50 children supported, nearly 300 interventions were delivered by the service (with over 60% being face to face)

It should be noted that all services have met or exceeded their KPI targets since the service commenced.

5 Governance Arrangements

- 5.1 As part of the contract, providers are subject to a range of contract monitoring and performance management processes which include: -
- Site visits to services (where applicable)
 - Regular meetings with providers
 - A formal contract management review, led by Procurement Services, which will start in November to ascertain value for money and key areas for development for services
 - Links to other services / areas to ensure partnerships are in place and services improved
 - Key data / performance reports
- 5.2 This monitoring process will continue for the duration of the contract to ensure that effective services continue to be provided, that value for money is achieved and that key links to the strategic direction within Coventry's DVA model are fully embedded across service delivery.
- 5.3 All services have met the targets and key performance indicators (KPIs) as required by the service specifications. Data in respect of outcomes achieved will be provided once the service users have completed their support plan and received their package of support.

Authors: Isabel Merrifield, Assistant Director, Performance and Quality. Tel 7683 1652
Inderjit Lahel, General Manager, Strategic Commissioning. Tel 7683 3423

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Coventry City Council

Briefing note

To: Scrutiny Coordination Committee

Date: 14 October 2015

Subject: Electoral Participation Framework 2015

1 Purpose of the Note

- 1.1 To provide information to the Committee on activities undertaken within the Electoral Participation Framework together with details of electorate figures and response rate to the annual canvass.

2 Recommendations

- 2.1 That Scrutiny Co-ordination Committee notes the framework and makes any comments or recommendations to the Electoral Registration Officer for consideration on future activities.

3 Information/Background

- 3.1 The Electoral Registration Officer (ERO) has a duty to encourage participation in electoral registration and elections as required by the Representation of the People Act 1983. As part of the Electoral Commission's performance standards the ERO is required to demonstrate that they have a public engagement strategy in place to encourage participation. There has been a framework in place in Coventry for the last 5 years and each year it is reviewed to ensure that the best use of resources and build on success. This framework also now includes the activities undertaken during Local Democracy Week as the responsibility for this has now transferred to the Electoral Services Team.
- 3.2 Attached to the report at Appendix 1 is a draft framework which has been based on the electoral registration and election timetable for the financial year and leading into the elections in May 2016. The general objectives of the Framework are to:
- Encourage people to register to vote during the annual canvass and respond to forms
 - Promote electoral registration and voting in 'hard to reach' community groups, including young people and home movers
 - Encourage people to register to vote at the election in May 2016 and any future referendum
 - Assist effective local reporting of electoral issues and events
- 3.3 As detailed in appendix 1 to the report the proposed framework will be carried out in 3 phases:
- Phase 1: Annual household canvass and outreach including Local Democracy Week (July – November 2015)

- Phase 2: Increasing registration and awareness of alternative voting methods in advance of the elections (January – March 2016)
 - City Council and Police & Crime Commissioner Elections promotion and outreach (March – May 2016)
- 3.4 The proposed objectives within the framework are to:
- Encourage registration and encourage householders to respond to the annual household canvass in order to obtain information to encourage new residents to register
 - Encourage eligible first time voters and young people to vote
 - Encourage electoral registration and voting in "hard to reach" community groups including young people and home movers
 - Assist effective local reporting of the annual household canvass promote registration during Local Democracy Week
 - Encourage people to register for and vote at elections
 - Assist effective local reporting of the elections
- 3.5 This is the first annual canvass since the move to Individual Electoral Registration (IER) and presents certain challenges around residents understanding the new processes. We have therefore been trying to ensure that we get information out that explains what needs to be done which has included leaflets with the Household Enquiry Forms (HEFs).
- 3.6 The service continues to work with other City Council departments and community groups in order to carry out activities and improve the way information is shared. This includes work which is being conducted to consider a shared data approach with Council Tax and also the 'My Account' portal to obtain information on new residents and changes to eligibility to register. Discussions are also taking place with the Customer Contact centre to establish how information can be obtained at first point of contact which reduces the need to send household enquiry forms when changes to residents happen at a property, also to establish how this can be used to encourage people to register individually.
- 3.7 We are working closely with the Universities and Student Unions at both universities to encourage students to register. We have attended Freshers' Fayres at City College, the University College, Coventry and Warwick Universities. We will receive during October information from the University Accommodation teams and private landlords of the names of the students in their halls to enable us to issue Invitations to Register. We are also recruiting dedicated Canvassers to visit Residential Care Homes and both Coventry and Warwick University Halls of Residence. For the Universities we are in discussions regarding recruiting students for the halls of residence as they do not like non-students entering the properties.
- 3.8 Attached at appendix 2 are comparisons of the electorate figures at three points over the last 12 months, together with pending deletions which are electors who will be removed over the next 2-3 weeks, potential electors who have received invitations to register and unconfirmed electors which will impact on the overall electorate when the revised register is published on 1 December 2015.
- 3.9 The response rate to the annual canvass as at 24 September 2015 was 59%; this is after 3 forms have been sent to properties. The next stage will be the personal canvass which commences on 8 October 2015.

AUTHOR'S NAME, DIRECTORATE AND TELEPHONE NUMBER

Liz Read, Electoral Services Manager, Resources Directorate – 024 7683 3177

Phase 1 - Annual Household Canvass and Outreach (July – November 2015)

Our objectives	How we deliver it	The resources that we use	How we measure our success
Encourage householders to respond to obtain information to encourage individuals to register			
Emphasise the reasons why householders need to respond, including the legal requirements	<ul style="list-style-type: none"> • Leaflet included with HEF (July/August), updated Electoral Services web pages (August), Facebook and Twitter updates (August/September), Cityvision • Promotional Event in West Orchards October Half Term • Production of 3 adverts which can be streamed, used on website, large screen televisions etc 	<ul style="list-style-type: none"> • Cost included in HEF production costs • Support of Communications Team • Budget £5000 	<ul style="list-style-type: none"> • Number of responses to initial HEF • Number of website "hits" via the link to the election pages
Visit every non-responding property to obtain potential elector details	<ul style="list-style-type: none"> • Implement a recruitment plan to recruit canvassers across the city (June/July) 	<ul style="list-style-type: none"> • Separate canvass budget • Support of Communications Team 	<ul style="list-style-type: none"> • Canvassers employed to every area
Emphasise why people need to register themselves Individually even after responding to the HEF	<ul style="list-style-type: none"> • Leaflet included with HEF, Website, Facebook and Twitter update, adverts on street banners, posters in community buildings, libraries 	<ul style="list-style-type: none"> • Proposed budget of £5000 • Support of Communications Team 	<ul style="list-style-type: none"> • Number of individual registration applications
Remind 18 year olds of their newly gained right to vote	<ul style="list-style-type: none"> • Birthday cards sent to every registered elector with an 18th birthday during the current electoral year (Dec-Nov) 	<ul style="list-style-type: none"> • Proposed budget of £400 • Support of Communications Team 	<ul style="list-style-type: none"> • Cards sent in a timely manner prior to each birthday
Remind 16-18 year olds to register	<ul style="list-style-type: none"> • Contact made with sixth forms (September) provision of information and visits – September 2015 • Data obtained from Education team on rising '18' year olds and sending of Invitation to register forms 	<ul style="list-style-type: none"> • Visits provided by Electoral Services Team • Information sharing with Youth Service and Education teams • Costs included in the annual canvass budget 	<ul style="list-style-type: none"> • Number of registered 16-18 year olds monitored • Feedback from schools

Undertake localised communications to target specific communities with the lowest response rates	<ul style="list-style-type: none"> • Work with local groups to provide information and support • Target low responding areas with specific advertising 	<ul style="list-style-type: none"> • Proposed budget of £1500 • Support of Communications Team
Promote and encourage registration from Coventry faith groups	<ul style="list-style-type: none"> • Information provided to all registered groups and offers of support/resources 	<ul style="list-style-type: none"> • Minimal postage and printing cost • Free translated leaflets from Electoral Commission • Support of Equality & Diversity Officer
Provide information to students at both Coventry and Warwick Universities	<ul style="list-style-type: none"> • Work with Student Unions and University Accommodation Teams to provide information about voter registration along with links to registration webpage • Attendance at Freshers Fayres, Registration Days and other events the Universities are holding for students including adverts in Student Handbooks • Facebook and twitter campaign targeting Students – this will also be run again in February 2016 	<ul style="list-style-type: none"> • Electoral Services Team resource • Support of Communications Team • Budget of £500 encouragement activities • Budget of £3,000 for Facebook and Twitter campaign
Issue a press release detailing the registration process and the reasons why households should respond ASAP	<p>Press release issued to coincide with first delivery of registration forms</p> <p>Twitter and Facebook messaging</p>	<ul style="list-style-type: none"> • No financial cost • Support of Communications Team
Undertake activities as agreed in LDW programme	<p>Delivered during the nationally designated week (October)</p> <p>Promotional activities held at appropriate events</p> <p>Publicity of events to promote participation</p>	<ul style="list-style-type: none"> • Proposed budget of £2000

Phase 2 – Individual Registration Promotion and Outreach (January - March 2016)

Work to encourage Individual Electoral Registration			
Emphasise why people need to register themselves Individually	<ul style="list-style-type: none"> Website, Facebook and Twitter update, adverts on street banners, posters in community buildings, libraries Radio Advertising Facebook and Twitter Advertising Hosting information desks at other Council events 	<ul style="list-style-type: none"> Proposed budget of £8000 Support of Communications Team Electoral services resource 	<ul style="list-style-type: none"> Number of individual registration applications Contact from potential electors

Phase 3 – Election Promotion and Outreach (March – May 2016)

Our objectives	How we deliver it	The resources that we use	How we measure our success
Encourage people to register to and to vote at the election 5 May 2016			
Emphasise the individual registration and postal vote application deadline	Advertising campaigns targeting wards with lowest turnout (late March), articles in partner publications (March/April)	<ul style="list-style-type: none"> Proposed budget of £3500 Support from Communications Team 	<ul style="list-style-type: none"> Timely publication of adverts Number of articles monitored by Communications Officer Polling day questionnaire
Publicise the election as an event to remind electors to vote	A one week local radio campaign (week before election), Posters placed at polling stations (week before the election), Street banners (late April), a countdown button on the Council website along with Facebook and Twitter updates	<ul style="list-style-type: none"> Proposed budget of £5500 Support from Communications Team 	<ul style="list-style-type: none"> Number of website "hits" via the link to the election pages Contact random venues to ensure the posters have been displayed Polling day questionnaire with specific questions about public awareness activities

Local Democracy Week 2015 – Proposed Timetable of Events

Monday 12 th October	Tuesday 13 th October	Wednesday 14 th October	Thursday 15 th October	Friday 16 th October
<p>Event: Virtual Council (GovernIT)</p> <p>Venue: Lord Mayor’s Hospitality Suite</p> <p>Time: 9.30am – 3pm</p> <p>Target audience: Mix of University students and college students</p>	<p>Event: Democracy Day</p> <p>Venue: Diamond Room 2</p> <p>Time: 9.00am – 4.00pm</p> <p>Target audience: Mix of University students and college students</p>	<p>Event: Lord Mayor for a Day</p> <p>Venue: Council House – various</p> <p>Time: 9.30am – 3.00pm</p> <p>Target audience: Pupils from Earlsdon Primary School</p> <p>Event: Question Time</p> <p>Venue: Council Chamber</p> <p>Time: 1.00pm – 3.00pm</p> <p>Target audience: University students - Politics</p>	<p>Event: Democracy Challenge</p> <p>Venue: TBC</p> <p>Time: 1.00 – 3.00pm</p> <p>Target Audience: Elected Member and students from colleges.</p>	<p>Event: Year 12 School Debating Competition</p> <p>Venue: Council Chamber</p> <p>Time: 1.00pm – 5.00pm</p> <p>Target audience: Year 12 Students</p>



Round: 1



Appendix 2

Ward	Electorate as at 1/12/14	Electorate as at 1/6/15 **	Electorate as at 23/9/15	Electors Pending Deletion	Pending Electors	Unconfirmed Electors
Bablake	12716	12952	12793	132	472	260
Binley and Willenhall	12483	12656	12499	184	570	304
Cheylesmore	12170	12367	12157	147	592	323
Earlsdon	12296	12503	12341	159	530	397
Foleshill	12238	12385	12248	191	713	778
Henley	13634	13734	13526	149	590	440
Holbrook	12712	12919	12773	183	664	422
Longford	13676	13817	13653	184	588	391
Lower Stoke	14193	14792	14645	191	837	418
Radford	13191	13418	13232	184	679	572
Sherbourne	11927	12183	12119	176	610	334
St Michael's	10840	12224	12019	171	3147	855
Upper Stoke	13148	13340	13219	174	718	521
Wainbody	9556	11264	11124	88	1784	248
Westwood	12843	13259	13102	154	574	376
Whoberley	11645	12010	11826	194	588	544
Woodlands	13402	13772	13618	149	550	218
Wyken	13019	13080	12916	138	529	293
	225689	232675	229810	2948	14735	7694

**** Please note these figures will be inflated as people were registering in time for the election but people who had moved were not reviewed.**



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee

Date: 14th October 2015

Subject: Outside Bodies – Reporting Arrangements 2015/16

1 Purpose of the Note

1.1 To consider the reporting arrangements for outside bodies to Scrutiny during 2015/16.

2 Recommendations

2.1 The Scrutiny Co-ordination Committee is recommended to:

- 1) agree the amended list of outside bodies that report to Scrutiny Co-ordination Committee (Appendix 1 section A)
- 2) identify and agree any outside bodies which are required to report to other Scrutiny Boards (Appendix 1 section B)
- 3) consider the content and requirements of the reporting template (Appendix 2)
- 4) request officers to timetable the required outside bodies reports on the appropriate work programmes.

3 Information/Background

- 3.1 The terms of reference for Scrutiny includes a role in receiving reports on outside bodies to which the Council makes appointments at the annual meeting. The Constitution states that at the start of the municipal year, Scrutiny Co-ordination Committee will decide for which outside bodies it wishes to receive reports.
- 3.2 The Council appointed to 62 bodies at its AGM in 2015. To help manage Scrutiny business and ensure that the time spent preparing and considering reports reflects council priorities, at their meeting in October 2014, Scrutiny Co-ordination Committee agreed to receive reports from those outside bodies which received funding from the Council. In addition, those outside bodies for which Members receive remuneration have also been included.
- 3.3 If the outside body is of relevance to the work of the Council, but sits very clearly under the remit of a specific Scrutiny Board, the outside body report is referred to the relevant Scrutiny Board and can report to that board at the discretion of the Chair
- 3.4 The proposed reporting arrangements for 2015/16 are shown in Appendix 1.

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Appendix 1- Proposed reporting routes for outside bodies

A) Scrutiny Co-ordination Committee

ORGANISATION	Reason	Anticipated 2015/16 Grant Funding
Albany Theatre Trust	Funded	£38,775
Belgrade Theatre Trust (Coventry) Limited	Funded	£817,478
Coventry Citizens' Advice Bureau Management Board	Funded	£298,267
Coventry Law Centre Limited	Funded	£517,325
Coventry Refugee and Migrant Centre	Funded	£193,876
Culture Coventry Trust Board of Directors	Funded	£2,613,248
Voluntary Action Coventry	Funded	£150,000
West Midlands Fire and Rescue Authority	Remunerated	
West Midlands Integrated Transport Authority - Transport Delivery Committee	Remunerated	
Whitefriars Housing Group	Remunerated	

B) Outside Bodies previously agreed no report necessary¹ (updated to remove those organisations where no appointment is made)

Adoption Panel
Annie Bettmann Foundation
Barr's Hill School Trust
Birmingham International Airport Consultative Committee
Birmingham International Airport Holdings Limited – Board of Directors
Blue Coat School Foundation
Bond's Hospital Estate Charity Trustees
Bus Lane Adjudication Service Joint Committee (BLASJC)
Children and Young People's Commissioning Board
Council of Governors of the Coventry and Warwickshire Partnership Trust
Coventry Airport Consultative Committee
Coventry and Solihull Waste Disposal Company Advisory Forum
Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel
Coventry and Warwickshire Local Enterprise Partnership Board and Local Transport Body (sub group)
Coventry Association for International Friendship
Coventry Church (Municipal) Charities Trustees
Coventry General Charity Trustees
Coventry Learning Disabilities Partnership Board
Coventry Partnership (including Coventry Learning Disabilities Partnership and Older People's Partnership)
Coventry Schools Admissions Forum

¹ These were agreed by Scrucro on 11th November 2009, 10th July 2013, 8th October 2014

Daimler Green Recreational Trust
Fostering Panel
Foxford School Trust
Governing Body of Blue Coat Academy
Governing Body of Woodlands Academy
Grace Academy
John Friends Memorial Fund Management Committee
Local Government Association – General Assembly
Lyng Hall Trust Limited
Martha Flint and Emma Osmond Educational Foundation
Older People's Partnership Board
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)
Police and Crime Panel
Regional Flood and Coastal Committee
SIGOMA (Special Interest Groups of Municipal Authorities)
Sir Charles Barratt Memorial Foundation
Soothern and Craner Educational Foundation
Stoke Park School Trust
Swillington's Charity Trustees
Tansley Charity Trustees
Tom Mann Centre Trust Management Committee - No routine report required but Committee requested a report on the winding up of the Charity
University of Warwick - Advisory Board of the Institute of Education
University of Warwick Science Park Business Innovation Centre Limited
University of Warwick Science Park Foundation Limited
West Midlands Employers (formerly West Midlands Councils – including sub-groups)
West Midlands Integrated Transport Authority (no allowance paid)
West Midlands Joint Committee
West Midlands Pensions Committee
William Proffitt's Charity
NEW Outside bodies
Seva School – propose no report
West Midlands ITA Joint Overview and Scrutiny Committee (no allowance paid) – propose joint report with West Midlands ITA if required



Coventry City Council



Public report

Report to

Scrutiny Co-ordination Committee

[date]

Report of

[Lead Member]

Title

Report Back on the Work Of Outside Bodies - *[insert name of organisation]*

4 Purpose of the Report

4.1 This report sets out details of the work of *[insert name of organisation]* over the preceding twelve months and details of attendance by the City Council's representatives.

5 Recommendations

5.1 *[Lead Member (in consultation with other members appointed if appropriate) to insert recommendation as to whether appointment should continue to be made to the organisation and any other recommendations felt appropriate]*

6 Information on Work of Outside Body

6.1 *[Brief report on the work of the Outside Body in question – this can be extracted from the organisation's annual report]*

6.2

6.3

7 Benefits to the City Council of the Appointment

7.1 *[Brief details of the benefit to the City Council from the appointment]*

8 What Financial Contribution Does the Council Make to this Organisation

8.1 *[Brief details of any contribution that the City Council makes to the organisation]*

9 Attendance Record and Remuneration for the Appointment

9.1 *[Details to be obtained directly from organisation by Committee Officer and inserted here.]*

List of background papers

Proper officer:

Author:
Councillor,
(Any enquiries should be directed to the above)

Telephone:

Other contributors:

Papers open to Public Inspection

Description of paper

Location: CH59

Schedule of City Council Appointments to Outside Bodies

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Coventry City Council

Public report

Report to Scrutiny Co-ordination Committee

14 October, 2015

Report of
Councillor Kershaw

Title

Report Back on the Work Of Outside Bodies – Albany Theatre Trust

1 Purpose of the Report

- 1.1 This report sets out details of the work of the Albany Theatre Trust over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That Scrutiny Co-ordination Committee notes the report and the work undertaken by the Albany Theatre Trust.
- 2.2 That Scrutiny Co-ordination Committee recommends that the City Council continues to appoint members to the Board of the Albany Theatre Trust on an annual basis.

3 Information on Work of Outside Body

3.1 Audience Figures

In 2014, the number of events held at the Albany Theatre increased by over 50% to 55 events from the previous figure of 36 in 2013. Total audience figures at the Theatre increased by almost 40% to 27,070 from 19,808 in 2013. The average audience figures per month also increased by a total of 80% per month. This reflects a greater awareness that the theatre exists and better promotion of events and more appropriate programming of the theatre.

3.2 Programming

The range of events and use of the theatre by different groups continues to widen: the Programming Committee is slowly but surely developing the Albany Theatre's identity. The Albany is now the home for premieres by the renowned touring company, Ballet Theatre UK and we are to host the theatre's first Shakespeare play since re-opening. All of the local Musical Theatre Societies have presented successful shows and our effort to encourage different community groups to use our facilities is beginning to bear fruit.

3.3 Community events

Community events are when the Trust hires the theatre to local musical theatre societies such as YOG, Guildhall and Three Spires who put on shows for a period of a week. In 2014 the number of community events doubled, and the audience for these events has increased by 50% to 10,401. This is one of the two areas where the Trust wants to increase the theatres activity exponentially by focusing the CCC grant aid on it. The Trust's share of revenue from community events is high despite lower hire charges being offered. This is because audience numbers are growing from a low base after the period when the theatre was closed.

3.4 School and Charity Events

Use of theatre by schools is concentrated in "Schools' Week" – which has grown to cover a two week period. In the five-week period from Saturday June 14 2014 over 1100 young people up to the age of 16 performed on the Albany stage.

3.5 Charging policies

Shifts in the Theatres charging policy have enabled the Trust to reduce hire costs for community and school groups by transferring the burden to professional groups. The Trust relies on revenue from usage to keep the Albany Theatre open. This prudent approach means the Trust have survived the loss of revenue from MCD (Coventry) Ltd who went into receivership in late 2014 owing the Trust £55,000.

3.6 Staffing

Over the previous twelve months, supported by the new Theatre Manager, the Trust have continued to ensure the charity's financial stability and security, and to renovate and improve the theatre infrastructure, but most importantly the focus has been on strengthening and developing the volunteer infrastructure to provide the best possible environment for volunteers to give their time and services in the most productive ways, and get the greatest enjoyment and satisfaction out of the experience.

4 Benefits to the City Council of the Appointment

- 4.1 The City Council benefits from having 1 representative on the Board of the Albany Theatre Trust who acts as an independent director, and ensures that the requirements of local people are properly represented.

5 What Financial Contribution Does the Council Make to this Organisation

- 5.1 The City Council pays an annually reviewed core grant to the Albany Theatre Trust of £38,775.

6 Attendance Record and Remuneration for the Appointment

- 6.1 The City Council representative is Councillor Kershaw. In the period from January 2014 to December 2014 seven meetings were held. Councillor Kershaw attended five of the seven meetings he was entitled to attend.

List of background papers

Proper officer:

Author:
Councillor David Kershaw
(Any enquiries should be directed to the above)

Telephone:
02476 831003

Other contributors:

Papers open to Public Inspection

Description of paper

Schedule of City Council Appointments to Outside Bodies

Location: CH59

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

14 October, 2015

Report of

Councillor Abbott

Title

Report Back on the Work Of Outside Bodies – Coventry Citizens Advice Bureau

1 Purpose of the Report

- 1.1 This report sets out details of the work of Coventry Citizens Advice Bureau over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That the Scrutiny Co-ordination Committee recommend that the City Council continue to nominate a Member to the Coventry Citizens Advice Bureau Management Board.

3 Information on Work of Outside Body

- 3.1 2013 was a particularly strong year for Coventry Citizens Advice Bureau and the organisation managed to reach a number of strategic milestones. These are outlined as follows:

Quality of Advice

Citizens Advice completed a thorough Audit of bureau services and assessed Coventry CAB's quality of advice to be in the top 8% of bureau nationally. This, alongside a full pass in its Management Audit was a great achievement for the organisation and should give Members assurances that Coventry CAB is one of the best bureaus in the country.

Bureau Services

With demand increasing significantly on the bureau's daily drop-in service at the back end of 2012, the trustee board and senior management team implemented a full review and remodelling of the drop-in service. The net result is that through the recruitment of new staff and increases to volunteer numbers, the bureau is able to deal with an additional 100 people per week through the drop-in. This revised model was implemented in October 2013 and already client demand has absorbed the extra capacity that was created.

In addition to the redevelopment of the drop-in service, the bureau launched a major new programme – the SORTED Project – that is designed to provide financial capability support to new tenants or people under the age of 25. This project dealt with 500 referrals in 2013 and early indications from the Housing Associations suggest that clients engaged with this service are 50% more likely to sustain their tenancies than those that are not referred. The project was launched by Martin Lewis, the Money Saving Expert in March 2013.

Welfare Reform

The bureau were one of the founding members of the city's Welfare Reform Group and have worked through the Coventry Partnership to support initiatives around pop-up shops and promotional information to citizens facing changes to their income. The Chief Executive of the bureau is also the Chair of the Coventry Partnership which identified Welfare Reform as its

major theme for 2013. This culminated in a Welfare Reform Conference in October from which a number of new initiatives were drawn.

Recognition and Profile

BBC Newsnight returned once again to Coventry CAB to make a third film; this one focussing on the impact of Bedroom Tax three months into the changes. The bureau also won 2 national awards (out of a total of 4 possible) at the Citizens Advice Annual Conference, the first for Access to Services and the second for its work carried out in partnership with Coventry City Council to implement support for vulnerable people when accessed by bailiffs.

In terms of work with Coventry City Council, the bureau continues to work very closely particularly with Children's Services and in the further development of services through schools in the city. The bureau now delivers outreach services in 44 schools and trains school staff to identify advice issues for parents to ensure that help is provided to that family as early as possible.

Unfortunately the Council has been unable to continue funding the bureau service within the Housing Options department that has been in operation for the last 3 years. However, we are jointly looking for new opportunities to develop services to prevent evictions from the private rented sector through direct work with landlords.

Funding Position

The bureau felt the impact of the Legal Aid cuts and saw a reduction in income of around £100,000 at March 2013. It has however been able to replace some of this funding through new partnerships with the private sector and particularly through new investment from Severn Trent Water, Npower, Western Power Distribution and Coventry Building Society. The work with Severn Trent Water in the delivery of the Big Difference Fund is of particular interest and Severn Trent Water are able to report that 78% of customers that are referred to the CAB are paying their water bills 6 months following the advice intervention. This is a significant service outcome, particularly as Severn Trent Water only refer clients who have not paid any water for at least 2 years prior.

Governance

The trustee board of the CAB is chaired by Simon Brake. In April 2013, the bureau introduced a new Strategic Framework. The bureau is now reviewing its strategic priorities for 2014/15 and anticipates that it will prioritise projects around further development of volunteering, partnership working with Food Banks and delivery of specific projects for young people. The bureau has concerns with regard to the impact of sanctions on people within the city and the further poverty that that will inevitably cause. The bureau has established a new Strategic Sub-Group in order to develop and encourage innovations within the bureau's service model and partnership working.

4 What financial contribution does the Council make to the organisation?

The bureau received a core grant from the city council of £.

5 Benefits to the City Council of the Appointment

The bureau is grateful for the support of the Elected Member. This enables the bureau to work closely with the Council regarding many welfare issues.

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Councils representative on the CAB is Councillor Abbott. There were six Trustee Board meetings held of which Councillor Abbott attended two.

6.2 There is no remuneration associated with this appointment.

List of background papers

Proper officer:

Author:

Telephone: 07944996294

Councillor Abbott

(Any enquiries should be directed to the above)

Other contributors:

None

Papers open to Public Inspection

Description of paper

Location: CH45

Schedule of City Council Appointments to outside Bodies

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Coventry City Council

Public report

Report to

Scrutiny Co-ordination Committee

14 October, 2015

Report of

Councillor F Abbott

Title

Report Back on the Work Of Outside Bodies – Voluntary Action Coventry

1 Purpose of the Report

- 1.1 This report sets out details of the work of Voluntary Action Coventry (VAC) over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

- 2.1 That Scrutiny Co-ordination Committee recommends that Council continues to appoint a representative to the Voluntary Action Board.

3 Information on Work of Outside Body

- 3.1 VAC is a local infrastructure organisation that supports the voluntary and community sector in the city. Founded in 1957, it is a registered charity and company limited by guarantee. Membership of Voluntary Action Coventry is open to all voluntary and community groups in the City and membership of VAC is free.
- 3.2 VAC's mission statement is 'VAC is an advocate for voluntary and community groups, helping to develop effective and diverse communities in the City. Through the provision of support, training and information, we promote good practice and encourage social inclusion. We promote, facilitate and develop volunteering in Coventry and recognise the contribution of individuals and volunteers to communities.'
- 3.3 The strategic aims of VAC are:
- Engaging and enabling voluntary and community sector involvement in strategic decision making
 - Meeting the support needs of voluntary and community organisations in Coventry
 - Championing and demonstrating the contribution of volunteering to civil society
 - Enabling the voluntary and community sector to develop new approaches to service delivery
 - Providing relevant information to local voluntary and community organisations and other stakeholders
 - Maintaining a strong and sustainable organisation
- 3.4 VAC's core values are:
- To tackle inequality, discrimination and social exclusion.
 - To support diversity and promote cohesion within the City's communities.

- To be a vibrant, dynamic, learning organisation that values the contribution of all its staff and members.
- To promote the real value and positive impact of volunteering.
- To be an independent, credible, high profile listening organisation that provides leadership and advocacy for the Voluntary and Community sector in the city

3.5 VAC like many other agencies has experienced a drop in income as a result of a number of national funding sources drying up. Grant funding from the Council to VAC has also reduced over the last 2 years.

3.6 In April 2013 the Council put in place a Grant Aid Agreement with VAC. This sets out the performance management framework and the key objectives upon which VAC is expected to deliver in return for grant funding, see below:

1. Encouraging independence and Self-Sufficiency

- a. Preparing and supporting the third sector to respond to the increasing cuts in public services.
- b. Managing market development including development of current and new mechanisms e.g. Here to Help (H2H)

2. Being fair and support for the most vulnerable

- a. Early intervention and support to small third sector organisations providing services to vulnerable communities.
- b. Encourage organisations to work together to merge or assist with closing down where appropriate.

3. Personal responsibility, pride and releasing the potential of residents

- a. To work strategically with other partners to develop a cohesive approach to volunteer engagement.
- b. To promote volunteering in Coventry, providing information on individual and team based voluntary opportunities and matching volunteers to suitable roles.
- c. Working with other voluntary agencies and partners to up skill volunteers to meet local needs.

3.7 VAC reports on its performance on a quarterly basis, this is discussed at the quarterly Management Board meeting which is also attended by the elected members and a Council officer representative. In addition VAC meets quarterly with Council officers to discuss progress in relation to the agreed objectives. During the last 12 months some of the key activities have included:

- Supporting individual groups with their governance and fund raising.
- Providing training and support on group development, start up and closure
- Running the Volunteer Centre and delivering a range of outreach events to promote volunteering and match volunteers with volunteering opportunities in the City
- Bringing local voluntary organisations together to explore new ways of working through the development of the Here2Help consortia arrangements.
- Go live of Coventry Healthwatch managed through the Here2Help consortium.
- Launch of Coventry 4 Good initiative to promote volunteering across the city
- Involving a range of partners in the delivery of the cook and eat well programme.

4 Benefits to the City Council of the Appointment

4.1 The new Council Plan approved in January 2014 sets out the Council's vision and objectives for the next ten years. With increasing public sector cuts, the third sector has an important role in helping to deliver the priorities for the City. By attending the VAC Board

meeting elected members can hear at first hand the support provided by VAC to the sector and any issues that the sector may face.

4.2 VAC Board includes representatives of local voluntary and community organisations elected by their membership. By attending the VAC Board meetings, City Council representatives benefit from discussion with third sector organisations on the VAC business plan and activities. It also provides an opportunity to network with third sector providers.

5 What Financial Contribution Does the Council Make to this Organisation

5.1 Voluntary Action Coventry was granted £190,250 in 2011/12 and this was reduced to £171,225 in 2012/13 and £150,000 in 2013/14 and for 2014/15.

6 Attendance Record and Remuneration for the Appointment

6.1 Coventry City Council's representatives on Voluntary Action Coventry are Councillors Abbott and Sawdon. The representatives are invited to attend VAC's quarterly Management Board meetings and attend as observers rather than voting members of the board. During the period inclusive Councillor Abbott attended two Management Board meetings and Councillor Sawdon attended two.

6.2 There is no remuneration associated with this appointment.

List of background papers

Proper officer:

Author:
Councillor Abbott
(Any enquiries should be directed to the above)

Telephone: 07944996294

Other contributors:
Carol Dear, Corporate Performance Co-ordinator, Chief Executives
Papers open to Public Inspection

Description of paper
Schedule of City Council Appointments to outside Bodies

Location: CH45

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Scrutiny Co-ordination Committee

Scrutiny Work Programme 2015/16

8th July 2015
Teenage pregnancy
Child Sexual Exploitation Team including taxi licensing policy
Combined Authority Progress – standing item
29th July 2015
Council Plan – Performance Report
9th September 2015
Cultural Trusts Review
Female Genital Mutilation
Combined Authority Progress – standing item
14th October 2015
Domestic Violence and Abuse
Community Engagement and Individual Voter Registration
21st October 2015
Cultural Trusts Review
Ricoh Arena Railway Station
Combined Authority Progress – standing item
4th November 2015
Air Quality Action Plan
Combined Authority Progress – standing item
9th December 2015
Welfare Reform
Combined Authority Progress – standing item
13th January 2016
Marmot
Council Plan Half Year Performance
Equalities
Combined Authority Progress – standing item
10th February 2016
Coventry Strategic Objectives Plan for Children and Young People who are missing, at risk of or experiencing sexual exploitation
Combined Authority Progress – standing item
9th March 2016
Coventry Drugs Strategy (2015-2017) – Review of Implementation Plan and update on the Family Drug and Alcohol Court
Alcohol strategy
Combined Authority Progress – standing item
20th April 2016
Crime and Community Safety performance

Combined Authority Progress – standing item
Date to be decided
Regulatory Services
City Centre Leisure Centre Development
Coventry – A Top 10 City
*SB1 and SB3
Asset Strategy
*SB1, SB2 & SB4
Impact of the restructure of People Directorate
*Scruco and SB3
Tourism and Events

Also if required dates: 21st October 2015, 18th November 2015, 20th January 2016, 24th February 2016, 23rd March 2016

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
8th July 2015	Teenage pregnancy	Following an increase in conceptions in Coventry and a reduction in other areas of the country, the Board would like to look at progress and action in this area of work.	Nadia Inglis, Jane Moore Cllr Ruane		
	Child Sexual Exploitation Team including taxi licensing policy	To look in more detail at the new Child Sexual Exploitation team and the work to address child sexual exploitation, including taxi licensing following the Rotherham report.	Yolanda Corden Andrew Walster Cllr Ruane Cllr Townshend	Informal meeting 10/6/15	
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham Cllr Lucas	Informal meeting 10/6/15	
29th July 2015	Council Plan – Performance Report	This performance report summarises progress in 2013/14 in relation to the plans priorities and a set of key headline indicators. The Council's equality objectives have also been revised in light of the new Council Plan; the headline equality indicators have been included in this report. Reviewing the plan provides an opportunity to identify any issues of concern for inclusion in the Scrutiny work programme for the coming year.	Cllr Gannon Jenni Venn / Si Chun Lam	Annual report	Additional meeting to look at Coventry becoming a Top 10 City.
9th September 2015	Cultural Trusts Review	Outside bodies and Annual Report – look to hold meeting at one of the Trust venues	Cllr Maton David Nuttall		Item deferred
	Female Genital Mutilation	To monitor action plan and bring to Board if issues			Future reports to contain financial details particularly in regard to

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
					financial sustainability
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
14th October 2015	Domestic Violence and Abuse	To include support to children who witness domestic abuse and also the rise in abuse from older children to their parents and grandparents.	Cllr Dr R Auluck Cllr Lucas Cllr Townshend		
	Community Engagement and Individual Voter Registration	To look at how members of the community can be involved and engaged in the work of the Council, including individual voter registration	Liz Read Cllr Townshend	Informal meeting 10/6/15	
21st October 2015	Cultural Trusts Review	Outside bodies and Annual Report	Cllr Maton David Nuttall		
	Ricoh Arena Railway Station	To look in more detail at the decision making process and also future development plans for the station	Cllr Maton Cllr McNicholas Colin Knight Mike Waters	Meeting 9/9/15	
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
4th November 2015	Air Quality Action Plan	An update on progress on the development of an Air Action Plan, following s briefing note to SCRUCO on 5/11/14, also to cover action identified at the meeting on 5/11/14 including congestion and bus lanes.	Hamish Simmonds	Scruco 5/11/14	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
9th December 2015	Welfare Reform	Further review of impacts of changes to welfare provision and the services provided by partners in the city. Including most recent changes announced.			
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
13th January 2016	Marmot				
	Council Plan Half Year Performance				
	Equalities	To review the Council's annual equalities report and identify any priorities or concerns for future action or review.	Cllr Townshend Jenni Venn/ Surindar Nagra	Annual review	
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
10th February 2016	Coventry Strategic Objectives Plan for Children and Young People who are missing, at risk of or experiencing sexual exploitation	An update from July to include an update and comparison of timescales and RAG ratings	Yolanda Corden Cllr Ruane	Meeting 08/07/15	
	Combined Authority	Progress report on Combined	Jenni Venn	Informal	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
	Progress – standing item	Authority, including the communications aspect	Adrian West Fran Collingham	meeting 10/6/15	
9th March 2016	Coventry Drugs Strategy (2015-2017) – Review of Implementation Plan and update on the Family Drug and Alcohol Court	<p>Coventry Drugs Strategy was considered at the meeting on 4/3/15. The Board has requested that an update on the Implementation Plan be submitted to a future meeting of the Committee to include:</p> <ol style="list-style-type: none"> 1) Additional performance indicators on other projected benefits such as the links with domestic violence and abuse and how referrals have reduced the prevalence of illegal drugs 2) Information on the use and effects of legal highs which are not covered by current misuse of drug laws but can have serious health risks, with legal highs being included in the strategy 3) Details of the sharing of information between the partner organisations. <p>SB2 also requested that progress on the Family Drug and Alcohol Court be reviewed at this point.</p>			
	Alcohol strategy				
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
20th April 2016	Crime and Community Safety performance	To review: <ul style="list-style-type: none"> • Work of the Police and Crime Board/ Community Safety Partnership; • performance for 15/16 and the emerging priorities from the strategic assessment; and • proposed Police and Crime Plan priorities, delivery plan and spending plan. 	Cllr Townshend Isabel Merrifield	Annual review	NB Need to check timing for this meeting
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Jenni Venn Adrian West Fran Collingham	Informal meeting 10/6/15	
Date to be decided	Regulatory Services	At its January meeting, Scrucro considered a pilot approach to reviewing risk levels and thresholds for intervention and how this could affect the way the service operates and engages with local people. It was agreed that the outcomes of the pilot and proposals for rolling this approach out be considered at a future meeting early in the 2014/15 municipal year.	Simon Brake/ Hamish Simmonds	Informal Scrucro meeting 10/06/13 and Scrucro 22/01/14	
	City Centre Leisure Centre Development	To look at the proposals for the new leisure centre and seek reassurances about the finances.			
	Coventry – A Top 10 City	Following the consideration of the Council Plan, Member requested more information on the measures and requirements for Coventry becoming a top 10 city.	Cllr Lucas	Scrucro 29/7/15	
*SB1 and	Asset Strategy				

Date	Title	Detail	Cabinet Member/ Lead Officer	Source	Outcomes
SB3					
*SB1, SB2 & SB4	Impact of the restructure of People Directorate	To review whether the changes to the structure of the People Directorate have supported service improvement and savings targets.	Executive Director - People	SB2 Meeting 23 April 15	
*Scruco and SB3	Tourism and Events	Following on from the consideration by Scruco of the Tourism Strategy	David Nuttall Cllr Maton		