



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 9 March, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**

2. **Declarations of Interest**

3. **Minutes**

(a) To agree the minutes of the previous meetings held on 10 and 24 February, 2016 (Pages 5 - 12)

(b) Matters Arising

4. **Update on Combined Authorities**

Martin Reeves, Chief Executive, will provide an oral update at the meeting

Councillor Lucas, Cabinet Member for Policy and Leadership and Councillor Maton, Cabinet Member for Business, Enterprise and Employment have been invited to the meeting for the consideration of this item.

5. **Coventry Alcohol Strategy (2014-17) and Coventry Drug Strategy (2015-2017)** (Pages 13 - 22)

Report of the Director of Public Health

Members of the Education and Children's Services Scrutiny Board (2) have been invited to the meeting for consideration of this item. Councillors Caan and Clifford, Cabinet Member and Deputy Cabinet Member for Health and Adult Services have also been invited to attend.

6. **Annual Canvass Update** (Pages 23 - 32)

Briefing Note of the Electoral Services Manager

Councillor A Khan, Cabinet Member for Culture, Leisure, Sports and Parks has been invited to the meeting for the consideration of this item

7. **Report Back on the Work of Outside Body - Coventry Refugee and Migrant Centre** (Pages 33 - 34)

Report of Councillor A Khan

8. **Outstanding Issues**

All outstanding issues have been included in the Work Programme

9. **Scrutiny Co-ordination Committee Work Programme 2015/2016** (Pages 35 - 42)

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, 1 March 2016

- Notes:1) The person to contact about the agenda and documents for this meeting is Liz Knight, Democratic Services, Council House, Coventry, Tel: 024 7683 3073 Email: liz.knight@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Liz Knight no 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), J Blundell, G Duggins (Chair), T Khan, R Lakha, J Mutton, M Mutton, K Taylor and D Welsh

By invitation Councillors K Caan, J Clifford, A Khan, A Lucas and K Maton and Members of the Education and Children's Services Scrutiny Board (2)

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

Tel: 024 7683 3073 Email: liz.knight@coventry.gov.uk

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Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.00 am on
Wednesday, 10 February 2016

Present:

Members: Councillor G Duggins (Chair)
Councillor N Akhtar
Councillor S Bains (substitute for Councillor J Mutton)
Councillor T Khan
Councillor R Lakha
Councillor Taylor
Councillor S Walsh (substitute for Councillor M Mutton)

Other Members: Councillors A Lucas and K Maton

Employees (by Directorate):

People: D Gunn, N. Inglis, E McDermott, J Moore

Place: M Checkley

Resources: S Bennett, V Castree, A West

Apologies: Councillors Blundell, J Mutton, M Mutton and Welsh

Public Business

59. Declarations of Interest

There were no declarations of interest.

60. Minutes

The Minutes of the meeting held on 10 February, 2016 were signed as a true record.

Further to Minute 51 relating to "Minutes", the Committee noted that there was no information at the current time in relation to the proposal for a new railway station at Woodfield School site.

Further to Minute 52 relating to "Council Plan – Progress at Half Year 2015/16 – Including Inequalities", the Committee noted that a Briefing Note had been circulated detailing the information regarding the indicators that they had requested.

61. **Coventry: A Marmot City**

The Committee considered a report of the Director of Public Health which provided an overview of the following:-

- What it means for Coventry to be a Marmot City
- ,What the benefits have been to date
- The financial implications of being a Marmot City
- An outline of the next phase of Coventry's Marmot City work.

The Committee questioned officers on aspects of the report, particularly in relation to:-

- The impact that good economic growth has on people's health
- Work being done in connection with child obesity levels
- How public health outcomes are measured
- Working in partnership with other organisations such as West Midlands Police
- Action taken to reduce the gap in life expectancy across different Wards in the City

RESOLVED that the Scrutiny Co-ordination Committee notes:-

- (1) That health, equality and social value are reflected in Council policies and decision making**
- (2) That resources are targeted bases on need and that proportionate universalism is embedded in decision making**

62. **Air Quality Action Plan**

The Committee considered a Briefing Note of the Executive Director of Place which provided an update on developments in air quality management in the City and on the new air quality management proposals from Government. The Department for Environment Food and Rural Affairs Air Quality Plan for the achievement of EU air quality limit value for nitrogen dioxide in Coventry/Bedworth was appended to the Briefing Note.

The Briefing Note outlined:-

- Air quality management in Coventry
- Air quality measurement and modelling in Coventry

- The Low Emissions Towns and Cities Programme
- How the draft Local Development Plan had accommodated concerns around poor air quality
- Joint work undertaken with Public Health in planning the management of air quality in the City.

The Committee questioned officers on aspects of the Briefing Note including:-

- Where the air quality “hot spots” are in the City
- The impact that road design has on air quality
- The inspection and regulation of large industrial premises
- The availability of electric car charging points in the City

RESOLVED:-

- (1) **That the Scrutiny Co-ordination Committee notes the contents of the Briefing Note, in particular the broader actions being undertaken to manage air quality**
- (2) **That officers be requested to provide information on the number of charging points for electric cars in the City and to give consideration in relation to the length of time cars are permitted to park at those points**

63. Outstanding Issues

The Committee noted that all outstanding issues had been included in their Work Programme (Minute 64 below refers)

64. Scrutiny Co-ordination Committee Work Programme 2015/2016

The Committee considered their Work Programme for the current Municipal Year.

RESOLVED that the Work Programme be noted.

65. Any Other Items of Urgent Public Business

There were no additional items of urgent public business.

(Meeting closed at 11.15 am)

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Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.00 am on
Wednesday, 24 February 2016

Present:

Members: Councillor G Duggins (Chair)
Councillor N Akhtar (Deputy Chair)
Councillor J Blundell
Councillor R Lakha
Councillor J Mutton
Councillor M Mutton
Councillor K Taylor

Other Members: Councillors A Lucas and K Maton

Employees:

V Castree, Resources Directorate
L Knight, Resources Directorate
S C Lam, People Directorate
J Moore, People Directorate
A West, Resources Directorate

Apologies: Councillor D Welsh

Public Business

66. Declarations of Interest

There were no declarations of interest.

67. Coventry - A Top 10 City

The Committee considered a briefing note and received a presentation of the Executive Director of People which informed of the methods in which a Top Ten City could be measured. Councillor Lucas, Cabinet Member for Policy and Leadership and Councillor Maton, Cabinet Member for Business, Enterprise and Employment attended the meeting for the consideration of this item. The Committee also took into account data for Coventry from the Cities Outlook provided by the Centre for Cities organisation which was tabled at the meeting.

The Committee were informed that there was not a single standardised ranking of cities or local authorities as each of these had a different focus. Consequently, there was scope for the Council to develop what it meant to be a Top Ten City. Reference was made to the Council Plan, the Council's top level strategy setting out its priorities over the next ten years, highlighting what the Council meant by being a Top Ten City – a globally connected city working together to improve the quality of life for Coventry people. The Council's aspiration was a recognition that as England's 10th largest city by population it needed aspirations to match its stature.

Whilst there were no single standardised rankings or measures of cities, there were, however, many indices developed by external organisations that allowed places to be compared and contrasted. The briefing note highlighted a number of indices including the name, the organisation that created it, the scope of comparison (country level or city level) and when it was last updated.

Attention was drawn to the Composite Liveability Measure (CLM). It was possible to utilise methods similar to the indexes from other agencies to develop a CLM based on council priorities. It could be used to compare and contrast prosperity, liveability and sustainability and could potentially be used to measure the city's progress towards becoming a Top Ten City. Work was currently on-going in the area including working with the University of Warwick to refine and validate the methodology. A poster of the CLM and the Good Growth CLM were set out at appendices to the briefing note.

The members questioned the officers on a number of issues arising from the presentation and responses were provided, matters raised included:

- Thoughts on what it meant to be a Top Ten City including was it just an academic exercise
- Concerns that because of all the different measures, many cities could claim to be a Top Ten City
- The view that it was the opinion of residents that should determine whether Coventry was a Top Ten City
- The importance in being able to use this aspiration when promoting the city to help attract business and tourism
- The need to be able to set out what would make Coventry a Top Ten City
- Concerns about some of the data on the Centre for Cities Coventry Factsheet - positives could be viewed as negatives and vice versa
- Further information about the work to develop the CLM
- The importance of including leisure, sport and culture in any indices
- In respect of developing the city and economic prosperity, a concern that while it was possible to encourage people to come and work in the city, they still wanted to live in Warwickshire
- A reference to Marmot, providing people with jobs with decent wages and good housing was the key to the city's success
- The requirement to address the negatives so that people will want to invest in our city – to increase the numbers of pupils leaving schools with 5 A-C GCSEs, improve the leisure facilities and to be able to reduce the number of food banks

The Board discussed what would be their priority indicators to be included in the Council Plan to meet the Top Ten City aspiration which included being able to address the issue of NEETS (young person not in Education, Employment or Training). In relation to the importance of educational achievements, a concern was raised about the attainment of Local After Children. Regarding economic prosperity, the importance of improving the city's skills shortage was highlighted including being able to increase the number of apprenticeships on offer.

RESOLVED that:

(1) Approval be given for the Top Ten City measures to be part of the Council Plan performance management agenda including linkage to the existing half-yearly Council Plan performance report.

(2) Approval be given for an annual all Members' presentation to discuss the Top Ten City priorities alongside the Council Plan performance report.

(3) Approval be given for the Insight Team to continue to develop the Composite Liveability Measure.

(4) The following be referred to the Cabinet Members for Policy and Leadership and Business, Enterprise and Employment as priority indicators for inclusion in the Council Plan to meet Coventry's aspiration of becoming a Top Ten City:

a) Young person not in Education, Employment or Training (NEETS)

b) Children leaving school with 5 A-C GCSE's including Maths and English and also including the attainment of Looked After Children

c) Under the existing Civic Engagement heading, to widen the definition to include information on Culture, Leisure and Sport

d) Increasing the skills of the city's working age population including increasing the numbers of apprenticeships.

68. Outstanding Issues

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

69. Scrutiny Co-ordination Committee Work Programme 2015/2016

The Board considered their Work Programme for the year for the current year.

RESOLVED that:

(1) The Work Programme for 2015/16 be noted

(2) Members of the Education and Children's Services Scrutiny Board (2) be invited to attend the next two Committee meetings for the following issues:

9th March - Coventry Alcohol Strategy 2014-17 and Coventry Drugs Strategy 2015-17, in particular the update on progress on the Family Drug and Alcohol Court

20th April – Barnardo's project concerning children missing from care.

70. Any Other Items of Public Business

There were no additional items of business.

(Meeting closed at 11.25 am)

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Report

To: Scrutiny Co-ordination Committee

Date: 09 March 2016

Subject: Coventry Alcohol Strategy (2014 – 2017) and Coventry Drug Strategy (2015 – 2017)

1. Purpose

- 1.1 In April 2014 and April 2015, partners in Coventry produced city-wide alcohol and drug strategies to steer and guide work to tackle and address alcohol and drug misuse in the city.
- 1.2 Following the production of the strategies, partners including Public Health, criminal justice agencies (including West Midlands Police, probation and youth offending services), drug and alcohol treatment providers, Coventry and Rugby Clinical Commissioning Group, housing commissioners and providers, University Hospitals Coventry and Warwickshire and mental health providers have worked together to implement the strategies and to tackle and address alcohol and drug misuse in the city.
- 1.3 The purpose of this report is to provide an update to Scrutiny Co-ordination Committee on the progress made against the strategies.

2. Recommendations

- 2.1 It is recommended that the Scrutiny Coordination Committee:
 - (i) Review this report, and endorse progress made over the last year.
 - (ii) Contribute comments and suggestions for future work to tackle drug and alcohol misuse in Coventry.

3. Information / Background

- 3.1 Local government Public Health teams were given responsibility for drugs and alcohol in 2012/13. In Coventry, an estimated 8,000 individuals are alcohol dependent and the rate of alcohol-related hospital admissions in Coventry quadrupled between 2002/3 and 2011/12. Coventry has approximately 2,000 opiate and crack users, and while opiate use is decreasing, the use of new and emerging drugs, such as novel psychoactive substances (“legal highs”) is on the rise.

- 3.2 In January 2016, the Department of Health released updated guidelines from the Chief Medical Officer. The guidelines state that:
- It is safest not to drink regularly more than 14 units per week, to keep health risks from drinking alcohol to a low level.
 - If you do drink as much as 14 units per week, it is best to spread this evenly over three days or more. One or two heavy drinking sessions increases the risk of death from long term illnesses and from accidents and injuries.
 - The risk of developing a range of illnesses (for example, cancers of the mouth, throat and breast) increases with any amount you drink on a regular basis.
 - If you are pregnant or planning a pregnancy, the safest approach is not to drink alcohol at all, to keep risks to the baby to a minimum.
 - Drinking in pregnancy can lead to long term harm to the baby, with the more you drink, the greater the risk.
- 3.3 The Coventry Household Survey reveals that the rate of those drinking above recommended NHS guidelines has decreased from 46% in 2007 to 30% in 2012. The national figures for drug use among young people show fewer and fewer young people using drugs, a decrease from 29% of young people in 2001 to 16% in 2012, and in Coventry, the Children’s Survey (2013) shows that fewer school children in years 7-11 tried alcohol (49%) than in 2008 (62%). The Coventry Household Survey will be repeated this year.
- 3.4 As alcohol and drug misuse is a cross-cutting issue it requires a multi-agency response. The alcohol and drug strategies involve partners and cover a wide range of issues such as prevention, education, housing, social care, treatment, crime and rehabilitation.
- 3.5 The Alcohol Strategy is a three-year strategy (01 April 2014 – 31 March 2017) while the Drug Strategy is a two-year strategy (01 April 2015 – 31 March 2017). Both strategies are citywide and cover both young people and adults.

The three key themes of the strategy are:

- Theme 1: Providing effective prevention and recovery-focused treatment
- Theme 2: Changing and challenging attitudes and behaviour
- Theme 3: Controlling the supply and promoting alcohol-free and drug-free environments

Interventions to reduce the harms caused by drugs and alcohol are delivered across the whole of the population and across individual’s life course. However, in line with The Marmot Review, ‘Fair Society, Healthy Lives’ (2010), interventions are focused on those who need it most. Evidence suggests that risk is directly related to access to nutrition, health care, education and a social network. Where any of these is inadequate, risk for harm in general is heightened, including harm related to drinking. People living in higher levels of deprivation tend to be more susceptible to harm and have fewer means of coping adequately with risk.

Therefore, the following groups are prioritised across all three of the strategy's themes:

- Children and young people
- Dependent drinkers
- Opiate and crack users
- Residents of priority (most deprived) neighbourhoods
- Families involved in the 'Troubled Families' programme
- Adults with complex health and social problems
- Dual diagnosis patients (mental health problems and substance misuse problems)
- Offenders
- Vulnerable individuals, including rough sleepers and the homeless

3.6 The Strategies are owned and driven by the multi-agency Drug and Alcohol Strategy Steering Group, which is chaired by Cllr Clifford, the Deputy Cabinet Member for Health and Adult Services and the city's lead champion for drugs, and alcohol. The group includes representatives from Police, Probation, Coventry and Rugby Clinical Commissioning Group, service providers, service users, licensing, community safety, CWPT, UHCW and primary care. The Steering Group is accountable to the Health and Wellbeing Board, and feeds into the Police and Crime Board. The Drug and Alcohol Management Group, a sub-group of the Steering Group, maintains, updates and works to the Implementation Plans.

4. Providing effective prevention and recovery focused treatment

4.1 Specialist treatment

Public Health commissions a range of evidence based services which deliver prevention, advice, treatment, support, advocacy, training, communications / marketing and service user involvement. Two contracts are jointly commissioned with Warwickshire County Council and the largest contract has a payment by results element to drive performance. The majority of funding is spent on treatment for adults. Approximately 2,000 adults a year in Coventry receive treatment.

The latest figures from the Public Health Outcomes Framework show that 6.4% of opiate drug users left drug treatment successfully and did not represent to treatment services within six months. This is below the average for England (7.4%) but is slightly higher than the average for the West Midlands (6.2%) and slightly higher when compared to areas of similar deprivation to Coventry (6.2%). The figures also show that 34.5% of non-opiate users left treatment successfully and did not represent to treatment within six months, which is below the average for England (39.2%) and the West Midlands (40%), but broadly in line with areas of similar deprivation to Coventry (34.6%), and has increased from 31% in 2013.

Partners are continuing to develop specialist alcohol treatment services to help more alcohol-dependent people recover from their addictions. Public Health commission Addaction and Compass to provide specialist treatment for alcohol addiction for adults and young people. Recently, the Recovery Partnership has been delivered outreach provision at MIND and the Caludon Centre to support people with mental health needs to recover from their addictions.

4.2 Alternatives to structured treatment

Public Health also commission a service user involvement and advocacy service to provide advocacy, run regular workshops and training for service users, carers and family members as well as undertaking research and consultation. Partners have worked together to create a new panel, chaired by Aquarius, which awards funding provided by Public Health to peer-led community recovery projects to support asset-based community development and mutual aid in Coventry. A number of applications have been granted which enable the recovery community to provide peer support outside of structured treatment.

4.3 Tackle hidden harm, early intervention and young people's treatment

The Early Intervention Service is currently working with 130 8-18 year olds and has widened its remit to include primary school as well as secondary school aged children. Co-location with other services (e.g. Child and Family First), has commenced and this has led to an increase in referrals to both the Early Intervention and Young People's treatment services. Public Health is currently re-commissioning a holistic early intervention service, which will include mental health, sexual health and substance misuse.

4.4 Family Drug and Alcohol Court

Partners from the Court Service, Social care, legal services, Public Health and drug and alcohol treatment providers have contributed to setting up a new Family Drug and Alcohol Court (FDAC). This is a pioneering initiative specialising in tackling drug and alcohol issues in families whose children are subject to care proceedings. Coventry's FDAC works with families whose children are subject to care proceedings as a result of parental drug and alcohol misuse. A team of specialists including social workers, domestic violence workers and psychiatrists, works alongside families during a period of intensive intervention throughout court proceedings. A worker from The Recovery Partnership has also been seconded to the FDAC team to support the initiative until September 2016. Families also see their judge every fortnight to address problems and find solutions to resolve their issues, with the aim of stopping or stabilising the parents' use of drugs and keeping the family together.

This initiative was first piloted in London, and last year, research by Brunel University highlighted that FDAC has been found to be nearly twice as successful at keeping families together as traditional Court proceedings. It found FDAC had helped 35% of mothers become reunited with children, compared with 19% in ordinary family courts. In Coventry, implementation of the FDAC has been supported by the National FDAC Unit. The Coventry FDAC commenced in October 2015.

4.5 Dual diagnosis

In order to improve treatment for dual diagnosis patients (people suffering from mental health and substance abuse problems), pathways between mental health and alcohol and drug treatment services as well as other support services have been reviewed, and a joint working protocol has been set up between The Recovery Partnership and Coventry and Warwickshire NHS Partnership Trust. Dual diagnosis champions have been identified in specific agencies, and a joint training programme is being delivered by Addaction and CWPT to provide substance misuse training for mental health workers and mental health training for substance misuse workers. In addition, the Mental Health Street Triage pilot has secured further funding and will continue to operate to ensure that people suffering from mental health issues who come into contact with the Police receive the appropriate support.

4.6 Domestic abuse and violence

In Coventry, the Liaison and Diversion service exists to identify offenders who have mental health, learning disability or substance misuse vulnerabilities when they first come into contact with the criminal justice system. This service identifies mental health and substance misuse issues and vulnerabilities so that offenders can either be supported through the criminal justice system pathway or diverted in a treatment, social care service or other relevant intervention or support service. The service aims to improve health outcomes, reduce re-offending and identify vulnerabilities earlier, thus reducing the likelihood that offenders will reach crisis point.

4.7 Alcohol Liaison Nurse Service

The Alcohol Liaison Nurse Service at UHCW sees individuals across the spectrum of alcohol-related needs, but with a particular focus on key target populations including hospital admissions identified with an alcohol concern, patients identified as “increasing and higher risk drinkers”, detoxification patients and frequent attendees with alcohol misuse concerns.

The main aims of the service are to:

- Reduce alcohol-related hospital admissions and re-admissions, reduce ‘length of stay’ and enabling the efficient referral of appropriate patients into local community-based alcohol treatment service.
- Provide an alcohol liaison role in the hospital which can foster alcohol awareness and education across a range of relevant clinical areas
- Prevention through awareness and education
- Alcohol assisted detoxification following appropriate clinical guidelines. (e.g. NICE)

The Alcohol Liaison Nurse Service works closely with The Recovery Partnership in Coventry to ensure patients receive follow up care and support after they have been discharged from hospital. The service has enabled more patients with alcohol issues to be identified, educated all staff about how to help these patients and about how alcohol

withdrawal can be managed, and has provided a resource for nursing and medical staff to get advice with more complex patients.

5. Changing and challenging attitudes and behaviour

5.1 IBA

Alcohol Intervention and Brief Advice is a (IBA) is an evidence-based intervention that aims to identify and prompt those drinking at low risk and increasing risk to think about reducing their alcohol intake to levels consistent with NHS guidance, while identifying those drinking at higher risk levels and advising them to seek help. Alcohol IBA is a very effective service, which means that 8 people need to be treated for the intervention to have an impact on one person, which compares favourably to other interventions. Public Health commissions CWPT to manage and administer payments to GP practices for their activity.

As part of the alcohol strategy, provision of Alcohol IBA has been expanded to include settings outside of primary care, such as the Police, Fire Service, nurses, healthcare assistants and pharmacists. Since April 2014, approximately 400 staff across West Midlands Police, Citizens Advice Bureau, Health visitors, Kairos and Age UK have been trained.

5.2 Intelligence building

There is a need to build intelligence around crime, anti-social behaviour and offending, including those responsible for begging / vagrancy in highest demand areas, and to consider the use of civil orders to manage offenders in order to provide treatment alongside prohibitions and sanctions. The City Centre Local Case Management forum manages individual cases and the use of civil tools alongside treatment and support. In addition, the Night Time Economy Steering Group is looking at better use of orders and referrals into treatment to effectively manage behaviour at the most problematic times.

5.3 Communications strategy

In order to generate greater awareness among the public and staff about safer drinking, health and community safety issues, a communications strategy is being delivered which targets different social groups with different messages. A radio campaign started in January 2015 with adverts aimed at women about drinking and calories, and Aquarius are targeting employers of low-paid, manual workers to provide alcohol IBA training, as recent research has shown that males in low paid, manual jobs are most likely to end up in hospital with alcohol related conditions.

5.4 Street drinking

In order to tackle street drinking in priority locations, (e.g. Hillfields, where a petition from residents and agencies was received in June 2015), an actions taken by partners have included:

- The management and enforcing of a City wide Designated Place Protection Order (DPPO) currently in place in Coventry
- 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
- A defined process exists for Police officers when dealing with drinkers who continually ignore the DPPO
- 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
- New Inspector for NW Coventry, Gareth Mason, has directed officers to ensure they proactively approach businesses and community groups to encourage them to formally report to Police when there are issues
- Referrals of suitably identified individuals and families continue to be made to the multi-agency Local Case Management Forum to agree measures, interventions and enforcement action

5.5 Contingency management

Providing incentives is supported by government as a way to “nudge” people to change their behaviour in a positive direction across a wide range of health and social policy domains.

Contingency management (CM) is an evidence-based treatment intervention recommended by the National Institute for Health and Clinical Excellence (NICE). It is based on principles of behaviour modification and aims to incentivise and then reinforce changes in behaviour with the aid of vouchers, privileges, prizes or modest financial incentives that are of value to the client. Contingency Management (CM) is recommended for:

- Reducing illicit drug using-on-top by drug users
- Reducing attrition rates (drop-out) in alcohol users
- Improving Hep B/C testing attendance and Hep B immunisation rates
- Reducing likelihood of relapse in alcohol users

In order to encourage more adults in treatment to have Hepatitis B and C tests and vaccinations, a contingency management scheme will run at the Recovery Partnership from April 2016 until March 2017 to target changing certain behaviours.

5.6 Young people and housing

Young People’s Housing provider staff have attended substance misuse training with Compass and The Recovery Partnership in order to support them to constructively and positively challenge drug use on their premises, referring people to treatment or calling the Police where appropriate.

5.7 Legal highs

Concern over the use of Novel/New Psychoactive Substances (NPS) is gathering momentum throughout the UK. An increase in the number of deaths and people seeking treatment following use of NPS, the rapidly changing composition and variety of NPS, uncertainty regarding safe levels of use and a lack of information regarding

consumption are all contributing to this concern. There is concern that users of NPS may perceive an element of safety in taking the substances; perhaps feeling protected by the fact that as it is not illegal to use them, and that the potential harm is not as great as for illegal drugs.

Public Health continue to work with local agencies to develop a better understanding of the situation and continue to adapt and develop services to provide relevant support.

5.8 University

The Recovery Partnership is now delivering non-opiate / club drug sessions for Coventry University to support the student community who may not otherwise access treatment.

5.9 Employability

The Recovery Partnership regularly attend the West Midlands Employability Forum. They have also set up two new outreach services at the job centre to promote partnership working and identify referrals. In addition, the Recovery Partnership provide training to employers and apprentices to promote services available to those affected by substance misuse and to support employers to develop appropriate drug and alcohol policies.

6. Controlling supply and promoting alcohol and drug free environments

6.1 Public Space Protection Orders

Using initiatives trialled in other areas, partners have been working together to investigate the use of Public Space Protection Orders and licensing action against head shops to see whether Coventry can reduce the selling and use of NPS ('legal highs') in the City.

Community Safety, West Midlands Police and Public Health have found that shops can be closed due to Anti-Social Behaviour issues, so West Midlands Police are now recording where an Anti-Social Behaviour issue occurs near shops or in the city centre where there is a link to the sale of NPS.

6.2 Review of licences

The number and type of licences in key locations is being reviewed to identify if further licensing control is needed in line with the licensing objectives. 944 alcohol licensed premises have been identified in Coventry. These have been split into on-sales and off-sales and a mapping project is now underway.

6.3 Undertake intelligence led underage test purchasing

Trading standards are undertaking intelligence led, underage test purchasing exercises for alcohol and are taking appropriate action where necessary (e.g. issuing fines and

written warnings). They have recently purchased wireless recording equipment that allows children to go into premises on their own, but can still be viewed from a safe distance to ensure their safety and not to alert the shopkeeper that a test purchase is taking place.

Report Authors:

Name and Job Title:

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Enquiries should be directed to the above person.



Coventry City Council

Briefing note

To: Scrutiny Coordination Committee

Date: 9 March 2016

Subject: Annual Canvass Update

1 Purpose of the Note

- 1.1 To provide information to the Committee on the outcome of the 2015 Annual Canvass under the new requirements following the introduction of individual Electoral Registration (IER). The report also details up to date electorate figures following additional activities following the completion of the Canvass.

2 Recommendations

- 2.1 That Scrutiny Co-ordination Committee notes the outcome and makes any comments or recommendations to the Electoral Registration Officer (ERO) for consideration.

3 Information/Background

- 3.1 During the last 2 years the ERO has been preparing for the introduction of IER which has been monitored by the Electoral Arrangements Advisory Panel which has received regular updates in relation to Individual Electoral Registration (IER).
- 3.2 The legislation requires the Electoral Registration Officer (ERO) to send to all properties in their area a Household Enquiry Form (HEF). The HEF is an information gathering form which provides the ERO with information of who is currently residing at the property aged 16 and above. It is not a method of voter registration for new electors or for removing people who are no longer residing at the property.
- 3.3 Those potential electors (also known as pending electors) identified on the HEF are sent an Invitation to Register (ITR) (if they haven't already applied online). The ITR requires the information to register to vote (including national insurance number and date of birth).
- 3.4 The HEF asked any new electors to go to the government website and complete their registration details.

4 2015 Annual Canvass – The first full household Canvass under IER

- 4.1 From 31 July, each property in the City received a HEF. Information was pre-printed on the form as to who if anyone was registered at that property. These were hand delivered by our Canvassers.

- 4.2 Households that did not respond to the initial HEF were sent a reminder from 27th August. Households that did not respond to the initial or reminder were sent a second reminder from 17th September. Both these forms were hand delivered by our Canvassers.
- 4.3 Any non-responders to the reminders received a personal visit by one of our Canvassers between the 8th October and 27th October 2015.
- 4.4 The initial HEF received a 38% response rate, the first reminder stage increased the overall response rate by 15% to 53%, the second reminder stage increased the overall response rate by 12% to 65%.
- 4.5 The effectiveness of the door-to-door canvass has a major impact on the final response rate for the annual canvass. It is important to note that it no longer means that the register is as complete as it would have been under the previous legislation as mentioned in 1.2 above. Canvassers were required to visit all properties which had not responded to the previous forms on a minimum of two occasions (unless they obtained a response sooner) to encourage the household to respond. They were instructed to visit the property at a different time of the day and on a different day of the week. Where there was no response, a calling card was left, and on the final visit the form was left which detailed the implications of not returning the form.
- 4.6 This year canvassing returned a 21% response rate to the HEF, giving an 86% overall response rate to the HEF. Appendix 1 gives a breakdown, in Ward and Constituency, of the number of properties that did not respond to the HEF in 2015.
- 4.7 From 18th August ITRs were sent out to any potential elector identified on the HEF that had not already applied online. ITRs were sent out on a weekly or fortnightly basis, to get the information to electors as quickly as possible.
- 4.8 If the ITR is not returned by a potential elector then the ERO is required to send two reminders and make a personal visit, the same as the HEF process. Personal visits for non-responding ITRs commenced in November 2015. The ERO is required to send an ITR to a potential elector within 28 days of becoming aware of them this is continuously thorough out the year.
- 4.9 Electoral services completed promotion work around the canvass to encourage responses to the HEF and ITR and will continue to do so. Attached at Appendix 2 is the engagement activities which were conducted during the canvass period. Further activities have been conducted since the completion of the canvass and will continue up to the last date for registration for the elections in May 2016.
- 4.10 A report of electors was produced where an individual registration had been received but the HEF had not been responded to and the team tried to make contact where contact details had been supplied to confirm the response to the HEF.
- 4.11 On the 1st of December 2015 3,571 unconfirmed electors were deleted from the electoral register. These Electors were on the July 2014 electoral register, however their details did not match up with government or local records. They have been through the ITR process twice first time during 2014 and again during this canvass and as at the 20th November 2015 the ERO had still not received the relevant information from them to register them individually on the electoral register, and therefore in accordance with the decision made by John Penrose MP on 16 July 2015 these electors were deleted from the electoral register.

Appendix 1 shows the number of unconfirmed electors removed from the register on the 1st December 2015.

- 4.12 From all the work carried out during the canvass on the 1st December there were 17,889 pending electors. The pending electors figure are the people who have been identified during the canvass as potential electors but have not yet submitted an individual application. In previous years these names would have been added to the register from the household form so when you consider the electorate figure with the pending elector figure we have not lost any people; they need to make applications and have their identities verified so that they can be included on the register. These potential electors are at different stages in the process, depending on when we have become aware of them. Some will have only received one form, some two, some three and others will be on a personal visit. This process will continue throughout the year, however these are the key forms for us as these are people who have been identified as potential electors. Our engagement work will focus around trying to get responses to these forms. Work is being carried out with the Council's Insight Team to establish if there is any pattern to the areas where these forms are not being returned to help inform our participation strategy.
- 4.13 Appendix 1 shows electorate figures from the last full property canvass which finished in February 2014, together with 1 December 2014 figures. The main difference between last year and this year's figures is the deletion of the unconfirmed electors. The number of pending electors has also been included so to show how many are currently in the IER application process. The appendix also shows the number of properties which have not responded to the canvass however it is important to note that the impact of this is not the main focus as response to the HEF does not mean registration as this has to be done individually through the ITR process.
- 4.14 Attached at appendix 3 is comparison electorate figures across the West Midlands group of authorities.
- 4.15 Attached at appendix 4 is updated electorate figures as at 1 March 2016.

5 **Lessons Learnt**

- 5.1 This was the first annual canvass since the introduction of IER, the processes changed significantly from previous canvasses. In that the household form is an enquiry form rather than a registration form which means it just provides information to the ERO which he then has to action to get the registrations or remove people from the register. The legislation is now more focussed on encouragement particularly around the ITRs as it is likely that people may not want to provide personal details such as the National Insurance Number and Date of Birth on the door step.
- 5.2 A project plan was in place to manage the canvass processes that took place and feedback and lessons learned from this canvass will be implemented as part of a more comprehensive plan for 2016 annual canvass.
- 5.3 As part of this part of this project plan, the Electoral Registration Officer will be working even more closely with Coventry University and the University of Warwick, residential care homes, sheltered accommodation, housing association partners, Landlords of Houses in Multiple Occupation and Council departments such as Council Tax to share information to identify potential electors and hopefully increase voter registration.
- 5.4 The Electoral Services Team have applied to the Cabinet Office to be one of several authorities to be considered to conduct this year's annual canvass under pilot provisions which means we can change some of the methods of contact at different stages. The purpose of the pilots is to reduce costs and streamline processes whilst increasing response rates for both HEFs and ITRs.

AUTHOR'S NAME, DIRECTORATE AND TELEPHONE NUMBER

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Constituency	Electorate as at 17/2/14	Electorate as at 1/12/14 ^^	Electorate as at 1/6/15 **	Electorate as at 1/12/15	No of Properties Empty 1/09/14	No of Properties Empty 1/12/15	Pending Electors at 1/12/15	Unconfirmed Electors removed 1/12/15	No of Properties not responded 1/12/15
North East									
Foleshill	12326	12238	12385	11505	1194	1485	1250	355	1678
Henley	13551	13634	13734	13131	706	884	749	242	1398
Longford	13714	13676	13817	13253	697	872	620	202	1249
Lower Stoke	14184	14193	14792	14207	1027	1130	1033	197	1268
Upper Stoke	13402	13148	13340	12683	874	1049	832	251	1214
Wyken	13058	13019	13080	12635	407	588	655	155	603
Constituency Total	80235	79908	81148	77414	4905	6008	5139	1402	7410
North West									
Bablake	12662	12716	12952	12611	402	447	433	123	616
Holbrook	12736	12712	12919	12294	541	749	809	215	732
Radford	13286	13191	13418	12715	1022	1201	821	287	1370
Sherbourne	12378	11927	12183	11641	1035	1331	732	160	1199
Whoberley	11787	11645	12010	11308	831	880	888	231	1111
Woodlands	13126	13402	13772	13413	775	770	621	109	840
Constituency Total	75975	75593	77254	73982	4606	5378	4304	1125	5868
South									
Binley and Willenhall	12448	12483	12656	12148	754	804	662	154	1227
Cheylesmore	12347	12170	12367	11775	568	764	706	119	654
Earlsdon	12521	12296	12503	11891	523	671	631	153	482
St Michael's	14714	10840	12224	11058	4493	7173	5302	302	3274
Wainbody	13178	9556	11264	10953	1638	3183	324	127	300
Westwood	13118	12843	13259	12663	811	916	821	189	1203
Constituency Total	78326	70188	74273	70488	8787	13511	8446	1044	7140
Coventry Total	234536	225689	232675	221884	18298	24897	17889	3571	20418

Please see notes overleaf

^^ Please note this figure was after all electors who had not responded to the canvass were deleted and the first register where students were not bulk registered.

** Please note this figure is inflated due to registration levels for the election and removals not taking place.

Please note that in the University areas each room in the halls of residence is classed as a property which is why in St Michael's and Wainbody empty properties is higher than the average.

Please also note that all the properties may not be empty as included in the empty property figure are properties where non-eligible electors live, as they cannot currently be differentiated on the electoral management system.

The high number of pending electors in St Michael's could be down to students being added to send invitations to register to but may not have responded as they are registered elsewhere.

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	Update
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 	<ul style="list-style-type: none"> Response levels included in report
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 	<ul style="list-style-type: none"> Level of properties requiring visit included in report
Work to encourage Individual Electoral Registration and promote voting with first-time voters and young people				
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, 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 	<ul style="list-style-type: none">
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 	<ul style="list-style-type: none"> Birthday cards sent on weekly basis to all rising 18 year olds
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 	<ul style="list-style-type: none"> Visits provided by Electoral Services Team Information sharing with Youth Service and Education teams Costs included in the 	<ul style="list-style-type: none"> Number of registered 16-18 year olds monitored Feedback from schools 	<ul style="list-style-type: none"> 2107 names were added as potential electors of rising 16/17 year olds at beginning of December 2565 of the names were already included on the register.

	Invitation to register forms	annual canvass budget		
Provide press releases to help effective local reporting of the Annual Household Canvass				
Issue a press release detailing the registration process and the reasons why households should respond ASAP	Press release issued to coincide with first delivery of registration forms Twitter and Facebook messaging	<ul style="list-style-type: none"> No financial cost Support of Communications Team 		
Promote registration during Local Democracy Week				
Undertake activities as agreed in LDW programme	Delivered during the nationally designated week (October) Promotional activities held at appropriate events Publicity of events to promote participation	<ul style="list-style-type: none"> Proposed budget of £2000 	<ul style="list-style-type: none"> Feedback from events 	Evaluation included in the report

Comparison of Electorates across the West Midlands

	Coventry	Birmingham	Solihull	Wolverhampton	Dudley	Sandwell	Walsall
Electorate December 2014	225,689	728,732	158,088	178,638	239,304	227,767	196,219
Electorate December 2015	232,675	738,610	159,807	179,927	240,308	229,551	198,746
Electorate December 2015	221,884	707,998	155,354	176,129	241,457	223,643	189,961
Unconfirmed Electors Jan-15	12,622	69,829	6,818	8,795	6,703	7,998	6,256
Unconfirmed electors Deleted on 1 December 2015	3,571	35,079	2,090	1,687	2,523	1,951	2,050

Percentage change
between
December 2014
and December
2015

-1.68% -2.84% -1.73% -1.40% 0.90% -1.81% -3.19%

Constituency	Electorate as at 1/12/14 [^]	Electorate as at 1/6/15 ^{**}	Electorate as at 1/12/15	Electorate as at 1/2/16	Electorate as at 1/3/16	No of Properties Empty 1/12/15	No of Properties Empty 1/3/16
North East							
Foleshill	12238	12385	11505	11774	11940	1485	1430
Henley	13634	13734	13131	13263	13481	884	928
Longford	13676	13817	13253	13353	13455	872	891
Lower Stoke	14193	14792	14207	14475	14811	1130	1090
Upper Stoke	13148	13340	12683	12795	12905	1049	1031
Wyken	13019	13080	12635	12742	12974	588	569
Constituency Total	79908	81148	77414	78402	79566	6008	5939
North West							
Bablake	12716	12952	12611	12719	12813	447	436
Holbrook	12712	12919	12294	12445	12637	749	853
Radford	13191	13418	12715	12876	13070	1201	1178
Sherbourne	11927	12183	11641	11785	11891	1331	1304
Whoberley	11645	12010	11308	11427	11590	880	833
Woodlands	13402	13772	13413	13537	13655	770	757
Constituency Total	75593	77254	73982	74789	75656	5378	5361
South							
Binley and Willenhall	12483	12656	12148	12248	12412	804	768
Cheylesmore	12170	12367	11775	11898	12059	764	719
Earlsdon	12296	12503	11891	11999	12159	671	645
St Michael's	10840	12224	11058	11430	11454	7173	7014
Wainbody	9556	11264	10953	11026	9825	3183	3177
Westwood	12843	13259	12663	12727	12750	916	962
Constituency Total	70188	74273	70488	71328	70659	13511	13285
Coventry Total	225689	232675	221884	224519	225881	24897	24585
[^] Please note this figure was after all electors who had not responded to the canvass were deleted and the first register where students were not bulk registered.							
^{**} Please note this figure is inflated due to registration levels for the election and removals not taking place.							
Please note that in the University areas each room in the halls of residence is classed as a property which is why in St Michael's and Wainbody empty properties is higher than the average.							
The high number of pending electors in these wards are also down to students being added to send invitations to register to but may not respond as they are registered elsewhere.							
Please also note that all the properties may not be empty as they are included in this figure if there are no eligible electors in these properties.							



Coventry City Council

Public report

Report to
Scrutiny Co-ordination Committee

9th March, 2016

Report of
Cllr Abdul Salam Khan

Title
Report Back on the Work Of Outside Bodies – Coventry Refugee and Migrant Centre

1 Purpose of the Report

1.1 This report sets out details of the work of Coventry Refugee and Migrant Centre over the preceding twelve months and details of attendance by the City Council's representatives.

2 Recommendations

2.1 That the City Council should continue to make appointments to the Board of the Coventry Refugee and Migrant Centre (CRMC).

3 Information on Work of Outside Body

3.1 The CRMC seek to identify and meet the needs of refugees and migrants in Coventry through the provision of projects and services which help them to settle into local communities, supporting effective integration and encouraging them to make a full contribution to the life of the City.

3.2 CRMC is the primary source of support and assistance to all migrants and refugees living in the City. The Centre provides a drop in service hosts a range of activities to support the specific needs of various clients and offers referral into other local services as appropriate. Services at the Centre are well used and the City Council works in partnership with them to identify priorities for service development and in assessing the needs of groups with high needs.

3.3 Since July 2014 CRMC has been part of a partnership of voluntary sector partners working with the City Council to meet the needs of vulnerable Syrian refugees resettled in the City under a UK Government programme.

3.4 For more detailed information about the work of the CRMC please use the link included below to the 2014/15 Annual Report.

4 Benefits to the City Council of the Appointment

4.1 The work of the CRMC supports several City Council policies and priorities particularly those linked to meeting the needs of the most vulnerable and disadvantaged residents living in the City.

- 4.2 Councillors bring added value to the work of the CRMC by supporting policy development and maintaining an overview of the performance of CRMC services as well as maintaining a monitoring brief on demands placed on these services by changing trends in migration.
- 4.3 Councillors regularly support CRMC in their campaigning work to promote integration in the City and in making sure that the needs of asylum seekers, refugees and other migrants are understood both within the City Council and in the wider City.

5 What Financial Contribution Does the Council Make to this Organisation

- 5.1 Amount of grant payable by the Council to the Grant Recipient is as follows:
- 2013/14 £ 528,155.00
 - 2014/15 £ 498,155.00
 - 2015/16 £ 387,752.00

6 Attendance Record and Remuneration for the Appointment

- 6.1 CRMC meetings are held on a bi-monthly basis and over the last year Cllr Abdul Khan was able to attend 4/6 of these meetings. This appointment receives no remuneration.
- 6.2 The City Council is also represented on this body by Cllr Alan Andrews.

List of background papers

Link to CRMC Annual Report:

http://issuu.com/coventryrefugee/docs/sabir_reportb/1

Proper officer:

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Other contributors:

Papers open to Public Inspection

Description of paper	Location CH60
Schedule of City Council Appointments to Outside Bodies	

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
Meeting not required
9th December 2015
Welfare Reform
Combined Authority Progress – standing item
13th January 2016
Council Plan Half Year Performance including Equalities
Domestic Violence Perpetrators commissioned service
Combined Authority Progress – standing item
10th February 2016
Air Quality Action Plan
Marmot
24th February 2016
Coventry – A Top 10 City
9th March 2016
Coventry Alcohol Strategy (2014 – 2017) and Coventry Drugs Strategy (2015-2017) – Review of Implementation Plans and update on the Family Drug and Alcohol Court
Annual Canvass Update
Combined Authority Progress – standing item
20th April 2016
Coventry Strategic Objectives Plan for Children and Young People who are missing, at risk of or experiencing sexual exploitation

Barnardo's project – children missing from care
City Centre Leisure Centre Development
Combined Authority Progress – standing item
Date to be decided
*SB1 and SB3
Asset Strategy
*SB1, SB2 & SB4
Impact of the restructure of People Directorate
*Scruco and SB3
Tourism and Events
Next Municipal Year
Progress on commissioned DVA services
Crime and Community Safety performance
Welfare Reform
Regulatory Services

Also if required dates: 23rd March 2016

Date	Title	Detail	Cabinet Member/ Lead Officer	Source
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
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	
	Female Genital Mutilation	To monitor action plan and bring to Board if issues		
	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	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source
	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	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	Meeting not required			
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	Adrian West Fran Collingham	Informal meeting 10/6/15
13th January 2016	Council Plan Half Year Performance including Equalities	To consider the half year performance. Links to the item on a top 10 City.	Andy Baker	
	Domestic Violence Perpetrators commissioned service	Following their meeting on 14 th October Members requested further progress on the DV perpetrators programme, including child perpetrators and referral/waiting times	Isabel Merrifield Cllr R Auluck	

Date	Title	Detail	Cabinet Member/ Lead Officer	Source
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Adrian West Fran Collingham	Informal meeting 10/6/15
10th February 2016	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	Scrucro 5/11/14
	Marmot	To provide the Board with information on the benefits of being a Marmot City.	Jane Moore	
24th February 2016	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. Members want to know what it would look like for Coventry to be a Top 10 City and how we'd know when we'd met the measures.	Cllr Lucas/ Andy Baker	Scrucro 29/7/15
9th March 2016	Coventry Alcohol Strategy (2014 – 2017) and Coventry Drugs Strategy (2015-2017) – Review of Implementation Plans and update on the Family Drug and Alcohol Court	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: 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. SB2 also requested that progress on the Family Drug and		

Date	Title	Detail	Cabinet Member/ Lead Officer	Source
		Alcohol Court be reviewed at this point.		
	Annual Canvass Update	At their meeting on the 14 th October the Board requested a progress report on the annual canvass, particularly in the context of the boundary review	Liz Read	Scruco 14/10/15
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Adrian West Fran Collingham	Informal meeting 10/6/15
20th April 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. Also to include details of the commissioned service delivered by Barnardo's specifically for children who have gone missing. Links to item below.	John Gregg Cllr Ruane	Meeting 08/07/15
	Barnardo's project – children missing from care	To look in more detail at this commissioned project.	John Gregg Cllr Ruane	SB2 Meeting 12 th Feb 15
	City Centre Leisure Centre Development	To look at the proposals for the new leisure centre and seek reassurances about the finances.	David Cockcroft	
	Combined Authority Progress – standing item	Progress report on Combined Authority, including the communications aspect	Adrian West Fran Collingham	Informal meeting 10/6/15
Date to be decided				
*SB1 and SB3	Asset Strategy			
*SB1, SB2 & SB4	Impact of the restructure of People	To review whether the changes to the structure of the People Directorate have supported service improvement	Executive Director - People	SB2 Meeting 23 April 15

Date	Title	Detail	Cabinet Member/ Lead Officer	Source
	Directorate	and savings targets.		
*Scruco and SB3	Tourism and Events	Following on from the consideration by Scruco of the Tourism Strategy	David Nuttall Cllr Maton	
Next Municipal Year	Progress on commissioned DVA services	Following their meeting on 14 th October 2015, Board Members agreed to receive annual progress updates, including October 2016. To include contributions from the Police and Whitefriar's Housing and any information on a regional perpetrators programme.	Isabel Merrifield Cllr R Auluck	Scruco 14/10/15 13/1/16
	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. To be taken June/July 2016		Annual review
	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.	Glenda Cowley/ Welfare Reform Working Together Group	SCRUCO December 2015
	Regulatory Services	At its January meeting, Scruco 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.	Andrew Walster	Informal Scruco meeting 10/06/13 and Scruco 22/01/14

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