



Annual Meeting of the City Council

Time and Date

11.00 am on Thursday, 18th May, 2017

Place

Coventry Cathedral

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

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

1. **Apologies**
2. **Correspondence and Announcements of the Lord Mayor**
3. **Election of the Chair of the Council (being the Lord Mayor of the City)**
4. **Vote of thanks to the Retiring Lord Mayor**
5. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**
6. **To receive a report of the Leader of the Council on the composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet (Pages 5 - 10)**
7. **Minutes (Pages 11 - 24)**

To confirm the Minutes of the Extraordinary meeting held on 14 March 2017 and of the meeting also held on 14 March 2017
8. **Declarations of Interest**
9. **To establish the Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, Ethics Committee and such other Committee as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in the Constitution. This also includes the appointment of the Chair and Deputy Chair of those bodies. (Pages 25 - 42)**
10. **To decide the size and Terms of Reference for those Boards and Committees (as set out in the Constitution) (Pages 43 - 50)**

11. **To receive nominations and appoint to Outside Bodies** (Pages 51 - 64)
12. **To approve a programme of ordinary meetings of the Council, Cabinet, Scrutiny Boards, Committees and Advisory Panels for 2017/18, including the date and time of the next Annual Meeting and agree the scheme of delegation as set out in the Constitution** (Pages 65 - 66)
13. **Appointment of Honorary Recorder** (Pages 67 - 70)
14. **Appointment of Independent Persons to the Ethics Committee** (Pages 71 - 76)
Report of the Deputy Chief Executive (Place)
15. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Wednesday, 10 May 2017

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

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

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

Carolyn Sinclair/Suzanne Bennett
024 7683 3166/3072

PLEASE NOTE:

This meeting may be filmed for live or subsequent broadcast via the Council's internet site. At the start of the meeting, the Lord Mayor will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

Generally, the public seating areas are not filmed.

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

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Annual Meeting of the Council

18 May 2017

Report of the Leader:
Councillor G Duggins

Ward(s) affected:
Not Applicable

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

Is this a key decision?
No

Executive Summary:

The report of the Leader confirms the composition of the Cabinet, the appointment of Deputy Cabinet Members and the allocation of executive portfolios/functions within the Cabinet for 2017/18.

Recommendation

The Council is recommended to note the report of the Leader

List of Appendices included:
Cabinet Portfolios 2017/18

Other useful background papers:
N/A

Has it or will it be considered by Scrutiny?
No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?
No

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

1. Context (or background)

The Local Government Act 2000 allows the Leader of the Council to appoint a Deputy Leader, Cabinet Members and their respective portfolios. In accordance with the Constitution, the Leader is also authorised to appoint Deputy Cabinet Members. The attached appendix confirms the appointments of Cabinet Members, Deputy Cabinet Members and their portfolios for 2017/18.

2. Options considered and recommended proposal

Not applicable

3. Results of consultation undertaken

Not applicable

4. Comments from Director of Finance and Corporate Services

4.1 Financial implications

Not applicable

4.2 Legal implications

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

5. Other implications- Not applicable

Report author(s): Helen Lynch

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

Tel and email contact: 024 7683, 3011 helen.lynch@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Carol Bradford	Corporate Governance Lawyer	Place	9/5/17	10/5/17
Suzanne Bennett	Governance Services Officer	Place	9/5/17	9/5/17
Adrian West	Members and Elections Team Manager	Place	9/5/17	15/5/17
Approvers:				
Councillor G Duggins	Leader of the Council		15/5/17	15/5/17

CABINET PORTFOLIOS 2017/18

Member	Portfolio
<p>The Leader Policy and Leadership</p> <p>Councillor Duggins</p>	<p>Council Plan Scrutiny External relations / public relations Image and reputation Chair of Cabinet / Management Board meetings Emergency Planning Regional Matters West Midlands Combined Authority Corporate Governance Information Management and Governance Risk Management</p>
<p>The Deputy Leader Policing and Equalities</p> <p>Councillor A Khan</p> <p>Deputy Cabinet Member</p> <p>Councillor P Akhtar</p>	<p>Community Safety Community Cohesion Public Protection and Licensing Democratic Services, including Lord Mayor's Electoral Services Equalities Legal Services Training (Members) Constitutional Matters and Political Management Domestic Violence and Sexual Exploitation Local Policing Local Enterprise Partnership Media Strategy Events International Liaison Deputising on Leader Items</p>
<p>Cabinet Member Strategic Finance and Resources</p> <p>Councillor J Mutton</p>	<p>Strategic Finance Medium Term Financial Strategy Budget Setting External Resources Operational Finance incl. Revenues and Benefits Service Transformation and value for money Procurement Human Resources Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Pensions</p>

Member	Portfolio
Cabinet Member Children and Young People Councillor Ruane Deputy Cabinet Member Councillor B Kaur	Children and Families Children and Young People's Social Care Child Sexual Exploitation Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption Corporate Parenting
Cabinet Member Education and Skills Councillor Maton	Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities) Skills and Employability
Cabinet Member Jobs and Regeneration Councillor O'Boyle Deputy Cabinet Member Councillor Welsh	Economic Development City Centre International Trade and Inward Investment Commercial and Operational Property Urban Regeneration Transportation Tourism and Marketing Climate Change Strategy and Development Energy Policy, Conservation and Renewables Sustainability Digital Strategy
Cabinet Member City Services Councillor Innes Deputy Cabinet Member Councillor Lakha	Highways, Drainage and Lighting Licensing Policy (Hackney Carriage and Private Hire) Public Realm Street Services (Ground Maintenance, Refuse (domestic and commercial), (Street Cleaning) Waste Management Flood Management Environment Bereavement Services Traffic Management and Road Safety

Member	Portfolio
Cabinet Member Adult Services Councillor Abbott	Social Care for Adults, Older People and People with Disabilities Carers Sustainability and Transformation Plans
Cabinet Member Public Health and Sport Councillor K Caan Deputy Cabinet Member Councillor R Ali	Health Strategy and Policy Health and Wellbeing Board Health Inequalities Air Quality Local Health Economy Public Health Sexual Health Teenage Pregnancies Mental Health Fuel Poverty Sport Parks
Cabinet Member Community Development Councillor Bigham Deputy Cabinet Member Councillor Thomas	Archives Arts Heritage Museums Conservation Social Enterprise Strategy Catering Mutuels Community and Third Sector Relations City of Culture Bid Community Centres Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Housing and Homelessness Planning

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

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Coventry City Council
Minutes of the Meeting of Council held at 2.00 pm on Tuesday, 14 March 2017

Present:

Members: Councillor L Harvard (Chair)

Councillor F Abbott	Councillor M Lapsa
Councillor N Akhtar	Councillor J Lepoidevin
Councillor P Akhtar	Councillor A Lucas
Councillor R Ali	Councillor P Male
Councillor A Andrews	Councillor K Maton
Councillor R Auluck	Councillor J McNicholas
Councillor R Bailey	Councillor C Miks
Councillor S Bains	Councillor K Mulhall
Councillor L Bigham	Councillor J Mutton
Councillor J Birdi	Councillor M Mutton
Councillor J Blundell	Councillor G Ridley
Councillor K Caan	Councillor E Ruane
Councillor J Clifford	Councillor T Sawdon
Councillor G Crookes	Councillor P Seaman
Councillor G Duggins	Councillor B Singh
Councillor D Gannon	Councillor R Singh
Councillor M Hammon	Councillor D Skinner
Councillor J Innes	Councillor H Sweet
Councillor L Kelly	Councillor K Taylor
Councillor D Kershaw	Councillor R Thay
Councillor T Khan	Councillor S Walsh
Councillor A Khan	Councillor D Welsh
Councillor R Lakha	Councillor G Williams

Honorary Aldermen: Mr D Batten, Mr D Chater, Mrs S Collins, Mrs H Fitzpatrick, Mr J Gazey, Mrs H Noonan, Mr A Waugh

Apologies: Councillor R Brown, R Lancaster, T Mayer, J O'Boyle, T Skipper and C Thomas

Public Business

127. Declarations of Interest

128. Conferring the Title of Honorary Alderman

The City Council considered a report of the Chief Executive which set out the details of nominations for Honorary Alderman. The following five nominations had been received and were presented for approval:

(a) David Chater

Dave Chater served as a Member of the Council for 30 years between 1986 and 2016 representing citizens of Binley & Willenhall Ward. During that time

he was Chair of Transportation and Highways Committee, Chair of the Social Affairs Policy Co-ordinating Committee, Chair of Licensing and Regulatory Committee and served on a number of Committees. He was Lord Mayor in 2002-2003.

It was proposed by Councillor Lakha, seconded by Councillor J Mutton, and resolved unanimously that the title of Honorary Alderman be conferred on David Chater as a past member of the Council in recognition of giving eminent services to the Council and the City for at least 15 years, and that a copy of this resolution, under the common seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Mr. Chater with a badge and framed certificate to commemorate his appointment and he signed the 'Roll of Honorary Aldermen'. Honorary Alderman Chater then gave an acceptance speech.

(b) Sheila Collins JP

Sheila Collins JP was a Member of the Council serving Longford Ward for 18 years between 1986 and 2004. During that time she was a Chair of Leisure Services, Chair of Arts Policy Team, Chair of Planning Committee and Chair of Economic Regeneration Committee. She was Lord Mayor during the year 2000-2001.

It was proposed by Councillor Bigham, seconded by Councillor M Mutton, and resolved unanimously that the title of Honorary Alderman be conferred on Sheila Collins as a past member of the Council in recognition of giving eminent services to the Council and the City for at least 15 years, and that a copy of this resolution, under the common seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Mrs Collins with a badge and framed certificate to commemorate her appointment and she signed the 'Roll of Honorary Aldermen'. Honorary Alderman Collins then gave an acceptance speech.

(c) Helen Fitzpatrick

Helen Fitzpatrick was a Member of the Council for 16 years representing Whoberley and Earlsdon Wards between 1978-1986 and 1987-1995. During that time she served on a number of Committees, including Leisure and Recreation Committee, Social Services Committee, Housing Committee and Finance Committee.

It was proposed by Councillor Crookes, seconded by Councillor Taylor, and resolved unanimously that the title of Honorary Alderman be conferred on Helen Fitzpatrick as a past member of the Council in recognition of giving eminent services to the Council and the City for at least 15 years, and that a copy of this resolution, under the common seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Mrs Fitzpatrick with a badge and framed certificate to commemorate her appointment and she signed the 'Roll of Honorary Aldermen'. Honorary Alderman Fitzpatrick then gave an acceptance speech.

(d) Hazel Noonan

Hazel Noonan was a Member of the City Council for 16 years serving Cheylesmore Ward from 2000 to 2016. During that time she held a number of positions including Cabinet Member (Community Services), Cabinet Member (City Services) and Chair of Scrutiny Board (Health and Social Services). She was Lord Mayor in 2014-2015.

It was proposed by Councillor Bailey, seconded by Councillor Blundell, and resolved unanimously that the title of Honorary Alderman be conferred on Hazel Noonan as a past member of the Council in recognition of giving eminent services to the Council and the City for at least 15 years, and that a copy of this resolution, under the common seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Mrs Noonan with a badge and framed certificate to commemorate her appointment and she signed the 'Roll of Honorary Aldermen'. Honorary Alderman Noonan then gave an acceptance speech.

(e) Arthur Waugh

Arthur Waugh was a Member of the Council representing the citizens of Westwood Ward for a total of 39 years from 1965 to 2004. During that time he became Coventry's Lord Mayor in 1988-1989 and held a number of positions including chair of Finance Committee, Social Services Committee and Recreation Committee. He also served as Deputy Leader of the Council.

It was proposed by Councillor M Mutton, seconded by Councillor Bigham, and resolved unanimously that the title of Honorary Alderman be conferred on Arthur Waugh as a past member of the Council in recognition of giving eminent services to the Council and the City for at least 15 years, and that a copy of this resolution, under the common seal, be presented to mark the conferment.

The Lord Mayor, on behalf of the City Council, presented Mr Waugh with a badge and framed certificate to commemorate his appointment and he signed the 'Roll of Honorary Aldermen'. Honorary Alderman Waugh then gave an acceptance speech.

(Meeting closed at 2.55 pm)

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Coventry City Council
Minutes of the Meeting of Council held at 3.00 pm on Tuesday, 14 March 2017

Members Present:

Councillor L Harvard (Chair)

Councillor F Abbott	Councillor M Lapsa
Councillor N Akhtar	Councillor J Lepoidevin
Councillor P Akhtar	Councillor A Lucas
Councillor R Ali	Councillor P Male
Councillor A Andrews	Councillor K Maton
Councillor R Auluck	Councillor J McNicholas
Councillor R Bailey	Councillor C Miks
Councillor S Bains	Councillor K Mulhall
Councillor L Bigham	Councillor J Mutton
Councillor J Birdi	Councillor M Mutton
Councillor J Blundell	Councillor G Ridley
Councillor K Caan	Councillor E Ruane
Councillor J Clifford	Councillor T Sawdon
Councillor G Crookes	Councillor P Seaman
Councillor G Duggins	Councillor B Singh
Councillor D Gannon	Councillor R Singh
Councillor M Hammon	Councillor D Skinner
Councillor J Innes	Councillor H Sweet
Councillor L Kelly	Councillor K Taylor
Councillor D Kershaw	Councillor R Thay
Councillor T Khan	Councillor S Walsh
Councillor A Khan	Councillor D Welsh
Councillor R Lakha	Councillor G Williams

Honorary Aldermen: Mr D Batten, Mr D Chater, Mrs S Collins, Mrs H Fitzpatrick, Mr J Gazey, Mrs H Noonan and Mr A Waugh

Apologies: Councillor R Brown, R Lancaster, T Mayer, J O'Boyle, T Skipper and C Thomas

Public Business

129. Minutes of the meeting held on 21 February 2017

The minutes of the meeting held on 21 February 2017 were signed as a true record.

130. Coventry Good Citizen Award

On behalf of the City Council, the Lord Mayor and Judge Griffith-Jones presented Lieutenant (SCC) Steve Warwick, RNR, with the Good Citizen Award. His citation read:

Lieutenant (SCC) Steve Warwick, RNR is being honoured with this Good Citizen Award for the work he undertakes for Coventry Sea Cadets. Steve became a cadet as a teenager, progressed to a uniformed instructor and has been the Commanding Officer of Coventry Sea Cadets since 2004. As an instructor Steve taught hundreds of young people aged between 10-18 in the basics of naval traditions, seamanship, boating, marching, first aid and basic training.

Steve dedicates much of his time and effort towards supporting the development of both the cadets and staff within his unit. He communicates with young people at their own level encouraging them to try their best and work as a team. He has helped shy and sometimes problematic cadets to mature into disciplined and confident young adults. He adopts an open door policy allowing the cadets and unit staff to speak with him at any time about issues they may have. His dedication has seen Coventry Sea Cadets become one of the top units out of 400 in the country.

Steve is respected by all staff, Trustees, cadets and their parents. He has often been asked by other units in the region for his support and encouragement, without which they may have been forced to close.

Steve has carried out these duties whilst working full time and having a family. Steve steps down as Commanding Officer in October. This Good Citizen Award is in recognition of the support he has offered to the many young people of Coventry who he has supported and encouraged through their time with Coventry Sea Cadets.

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

Death of Former Lord Mayor of Birmingham

The Lord Mayor referred to the recent death of Councillor Ray Hassall, current Deputy Lord Mayor of Birmingham City Council, who was their Lord Mayor last year.

The Lord Mayor indicated that he had written to the Office of Lord Mayor in Birmingham asking for the Council's sincere condolences be extended to Councillor Hassall's family.

132. **Petitions**

RESOLVED:

(a) That the following petitions be referred to the appropriate City Council bodies:

- (i) Request that the state of the grass verges along Wallace Road to be addressed – 60 signatures, presented by Councillor Williams.**
- (ii) Request introduction of residents parking scheme on Edyth Road – 50 signatures, presented by Councillor Abbott.**

- (iii) **Request to look at implementation of speed reduction methods in Whitley – 548 signatures, presented by Councillors Bailey and Brown.**
- (iv) **Request to landscape the land at Whitley Common/JLR bridge over A444 – 38 signatures, presented by Councillor Bailey.**
- (v) **Request for continuous footpath at the junction of Lawley Close and Jobs Lane and a dropped kerb at the Limbrick Court junction- 36 signatures, presented by Councillor Ridley**
- (vi) **Supporting an application for a Gymnastics Centre for children of all ages – 690 signatures, presented by Councillor Male.**

133. **Declarations of Interest**

- (a) Councillor Hammon declared a Disclosable Pecuniary Interest in the matter referred to in Minute 135 (Proposed Modifications to the Coventry City Council Draft Local Plan and City Centre Action Plan). Councillor Hammon left the meeting during consideration of this item.
- (b) In respect of the matter referred to in Minute 137 (Review of Members Allowances Scheme) the Acting Monitoring Officer had granted a dispensation to all members of the Council under Part 2M, paragraph 6.5.4. of the Constitution. The dispensation would apply for the period covered by this review of the Allowances Scheme and would expire on 31 March 2020.

134. **National Schools and High Needs Funding Formula Consultation Response**

Further to Minute 122 of the Cabinet, the City Council considered a report of the Director of Education, Libraries and Adult Learning that set out the context and financial implications of proposed changes to funding for schools and the Council's proposed response to the consultations on the reformed funding formula.

In January 2016 the Department for Education (DfE) set out their intention to reform funding for schools and high needs through a consultation on the principles that should guide the funding for those two areas. In December 2016 the DfE launched a second stage consultation, which provided further detail, financial impact and timelines.

The report set out the context and financial implications of the proposed changes and proposed a response to the two consultations, attached as appendices to the report, to be submitted by the 22nd March 2017. The Schools Forum would also make a response to the consultation and it was expected that individual schools and governing bodies would also make a response.

RESOLVED that the City Council approves the consultation response to the National Schools and High Needs funding formula consultations.

135. **Proposed Modifications to the Coventry City Council Draft Local Plan and City Centre Area Action Plan**

Further to Minute 123 of the Cabinet, the City Council considered a report of the Executive Director of Place detailing proposed modifications to the Coventry City Council Draft Local Plan and City Centre Area Action Plan.

The Coventry Draft Local Plan and City Centre Area Action Plan were submitted to the Secretary of State (SoS) on 1st April 2016. Following its submission, the SoS appointed an independent Inspector – Rebecca Phillips – to oversee the public examination of the Plans and their evidence base. The public examination hearing sessions took place between July 2016 and January 2017.

Following this examination process the Inspector had indicated that the Council should consult on proposed modifications in order to ensure both Plans could be considered ‘sound’ in accordance with the Town and Country Planning (Local Planning) (England) Regulations (2012). The majority of the proposed modifications were minor in their nature and none of them fundamentally affect either Plan or their overall objectives or direction. The vast majority of proposed changes reflected Action Points raised by the Inspector during the hearing sessions or consultation responses received during the statutory period of consultation in early 2016. Proposed modifications could only reflect changes to the Plan that made technical or factual corrections, responded to consultation responses or issues that had been raised during the examination process. For example:

- The introduction sections to both Plans are updated to reflect the movement of Plans from consultation stages to possible adoption;
- Although the most recent national data continues to show the city’s housing need is increasing this is offset by need across Warwickshire falling. As such, need at the Coventry and Warwickshire level remains stable with no significant change. This is explained within the proposed modifications;
- A review mechanism is added to the Plan should any issues arise with delivery of new development or a fundamental failing of either Memorandum of Understanding (MOU);
- A new Masterplan principles policy is added to guide new development proposals with a specific focus on sites at Whitley, Keresley and Eastern Green;
- The threshold for Health Impact Assessments increases to 150 dwellings and sites over 5ha. This reflects national legislation;
- References to Jaguar Land Rover (JLR), its supply chain and the Universities are strengthened to highlight their importance to the local economy;
- The list of proposed site allocations remains unchanged although some small adjustments to site boundaries are proposed at Keresley, Eastern Green, Cromwell Lane, London Road / Allard Way and the Browns Lane Nursery Site (Appendix 3);
- Infrastructure requirements and considerations for site allocations are strengthened and clarified – especially around highway improvements. This is also reflected in an updated Infrastructure Delivery Plan;
- The new Parish Council status at Finham is recognised;
- The threshold for retail impact assessments is increased to 1,000sq.m;
- Additional references are added to strengthen the protection of ecology and biodiversity value as well as overall green infrastructure;
- The management of Local Green Space is strengthened within Policy GB1. The boundaries for Local Green Space have also been slightly amended to

- reflect the presence of existing development and to correct historic cartographical errors. These are set out in Appendix 3;
- Policy GB2 is amended to reference ‘safeguarded land’ as opposed to ‘reserved land’. This relates to a small number of land parcels on the city’s southern boundary;
 - Heritage policies are strengthened to reflect the city centre’s Heritage Action Zone status, with additional clarification added around the Heritage Park proposals;
 - Additional clarity is added around transport infrastructure and the links to regional strategies such as Midlands Connect. Additional references are also added to strengthen the importance of public transport provisions and city wide connectivity;
 - Flood risk, drainage and water resources policies have been strengthened in partnership with the Environment Agency. This reflects the most up to date national guidance;
 - References to deculverting are increased with such proposals being encouraged where appropriate and viable;
 - A new policy is to be added to cover non-mineral developments within mineral safeguarding areas. This will ensure consistency with national guidance; and
 - Both monitoring frameworks have been updated to ensure appropriate indicators and targets are identified.

The following amendment (in italics) was moved by Councillor Ridley, seconded by Councillor Male and lost:

Amend Recommendation 1:

Add the following to the end of the existing Recommendation 1

“subject to safeguards that ensure a phased release of greenbelt land after brownfield sites have been exhausted”

Recommendation 1 would then read:

“Approves the proposed Modifications to the ‘Local Plan Publication Draft (2011-2031)’ and the ‘City Centre Area Action Plan Publication Draft (2011-2031)’ subject to safeguards that ensure a phased release of greenbelt land after brownfield sites have been exhausted”

RESOLVED that the City Council:

- 1) Approves the Proposed Modifications to the "Local Plan Publication Draft (2011-2031)" and the "City Centre Area Action Plan Publication Draft (2011-2031)".**
- 2) Authorises a period of statutory public consultation beginning on 15th March 2017 and ending on 28th April 2017.**
- 3) Delegates authority to the Executive Director of Place, in consultation with the Cabinet Member for Community Development, the Chair of Scrutiny Co-ordination Committee and the Chair of Planning Committee, to take full account of the responses received to the statutory period of public consultation, propose any further minor amendments to both Plans (where this is necessary to correct any**

errors and aid clarity) and submit the Plans back to the Secretary of State's nominated Inspector for her final consideration.

136. Coventry and Warwickshire Duplex Fund

Further to Minute 126 of the Cabinet, the City Council considered a report of the Executive Director of Place that sought approval for capital investment in the Coventry and Warwickshire Duplex Fund.

The Duplex Fund would provide a new type of financial product to small businesses that combined grants and loans. The net effect for the applicant was a loan at a very attractive rate. The fund would be managed by Coventry and Warwickshire Reinvestment Trust (CWRT), a local "community bank" that lent to businesses which struggled to access finance from banks. As loans to applicants were repaid, this would make cash available for new loans later in the lifetime of the fund. An important benefit of the proposal was that grant funding, which under normal circumstances would be used once, would form part of a ten-year programme of business support. The grant element of the funding would come from UK Government sources such as Growth Deal.

The Council proposed to offer CWRT a loan for up to £2m as its contribution towards the fund for supporting Coventry businesses. Warwickshire County Council were currently considering a proposal for a comparable investment in the fund to provide complete Coventry and Warwickshire coverage. Grant funding worth £5.4m would also be allocated, bringing total public investment in the fund to just under £10m. This would allow £20m in financial support to be offered to businesses as the fund recycled itself over a ten year period.

The Council's investment would be protected by having a strong presence on the credit committee which would award funding from the scheme, setting an interest rate in the loan arrangement that reflected the risk, and by seeking appropriate security from CWRT. In addition, a business support fund like this could also be protected by a government-backed guarantee scheme.

Over the ten-year life of the fund, it aimed to:

- Provide £20m in financial assistance to Coventry and Warwickshire Businesses
- Create just over 1400 jobs
- Support over 360 small and medium businesses

RESOLVED that the City Council:

(1) Agrees to capital investment of £2m in the Coventry and Warwickshire Duplex Fund in the form of a loan arrangement.

(2) Delegates authority to the Executive Director Place and the Section 151 Officer, following consultation with the Cabinet Member for Strategic Finance and Resources and the Cabinet Member for Jobs and Regeneration, to:

- **Negotiate the detailed terms of the loan arrangement and appropriate security, ensuring state aid compliance.**

- **Make such amendment and variations to the loan arrangement as is deemed necessary over the lifetime of the loan period subject to the overall capital investment not exceeding the sum of £2 million pounds.**

137. **Review of Members' Allowances Scheme**

The City Council considered a report of the Director of Finance and Corporate Services which presented the outcome of the Independent Remuneration Panel review of Coventry's Members' Allowances Scheme and recommendations. The Panel's report was appended to the Council report. When approving changes to its Scheme, the Council must have regard to the Panel's recommendations although were not bound by them.

In accordance with the Constitution, Councillor A Khan, moved the recommendations with the following alterations:

Recommend that the City Council:

- (a) *“Consider the report of the Independent Remuneration Panel and approve: Recommendation 1: That the basic allowance should remain at the current level, subject to increase by index see recommendation 7)*

Amend Recommendation 2: that the SRA for the Leader of the Opposition be increased to £5,000

Amend Recommendation 3: that an SRA of £2,500 be introduced for the Deputy Leader of the Opposition

Amend Recommendation 7: That the Basic, Special Responsibility, Mayoral and Co-optees allowances be increased each year by any percentage increase in pay agreed for local government employees, (pegged to spinal column point 49 of the NJC scheme); this indexing to be indexing to be effective from 1 April 2016 and expire on March 2020.

Amend Recommendation 8: That the Dependent Carer's Scheme be amended to remove references to specific amounts and link allowances to the living wage and the Council's Direct Payment rates for the care of a child and an adult respectively.

Reject Recommendations 4, 5, 6, 9, 10, 11, 12, and 13

- (b) *Delegate authority to the Acting Monitoring Officer to amend the Scheme of Members' Allowances according to the decisions taken by Council for inclusion in the Council's Constitution.*

RESOLVED that the City Council:

- (a) **Approve that the basic allowance should remain at the current level, subject to increase by index see recommendation 7)**

Approve that the SRA for the Leader of the Opposition be increased to £5,000

Approve that an SRA of £2,500 be introduced for the Deputy Leader of the Opposition

Approve that the Basic, Special Responsibility, Mayoral and Co-optees allowances be increased each year by any percentage increase in pay agreed for local government employees, (pegged to spinal column point 49 of the NJC scheme); this indexing to be indexing to be effective from 1 April 20216 and expire on March 2020.

Approve that the Dependent Carer's Scheme be amended to remove references to specific amounts and link allowances to the living wage and the Council's Direct Payment rates for the care of a child and an adult respectively.

Reject Recommendations 4, 5, 6, 9, 10, 11, 12, and 13 of the Independent Remuneration Panel.

(b) Delegate authority to the Acting Monitoring Officer to amend the Scheme of Members' Allowances according to the decisions taken by Council for inclusion in the Council's Constitution.

138. Annual Pay Policy Statement 2017/2018

The City Council considered a report of the Executive Director of People setting out the Annual Pay Policy Statement 2017/18.

Local Authorities are required by sections 38 and 39 of the Localism Act 2011 to produce an annual Pay Policy Statement. The statement must articulate the City Council's policies towards a range of issues relating to the pay of the workforce, particularly the most senior staff (or "chief officers") and the relationship of their pay to the lowest paid employees. The proposed annual Pay Policy Statement for 2017/2018 was attached as appendix 1 of the report.

RESOLVED that the City Council approve the Annual Pay Policy Statement 2017/18 attached at Appendix 1 of the report.

139. Question Time

Councillors Innes provided a written answer to the question set out in the Questions Booklet together with oral responses to supplementary questions put to her at the meeting.

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

No	Question asked by	Question put to	Subject Matter
1	Councillor Blundell	Councillor Innes	On the spot fines for littering
2	Councillor Williams	Councillor Innes	Delay in considering a

			petition at a Cabinet Member meeting
3	Councillor Williams	Councillor A Khan	Community Speedwatch
4	Councillor Williams	Councillor Welsh	Cabinet Member negotiations with private investors
5	Councillor Hammon	Councillor Bigham	Events taking place in respect of the City of Culture application
6	Councillor Hammon	Councillor Innes	Recent traffic delays due to traffic light issues near West Orchard car park
7	Councillor Hammon	Councillor Innes	Measures in place to deal with student accommodation and HIMO's following the introduction of the 2-weekly bin collections
8	Councillor Male	Councillor Maton	City Council apprenticeship programme
9	Councillor Skinner	Councillor Bigham	Traffic issues in Westwood Ward
10	Councillor Crookes	Councillor Duggins	Commonwealth Games 2022
11	Councillor Crookes	Councillor T Khan	Secondment of Director of Public Health to the Combined Authority

140. **Statements**

- (a) The Leader of the Council make a statement in respect of “Progress on the Combined Authority”.

Councillor Blundell responded to the statement.

- (b) The Cabinet Member for Children and Young People made a statement in respect of “Children’s Services Improvement Plan”.

Councillor Lapsa responded to the statement.

141. **Debate**

The following motion was moved by Councillor Sawdon and seconded by Councillor Blundell:

“This Council is proud of its heritage and ethnic diversity in its bid to be City of Culture and calls on all faiths to engage in the 2017 heritage open day.”

Councillor Welsh proposed the following amendment, which was seconded by Councillor M Mutton and carried:

"In line 1 – delete 'ethnic'

In line 2 – delete 'faiths' and insert 'all citizens', after 'engage' add 'and support'

The amended Motion now to read:

*"This Council is proud of its heritage and diversity in its bid to be City of Culture and calls on all citizens to engage and support the 2017 heritage open day."

RESOLVED that the amended Motion as set out at * above be unanimously adopted.

(Meeting closed at 6.20 pm)

COUNCIL

18 May, 2017

APPOINTMENTS – 2017/18

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor Andrews

Councillor Ridley

(2 Conservative)

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor T Khan	Councillor Thay

Councillor Clifford

Councillor Crookes

Councillor Gannon

Councillor Harvard

Councillor B Kaur

Councillor Kershaw

Councillor Lapsa

Councillor Lucas

Councillor Mayer

Councillor Ridley

Councillor Thomas

Councillor Walsh

Political Balance (2017/18)	
Conservative	4
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Seaman	Councillor Mulhall

Councillor N Akhtar

Councillor P Akhtar

Councillor Auluck

Councillor Bailey

Councillor Bains

Councillor Crookes

Councillor McNicholas

Councillor Miks

Councillor Skinner

Political Balance (2017/18)	
Conservative	3
Labour	8

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

ETHICS COMMITTEE

CHAIR:	Councillor Walsh
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor Mulhall

Labour Group Substitute – Councillor M Mutton

Conservative Group Substitute – Councillor Bailey

***Independent Person (s)**

***Note: There is a separate report on the agenda regarding the appointment of Independent Persons on Ethics Committee**

Political Balance (2017/18)	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

(Up to 5 to be appointed by the Director of Finance and Corporate Services after consultation with the Group Leaders)

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Brown	Councillor Clifford

Councillor N Akhtar

Councillor Andrews

Councillor Gannon

Councillor McNicholas

Councillor M Mutton

Councillor Ridley

Councillor R Singh

Political Balance (2017/18)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor R Singh
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Councillor Auluck

Councillor Bains

Councillor Blundell

Councillor Brown

Councillor Harvard

Councillor Sawdon

Councillor Taylor

Councillor Thay

Political Balance (2017/18)	
Conservative	3
Labour	6

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

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor M Mutton
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Councillor Bains

Councillor Kershaw

Councillor Lepoidevin

Councillor Lucas

Councillor Male

Councillor Miks

Councillor Mulhall

Councillor Seaman

Political Balance 2017/18	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor McNicholas
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Councillor Auluck

Councillor Crookes

Councillor Hammon

Councillor Harvard

Councillor Lancaster

Councillor B Singh

Councillor Sweet

Councillor Taylor

Political Balance 2017/18	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor N Akhtar
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Councillor Bailey

Councillor T Khan

Councillor Kelly

Councillor Mulhall

Councillor Sawdon

Councillor B Singh

Councillor Thay

Councillor Walsh

Political Balance 2017/18	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Gannon
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Councillor Clifford

Councillor Kelly

Councillor Kershaw

Councillor Lancaster

Councillor Lapsa

Councillor Mayer

Councillor Miks

Councillor Walsh

Political Balance 2017/18	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Bains	Councillor Harvard

Councillor Brown

Councillor R Singh

Councillor Sweet

Councillor Taylor

Labour Group Substitute – Councillor Seaman

Conservative Group Substitute – Councillor Sawdon

Political Balance 2017/18	
Conservative	1
Labour	5

COVENTRY HEALTH AND WELL-BEING BOARD

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

Deputy Chief Executive (People)	(Statutory Appointment)
Director of Public Health	(Statutory Appointment)
Coventry Healthwatch – 2 representatives	(Statutory Appointment)
Coventry and Rugby Clinical Commissioning Group – 2 representatives	(Statutory Appointment)
Martin Reeves	Chief Executive, Coventry City Council
Voluntary Action Coventry – 1 representative	
Coventry University – Vice-Chancellor (or representative)	
Warwick University – Vice-Chancellor (or representative)	
NHS Commissioning Board – 1 representative	
West Midlands Police – 1 representative	
West Midlands Fire Service – Operations Commander Coventry	
Coventry and Warwickshire Partnership Trust – 1 representative	
University Hospitals Coventry and Warwickshire – Chief Executive or representative	
Coventry and Rugby GP Federation – Chief Executive or representative	
Councillor K Caan to be appointed as Chair	
A representative of one of the partner organisations to be appointed as Deputy Chair	

ADVISORY PANELS / PANEL TO BE RE-APPOINTED DURING 2017/18

ADVISORY PANELS TO BE RE-APPOINTED

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

Councillor Ruane Cabinet Member for Children and Young People (Chair)

Councillor Maton Cabinet Member for Education and Skills

Councillor M Mutton Chair of Education and Children's Scrutiny Board (2)

Councillor Seaman Labour Group Representative

Councillor Male Shadow Cabinet Member for Education and Skills

Councillor Lepoidevin Shadow Cabinet Member for Children and Young People

Councillor Blundell Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Andrews Conservative Member on Ethics

Councillor Walsh Labour Member on Ethics

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

Councillor Cllr Bailey

Councillor M Mutton (Chair)

1 Member from Controlling Group

Councillor J Mutton

CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Auluck

Councillor M Mutton

Councillor Seaman

Councillor Male Shadow Cabinet Member for Education and Skills

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

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

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

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

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor Bigham Cabinet Member for Community Development (Chair)

Councillor O'Boyle Cabinet Member for Jobs and Regeneration

Councillor Innes Cabinet Member for City Services

Councillor Seaman Chair of Planning Committee

Councillor Duggins Leader

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

Councillor Mulhall Deputy Chair of Planning Committee

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

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

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

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

Councillor A Khan	Cabinet Member for Policing and Equalities (Chair)
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor Brown	Chair of Scrutiny Co-ordination Committee (or their nominee)
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Skipper	Lord Mayor, ex officio
The Honorary Recorder	

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

Councillor A Khan	Cabinet Member for Policing and Equalities
Councillor O’Boyle	Cabinet Member for Jobs and Regeneration
Councillor Bigham	Cabinet Member for Community Development
Councillor Andrews	Shadow Cabinet Member for Policing and Equalities
Councillor Ridley	Conservative Group Nominee

Councillor Skipper Lord Mayor, ex officio

The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - DISABILITY EQUALITY

Councillor Thomas Labour Group Nominee

Councillor Abbott Substitute for Labour Group Nominee

ACL PANEL

Councillor Duggins	Leader (Chair)
Councillor A Khan	Deputy Leader (Deputy Chair)
Councillor Abbott	Cabinet Member for Adult Services
Councillor J Mutton	Cabinet Member for Strategic Finance and Resources
Councillor Ruane	Cabinet Member for Children and Young People
Councillor Maton	Cabinet Member for Education and Skills
Councillor O'Boyle	Cabinet Member for Jobs and Regeneration
Councillor Innes	Cabinet Member for City Services
Councillor Bigham	Cabinet Member for Community Development
Councillor K Caan	Cabinet Member for Public Health and Sport
Councillor Ali	Deputy Cabinet Member for Public Health and Sport
Councillor P Akhtar	Deputy Cabinet Member for Policing and Equalities
Councillor Lakha	Deputy Cabinet Member for City Services
Councillor B Kaur	Deputy Cabinet Member for Children and Young People
Councillor Thomas	Deputy Cabinet Member for Community Development
Councillor Welsh	Deputy Cabinet Member for Jobs and Regeneration
Councillor Ridley	Leader of the Opposition
Councillor Andrews	Deputy Leader of the Opposition

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

TERMS OF REFERENCE

Report 10a

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

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration Committee

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

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

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

Terms of Reference

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

Cabinet Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

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

Note

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

Cabinet Advisory Panel – School Organisation

Terms of Reference

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

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

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

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

- (1) To review the division of the 18 Wards within the City into Polling Districts in accordance with the Representation of the People Acts and associated legislation.

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

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

Terms of Reference

1. The object of the Coventry Award of Merit shall be to publicly acknowledge and honour behaviour reflecting the highest ideals of citizenship or outstanding performance in any worthy field of human endeavour which enhances the good name of the City of Coventry and affords inspiration to its citizens.
2. Any person, company or other organisation shall be eligible for consideration for the Coventry Award of Merit who has:-
 - 2.1 Rendered outstanding service to the City of Coventry in service to the local community.
 - 2.2 By outstanding personal effort in the field of sport, industry, government or the arts, brought particular renown to the City of Coventry.
 - 2.3 Made an outstanding contribution to the national life or in international affairs in any field of human activity in a manner which has brought credit upon the City of Coventry.
 - 2.4 By personal example of courage or devotion to duty and service to others, demonstrated the highest ideals of citizenship.
3. The grant of the Award of Merit shall be made by the City Council on the recommendation of Cabinet Member for Policing and Equalities, who will be advised by an Advisory Panel established for the purpose.
4. The Cabinet Member and Advisory Panel shall endeavour to maintain consistently high standards in the submission of recommendations and accordingly shall be at liberty to make such further enquiry into a nomination as they think proper, and shall be under no obligation to submit any recommendation unless they are satisfied that in doing so such standards would be maintained.

5. Any individual or organisation (including any member of the panel of Assessors) may submit a nomination for the Award of Merit. Any such nomination shall be in writing and submitted to the Deputy Chief Executive (Place), with a detailed statement of the grounds on which it is made.
6. The Award of Merit shall take such form as the City Council may from time to time determine but shall include a Citation signed by the Lord Mayor for the time being stating the grounds on which the Award has been made. Awards shall be made by the Lord Mayor at a public ceremony.

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

Terms of Reference

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

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

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

Cabinet Member for Policing and Equalities Advisory Panel - Disability Equality

Terms of Reference

Work jointly to tackle issues which are important to all disabled people in the city

Advise, comment and make recommendation to the Cabinet Member with responsibilities for Equalities on issues impacting disabled people

Take an annual report to the Cabinet Member with responsibilities for Equalities on the progress made through the Disability Equality Advisory Panel.

Identify key areas where services and partner agencies could deliver improvements.

Harness the skills, knowledge and abilities of panel members to strengthen working together to identify and resolve issues.

Provided a conduit for collating and disseminating key messages to disabled people.

Ensure young disabled people and other disability forums are working collaboratively with the panel.

To receive confirmation that all advice and recommendations have been considered and carried out or are to be implemented in the near future subject to Council policy

Membership of the panel will be reviewed on an annual basis.

The Disability Equality Advisory Panel will meet at least three times a year.

ACL Panel

Terms of Reference

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

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

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

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	Proportional Entitlement for groups - rounded			Proportional Entitlement for groups (2 decimal places)		
	Total	Con	Lab	Total %	Con %	Lab %
Total Councillors - 54						
Party seats	52	13	39	100.0%	25.0%	75.0%
Cabinet	10	0	10	10.0	n/a	n/a
Entitlement per group excluding Cabinet places				90	25.0	65.0
Planning Committee	11	3	8	11	2.75	8.25
Licensing and Regulatory Committee	14	4	10	14	3.50	10.50
Ethics	5	1	4	5	1.25	3.75
Audit and Procurement Committee	6	1	5	6	1.50	4.50
Scrutiny Board 1	9	3	6	9	2.25	6.75
Scrutiny Board 2	9	2	7	9	2.25	6.75
Scrutiny Board 3	9	3	6	9	2.25	6.75
Scrutiny Board 4	9	2	7	9	2.25	6.75
Scrutiny Board 5	9	2	7	9	2.25	6.75
Scrutiny Co-ordination Committee	9	2	7	9	2.25	6.75
Totals (excludes Cabinet)	90	23	67	90	22.5	67.5

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REPORT 11

PRESENTED AT ANNUAL MEETING 18TH MAY 2017

**APPOINTMENTS TO OUTSIDE BODIES FOR THE 2017/2018
MUNICIPAL YEAR**

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBF1	Adoption Panel	Councillor Seaman	Councillor Seaman	Considers the placement of children for adoption bearing in mind background information on the child/proposed placement given to the panel	Meets fortnightly
OBF2	Coventry School Admissions Forum	Councillor Maton Councillor Male	Councillor Maton	Statutory Body - considers school admission matters	Meets twice per annum
OBF3	Fostering Panel	Councillor M Mutton	Councillor M Mutton	Considers the placement of children for fostering bearing in mind background information on the child/proposed placement given to the panel	25 meetings per year

Appointments to Partnership Organisations

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP1	Children and Young People's Commissioning Board	Councillor Ruane - Cabinet Member for Children and Young People Councillor Maton - Cabinet Member for Education and Skills Councillor Lepoidevin Councillor Male	Councillor Ruane	Ensures that within the context of the Children Act 2004 services are jointly and efficiently commissioned	Meets monthly
OBP2	Council of Governors of the Coventry and Warwickshire Partnership Trust	Councillor K Caan	Councillor K Caan	To manage the transition to become a NHS Foundation Trust	tbc
OBP3	Coventry and Warwickshire Local Enterprise Partnership Board (LEP)	Councillor O'Boyle	Councillor O'Boyle	To drive Local Enterprise Partnership for the area, approved by Government on 28th October 2010	6 full Board meetings held per annum. Anticipated AGM will be held in September prior to the Board meeting for that month
OBP4	Coventry Learning Disabilities Partnership Board	Councillor Clifford Councillor Mayer	Councillor Clifford	Brings together key partners to create a joint strategy for the future shape of services to people within the remit of the Board; to develop a commissioning strategy and to improve services across the City	Meets monthly. No AGM held
OBP5	Older People's Partnership Board	Councillor Abbott Councillor Mayer	Councillor Abbott	Set priorities, plan future service delivery, monitor the implementation of the Older People's National Service Framework and develop service and Commissioning Strategies for Older people, including Older People with mental health problems	Meets quarterly. No AGM held

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBP6	Voluntary Action Coventry	Councillor Thomas Councillor Sawdon	Councillor Thomas	The umbrella body for voluntary and community organisations in Coventry. The City Council representatives act as observers on the Management Board	Meets quarterly
OBP7	West Midlands Strategic Migration Partnership	Councillor Mrs Bigham	Councillor Mrs Bigham	Local Authority-led partnership which provides structure and forums of engagement for effectively dealing with migration, including economic migration and the benefits, at a local, regional and national level.	Quarterly

Appointments to Outside Bodies

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB1	Albany Theatre Trust	Councillor Kershaw	Councillor Kershaw	To manage the affairs of the Albany Theatre	Meetings held monthly. AGM held in June
OB2	Belgrade Theatre Trust (Coventry) Limited	Councillor Skipper Councillor Mayer (Cllr Skipper, or in his absence Councillor Mayer, authorised to exercise the Council's vote at General Meetings)	Councillor Skipper	The promotion, maintenance, improvement and advancement of education or for the encouragement of the arts	Meets 6 to 7 times annually. AGM held in September
OB3	Birmingham International Airport Holdings Limited - Board of Directors	Councillor Welsh (Authorised to exercise the Council's vote at General Meetings. Substitutes not permitted)	Councillor Welsh	Airport Company Board of Directors	Meets 4 times annually. AGM held in July
OB4	Birmingham International Airport - Consultative Committee	Councillor Welsh	Councillor Welsh	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates.	AGM held in May
OB5	Bus Lane Adjudication Service Joint Committee (BLASJC)	Councillor Innes - Cabinet Member for City Services Councillor Lakha	Councillor Innes	The Committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held every 3 months

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB6 Page 56	Coventry Airport Consultative Committee	Councillor Lakha Councillor Thomas (Substitute)	Councillor Lakha	To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information/ideas; to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators; and to complement the legal framework within which the aerodrome operates	Meets every 3 months of the year
OB7	Coventry Ambassadors Social Enterprise Board	Councillor Mrs Bigham	Councillor Mrs Bigham	To continue the development of Coventry Ambassadors to enable them to play a key role in future events for the City	When required
OB8	Coventry and Solihull Waste Disposal Company Limited - Advisory Forum	Councillor O'Boyle Councillor Harvard Councillor Andrews Councillor Mayer	Councillor O'Boyle	Consider the waste disposal activities and financial results of the joint account for the two Authorities	Meets once per annum
OB9	Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Councillor Innes (Authorised to exercise the Council's vote at General Meetings) Councillor Lakha (Substitute for exercising Council's vote at General Meetings) or in the absence of both of the above, Martin Yardley, Deputy Chief Executive (Place), (or his nominated substitute) is the voting representative Councillor Sawdon	Councillor Innes	The Panel oversees the operation of the Waste Disposal Company	Meets quarterly

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB10	Coventry Law Centre Limited	Councillor Welsh Alan East	Councillor Welsh	Coventry Law Centre is a charity employing Solicitors and paralegals to offer free legal advice and representation in the areas of housing, immigration, employment and discrimination, education, mental health, community care and welfare benefits to the people of Coventry.	Meets monthly
OB11	Coventry Refugee and Migrant Centre	Councillor T Khan Councillor R Singh Councillor Mayer	Councillor T Khan	The Board oversees the work of the Centre which covers the following 2 main categories: 1. help for asylum seekers with subsistence, housing, health and racial harassment 2. help set up home for those given leave to remain	Board meets monthly except for August and December. AGM held in September
OB12	Coventry City of Culture Trust	Councillor Mrs Bigham	Councillor Mrs Bigham	To create bid for the title of UK City of Culture 2021	The Board meets monthly
OB13	Culture Coventry Trust Board of Directors	Councillor Skipper Councillor Mrs Abbott Councillor Lakha Councillor McNicholas Councillor Sawdon	Councillor Skipper	To oversee the operations of facilities	Meets quarterly. AGM held in October
OB14	Foxford School Trust Limited	Councillor Mrs Bigham	Councillor Mrs Bigham	Foundation acting on behalf of the School	Meet at least once per school term
OB15	Local Government Association - General Assembly	Councillor Duggins Councillor A Khan Councillor Innes Councillor Ridley (Councillor Taylor - Substitute for Councillor Ridley)	Councillor Duggins	The LGA General Assembly acts as the "parliament" for local government	Meets once per annum - an AGM held in June

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB16	Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Councillor Innes - Cabinet Member for City Services Councillor Lakha	Councillor Innes	Participation in the committee puts in place adjudication arrangements for parking Penalty Charge Notice appeals	Meetings held approx. every 3 months
OB17	Police and Crime Panel	Councillor A Khan Councillor P Akhtar (Substitute Member)	Councillor A Khan	The Police and Crime Commissioners will be held to account on an on-going basis by the Crime Panel	Meets 7 times per annum. AGM expected to be held in June
OB18	Regional Flood and Coastal Committee (Severn and Wye)	Councillor Innes	Councillor Innes	Considers matters relating to the flood risk programme for the midlands region, capital schemes, maintenance policy, strategy and funding.	Meets quarterly
OB19	SIGOMA (Special Interest Groups of Municipal Authorities)	Councillor Bains	Councillor Bains	Represents most of the large towns and cities in the north, midlands and south coast regions of England. Is the collective voice of urban areas across the regions working to release the opportunities and potential of the communities represented.	Meets monthly. AGM held in July
OB20	Stoke Park School Trust Limited	Councillor Bains	Councillor Bains	Foundation acting on behalf of the Trust School.	Meets quarterly. AGM held in November.
OB21	Tile Hill Wood Academy - Governing Body	Councillor Maton	Councillor Maton	The academy was set up by sponsors who own and run the school, with those functions discharged through the Governing Body and Head Teacher	Meets at least once per term

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB22	University of Warwick Science Park Business Innovation Centre Board and University of Warwick Science Park Foundation Board	Councillor O'Boyle (Appointed to the Business Innovation Centre and the Foundation and authorised to exercise the Council's vote at General Meetings of both Boards) and Councillor Skipper (Appointed to the Foundation and as substitute member for the Business Innovation Centre and as substitute for exercising the Council's vote at General Meetings of both Boards)	Councillor O'Boyle	Management Board for the bodies.	Approx. 3 times per year each. AGM held in July each year.
OB23	West Midlands Combined Authority (Board)	Councillor Duggins Councillor A Khan Councillor O'Boyle (Substitute Member) Councillor Maton (Substitute Member)	Councillor Duggins	Management Board for the combined authority to improve economic growth and transport for local authorities in the economic area	TBC
OB24	West Midlands Combined Authority Audit and Standards Committee	Councillor Bains Councillor N Akhtar (Substitute Member)	Councillor Bains	Responsible for matters concerning internal audit, including risk management, and the promotion and maintenance of high standards of conduct and ethical governance.	TBC
OB25	West Midlands Combined Authority - Transport Delivery Committee	Councillor Welsh Councillor P Akhtar	Councillor Welsh	Responsible for operational transport matters	To be scheduled in line with work programme

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB26 Page 60	West Midlands Combined Authority Overview and Scrutiny Committee	Councillor J Mutton Councillor Brown (Substitute Member)	Councillor J Mutton	To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority	TBC
OB27	West Midlands Growth Company (West Midlands Combined Authority)	Councillor Duggins	Councillor Duggins	Support the development of a number of the targets set out in the Strategic Economic Plan	
OB28	West Midlands Joint Committee	Councillor Duggins (Lead Voting Member) Councillor A Khan (Substitute Voting Member) Councillor Ridley	Councillor Duggins (Lead Voting Member)	Formally constituted body of West Midlands District Councils to discharge specific functions concerning the West Midlands	Meets every 3 months
OB29	West Midlands Fire and Rescue Authority	Councillor Walsh Councillor Miks (Substitute) Councillor Male	Councillor Walsh	Statutory responsibilities to the community of West Midlands	Meets 5 times per annum (Policy Planning Forum, comprising all members, meets 8 times per annum)
OB30	West Midlands Pensions Committee	Councillor J Mutton Councillor Bains (Substitute Member)	Councillor J Mutton	To oversee the pensions administration and investment expenses relating to the West Midlands Metropolitan Authorities Pensions Fund	Meets every four months
OB31	West Midlands Rail Ltd	Councillor Welsh (Principal Director) and Councillor O'Boyle (Substitute Director)	Councillor Welsh	The Board provides West Midlands Rail with strategic and policy guidance towards developing a new, local passenger rail franchise for the West Midlands, as well as gaining influence over other key routes across the region.	Meets 4 times per annum.

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OB32	Whitefriars Housing Group	<p>Councillor Lakha Councillor Harvard Councillor Thomas Councillor Taylor</p> <p>(Voting - Councillors Lakha & Harvard authorised as the City Council's representative & substitute representative, respectively, to exercise its vote at AGM of Whitefriars Services Limited. Martin Yardley, Deputy Chief Executive (Place), authorised to act as the voting representative in the absence of the authorised representative and the substitute representative)</p>	Councillor Lakha	Management of Housing Group	Meets 4 times per annum. AGM for Whitefriars Services Limited is held in October
OB33	Woodlands Academy - Governing Body	Councillor Male	Councillor Male	The academy was set up by sponsors who own and run the school with those functions discharged through the Governing Body and Head Teacher	Meet at least once per school term

Appointments to Charity and Other Non Municipal Year Appointments

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC1	Annie Bettmann Foundation	Councillor Abbott Councillor J Clifford Mrs A Brown Mr P Cordle His Honour Judge Donald Hamilton (retired) Councillor Skinner	Councillor Abbott	To provide assistance to those between the ages of 21 and 40 who are looking to set up a business within the geographical limits of the Council, and in exceptional circumstances, to offer assistance to those about to finish education with a view to setting up a business in Coventry	Meets once per annum
OBC2	Blue Coat School Foundation	Mrs I Cribdon Mrs J Jackson	Mrs I Cribdon	Charitable body responsible for property management	Meets 2 or 3 times per annum
OBC3	Bond's Hospital Estate Charity Trustees	Councillor Mrs Abbott Councillor N Akhtar Mrs S C Forte	Councillor Mrs Abbott	Charitable organisation that manages property for the benefit of the elderly	Meets May, June and July each year
OBC4	Coventry Association for International Friendship	Councillor Lakha	Councillor Lakha	To bring together organisations and individuals to promote International friendship and to create closer ties between the citizens of Coventry and the people of its twinned towns	Meets twice per annum AGM held in May
OBC5	Coventry Church (Municipal) Charities Trustees	Councillor Clifford Councillor Kershaw Mrs R Mason	Councillor Clifford	Charitable body concerned with the relief of poverty for elderly people	Meets March, June, September and December each year
OBC6	Coventry Citizens' Advice Bureau Management Board	Councillor Mrs Abbott	Councillor Mrs Abbott	Manages the business of the bureau	Meets bi-monthly on the second Tuesday of the month at 5.45pm - 7.30pm.

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC7	Coventry General Charities Trustees	Councillor Mrs Miks Councillor Lakha Councillor Clifford Mrs E Eaves Mrs Hetherton Councillor Crookes Councillor Lapsa	Councillor Mrs Miks	Yearly payment to the vicar and church wardens of the ecclesiastical parish of St Michael for the poor; yearly payment to the Governors of the Monks Kirby exhibition foundation; relief for persons in conditions of need, hardship or distress in the City of Coventry; the payment of pensions to poor people, preference being given to Freemen of the City; the general advancement of education to persons under 25 years, preference being given to sons and daughters of the City.	Meets monthly. AGM held in January
OBC8	Daimler Green Recreational Trust	Councillor M Mutton	Councillor M Mutton	The Community Recreation Trust has been established to take responsibility for the new community facilities being provided at Daimler Green.	Meetings likely to be monthly in the first year of the operation of the trust after which the frequency will be reviewed.
OBC9	John Friends Memorial Fund Management Committee	Councillor Clifford Councillor Mrs Bigham Councillor Crookes	Councillor Clifford	Gives grants to schools and individuals for the study of astronomy and meteorology.	Meets twice per annum
OBC10	Sir Charles Barratt Memorial Foundation	Councillor Innes Councillor Crookes	Councillor Innes	Charitable body that gives grants for musical instruments.	AGM held in January

	ORGANISATION	2017/2018 APPOINTEES	2017/2018 LEAD MEMBER	PURPOSE	FREQUENCY OF MEETINGS and AGM
OBC11	Soothern and Craner Educational Foundation	Councillor Mrs Abbott Councillor Taylor Councillor Mrs Miks (Appointment expires May 2020) Councillor Thomas	Councillor Mrs Abbott	To assist girls of Friends (Quakers) in Coventry and other girls in the City by means of monetary grants	Meets once per year. AGM held in July/August
OBC12	Swillington's Charity Trustees	Councillor Mrs Bigham Councillor R Auluck	Councillor Mrs Bigham	Charity for the general benefit of the poor in the City of Coventry	Meets bi-monthly
OBC13	Tansley Charity Trust	Councillor Mrs Abbott Councillor R Auluck Councillor K Caan Lord Mayor (Ex-Officio)	Councillor Mrs Abbott	To award grants to elderly or infirm women.	Meets June and December each year. Additional meetings held on an ad-hoc basis
OBC14	Tom Mann Centre Trust Management Committee	Councillor Seaman (Trustee) Councillor Lakha Councillor Thay	Councillor Seaman	Charity fund to promote the life of Tom Mann and his involvement with Trade Unions.	Meets once per annum
OBC15	William Proffitt's Charity	Councillor Kaur Councillor R Auluck Councillor Abbott	Councillor Kaur	Education of the poor, money distributed to the Charities and Schools in the parish of Foleshill	Meets March and December

CALENDAR OF MEETINGS 2017/18

Item 12

* meeting 'if required'

Meetings	Time (unless indicated otherwise)	May 17	Jun 17	Jul 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18
Council	2.00pm	18 (11am)		11		5	10		5	16	20	13		17 (11am)
Cabinet / Cabinet Members														
Cabinet	2.00pm		13	4	1, 29		3, 31	28		9	13, 20 (10am)	6	10	
Cabinet Briefing	2.00pm	30	20	18	15	19	17	14	19	30	21	27		
Cabinet Member – Adult Services	10.00am			27			5			18		29		
Cabinet Member – Children and Young People	3.30pm			17			9			22	26		16	
Cabinet Member – City Services	3.00pm		26		7	18		6		15	26		16	
Cabinet Member – Community Development	10.30am			18			10			30		20		
Cabinet Member – Education and Skills	2.30pm			5		27				17			11	
Cabinet Member – Jobs and Regeneration	2.00pm			12			4			10		14		
Cabinet Member – Policing and Equalities	3.00pm			20			26		7			8		
Cabinet Member – Policy and Leadership	2.00pm			27			19			25			5	
Cabinet Member – Public Health and Sport	2.00pm		12			18			11		12			
Cabinet Member – Strategic Finance and Resources	10.00am				3		12		14			22		
Political Cabinet	2.00pm	23	6 (10am), 20	4 (10am), 25	8, 22	12, 26	17 (10am)	7, 21	12	9 (10am), 23	6, 27	6 (10am), 20	3, 17	1
Scrutiny Boards														
Scrutiny Co-ordination Committee	10.00am		14	12	16*	6	4*, 18	8*, 22	6*, 20	10*, 24	7*, 28	14*, 28	18	
Scrutiny Board 1 – Finance and Corporate Services	2.00pm		14	12		13		15		24		21	18	
Scrutiny Board 2 – Education and Children's Services	2.00pm		22	13 (10am)		14	12	23		11		1, 22	26	
Scrutiny Board 3 – Business, Economy and Enterprise	10.00am		28	26		20		15		17		21		
Scrutiny Board 4 – Communities and Neighbourhoods	2.00pm			5		6		8		17		7	25	
Scrutiny Board 5 – Health and Social Care	10.00am			19		13		1	13	31		7	25	
Committees														
Appointments Committee														
Audit and Procurement Committee	3.00pm		5 (2pm training), 26	24		11		13	18		19	26		
Ethics Committee	10.00am			20		14			14			29		
Licensing and Regulatory Committee	10.00am		27	25	22	19	17	14	12	23	27	27	24	
Planning Committee	2.00pm		15	13	3, 31	28	19	16	14	18	15	15	12	10
Planning Committee Quarterly Seminars	2.00pm			6 (10am)		21			7			8		

Meetings	Time (unless indicated otherwise)	May 17	Jun 17	Jul 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18
Advisory Panels														
AC Panel		Meetings arranged as required												
Constitutional Advisory Panel		Meetings arranged as required												
Corporate Parenting Board	3.00pm			3, 31	21	18	30		11	15		5	23	
Coventry Award of Merit		Meetings arranged as required												
Coventry Local Development Plan	3.00pm		19	24 (2pm) 6		11			4		12			
Disability Equality	10.30am							9				15		
Electoral Arrangements	2.30pm				7							19		
Good Citizen Award	4.00pm				15									
School Organisation		Meetings arranged as required												
Other meetings														
Coventry & Solihull Waste Disposal Company Ltd Shareholders Panel		Dates to be confirmed												
Coventry Health and Wellbeing Board	2.00pm			10		4	16	27			5		9	
John Friends Memorial Fund		Meetings arranged as required												
Tansley Charity Trust	11.00am		27					7					10	
Tom Mann Memorial Committee		Meetings arranged as required												



Council

18 May 2017

Name of Cabinet Member:

Cabinet Member for Policing and Equalities, Councillor A Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

N/A

Title:

Appointment of Honorary Recorder for the City of Coventry

Is this a key decision?

No

Executive Summary:

To appoint a new Honorary Recorder for the City of Coventry following the forthcoming retirement of the current holder of the role, His Honour Judge Griffith-Jones.

Recommendations:

Council is recommended to appoint His Honour Judge Andrew Lockhart QC to the role of Honorary Recorder for the City Of Coventry with effect from 1st July 2017.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 18 May 2017

Report title: Appointment of Honorary Recorder for the City of Coventry

1. Context (or background)

- 1.1 With effect from 30 June 2017 the current Honorary Recorder for the City of Coventry, His Honour Judge Richard Griffith-Jones, retires from this role as a result of his retirement as a Circuit Judge at Coventry Crown Court.
- 1.2 The position of Recorder has a long history and the position dates back to 1345 when the City of Coventry was granted a Royal Charter by King Edward III. During the mediaeval period, the duties of the Recorder were principally acting as general legal advisor to the City, having responsibility for keeping accurate records, and seeing that true judgements were made. It was not until 1882 that it became a requirement for a Recorder to be a qualified lawyer.
- 1.3 In 1971 the Courts Act brought about substantial changes to the Court system and abolished the Quarter Sessions. With the abolition of these Courts, the formal role of the Recorder ceased. The Act provided that all part-time Judges could be known as Recorders, but these would have no affiliation to any particular geographical area by virtue of their appointment. As a result of concerns expressed over the loss of this historic role, the Government changed the proposed legislation so as to allow for the appointment of Honorary Recorders. Only a Circuit Judge or a Recorder is qualified to hold office as an Honorary Recorder.
- 1.4 The City Council appointed its first Honorary Recorder in August 1971 and there have been seven holders of the post since that date. The post is mainly ceremonial in nature, but it does allow for the historic links between the City and the judiciary to be maintained. The Honorary Recorder supports the Lord Mayor by attending functions such as the Annual Meeting of the City Council, Holocaust Memorial Day, Freeman's Guild Annual Service, Armed Forces Day, Remembrance Sunday, Royal visits and is invited to other city-wide events.
- 1.5 His Honour Judge Richard Griffith-Jones was appointed to the post in 2011, but will relinquish it with effect from 30 June 2017 as a result of his retiring from the Judicial Bench.

2. Options considered and recommended proposal

- 2.1 The link between the Judiciary and the City is an important one and one which should be maintained. It is, therefore, proposed that a new Honorary Recorder should be appointed. It is custom for the City Council to offer the position to a Circuit Judge or Recorder serving on the judicial circuit which serves the City. As a result, an informal approach has been made to His Honour Judge Andrew Lockhart QC who will become the Senior Circuit Judge in Coventry. His Honour Judge Andrew Lockhart QC has indicated that he would be willing to accept the post of Honorary Recorder if it were to be offered to him.
- 2.2 Council is therefore recommended to appoint His Honour Judge Andrew Lockhart QC to the role of Honorary Recorder for the City Of Coventry with effect from 1 July 2017.

3. Results of consultation undertaken

- 3.1 No formal consultation has taken place on the basis that it is custom for the post of Honorary Recorder to be offered to the Senior Circuit Judge serving on the judicial circuit which serves the City.

4. Timetable for implementing this decision

- 4.1 The current Honorary Recorder, His Honour Judge Richard Griffith-Jones, retires from the judiciary on 30 June 2017. Subject to the approval of the recommendation, His Honour Judge Andrew Lockhart QC would become his successor, taking over the role on 1 July 2017.

5. Comments from Executive Director, Resources

5.1 Financial implications

There are no financial implications relating to this role. The post carries no remuneration as the duties are entirely honorary in nature.

5.2 Legal implications

The Court Act 1971 empowers the City to appoint a Court Recorder or Circuit Judge to be the Honorary Recorder of the City. The City Council has always exercised its power under the Act and invited the Resident Judge for Coventry and Warwickshire Crown Court to be Honorary Recorder.

6. Other implications

None

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

Other than to maintain the links between the City and the judiciary which creates a safe and secure environment for the city, the role of Honorary Recorder is ceremonial in nature and classified as an 'office of dignity' supporting the Lord Mayor and the City Council at functions and events hosted by the City Council.

6.2 How is risk being managed?

There is no risk associated with this appointment.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

There are no equalities implications.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Adrian West, Members and Elections Team Manager

Directorate: Place

Tel and email contact:

adrian.west@coventry.gov.uk

024 7683 2286

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Place	4 May 2017	8 May 2017
Names of approvers for submission: (officers and members)				
Finance: Paul Jennings	Finance Manager, Corporate Finance	Place	4 May 2017	8 May 2017
Legal: Julie Newman	Legal Services Manager (Place)	Place	4 May 2017	8 May 2017
Director: Barry Hastie	Finance and Corporate Services	Place	8 May 2017	8 May 2017
Members: Cllr A Khan	Cabinet Member for Policing and Equalities		8 May 2017	8 May 2017

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Council

18 May 2017

Deputy Chief Executive Approving Submission of the report:
Deputy Chief Executive (Place)

Ward(s) affected: N/A

Title:
Appointment of Independent Persons to the Ethics Committee

Is this a key decision? No

Executive Summary:

The Localism Act 2011 requires the Council to appoint at least one independent person whose views will be sought when making decisions about allegations that councillors have breached the Council's Code of Conduct. In addition, all councils are required to have access to at least two independent persons when considering disciplinary action against statutory officers. The position is a voluntary one.

The Council's first independent person resigned in July 2016. The Ethics Committee at its meeting on 16 September authorised officers to advertise for applications for the role of independent person. Five applications were received and four applicants interviewed by a panel of councillors on 18 April 2017. While it was originally envisaged that up to three independent persons would be appointed, the interviewing panel felt that all four applicants had different qualities and skills which would benefit the Council in meeting its legal duty to uphold and promote high standards of ethical behaviour among elected and co-opted members.

The appointment of independent persons must by law be approved by a majority of elected members.

Recommendations:

Council is recommended to appoint Steve Atkinson, Ann Barton, Ruth Wills and Peter Wiseman as Independent Persons under section 28 of the Localism Act 2011 with immediate effect.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?
No

Will this report go to Council?
Yes

Report title: Appointment of Independent Persons to the Ethics Committee

1. Context

- 1.1 The Localism Act 2011 requires councils to have arrangements in place to investigate and make decisions on allegations that a councillor has breached the code of conduct. The arrangements to make decisions on allegations must include provision for the appointment of one or more 'independent person' through a transparent process, by advertisement and application. A Member, Co-opted Member or Officer of the authority or a relative or close friend of such person cannot be appointed as an "independent person". In addition, a person cannot be appointed as an "independent person" if at any time during the 5 years before the appointment, the person was a Member, Co-opted Member or an Officer of the authority.
- 1.2 The Council must seek and take into account the views of the independent person before reaching a decision about an allegation which it has decided to investigate. The Member against whom a complaint is made may also seek the views of the independent person. Whilst the independent person must be consulted, he/she has no vote or binding authority in any determination process with regard to a complaint. In addition, councils must include at least two independent persons on any panel formed to consider disciplinary action against statutory officers.
- 1.3 The Council's independent person resigned his position in July 2016. An advertising exercise in August 2016 failed to elicit any applications.
- 1.4 At its meeting on 16 September 2106 the Ethics Committee authorised the Legal Services Manager (Place and Regulatory) to re-advertise for up to three independent persons. Advertisements were placed on the Council's website and on other websites, and brought to the attention of a number of organisations within the city. Five applications were received. An interview panel was set up consisting of the Chair of Ethics Committee Cllr Seamus Walsh, Cllr Abdul Khan and Councillor John Blundell.
- 1.5 Four candidates were invited to interview on 18 April 2017 and the Panel decided to recommend the appointment of all four candidates: Steve Atkinson, Ann Barton, Ruth Wills and Peter Wiseman. While it had originally been intended to appoint up to three independent persons, the panel felt that each candidate had different qualities and skills which would benefit the Council in meeting its legal duty to uphold and promote high standards of ethical behaviour among elected and co-opted members. In addition, having a pool of independent persons will assist where an independent person has a conflict of interest in a particular matter and will make it easier for members to consult an independent person on aspects of ethical conduct.

2. Options considered and recommended proposal

- 2.1 Section 28 of the Localism Act 2011 places a duty on councils to appoint at least one independent person. The Act also requires the vacancy for an independent person to be advertised in such manner as the authority consider is likely to bring it to the attention of the public. A person cannot be appointed as an independent person unless they have submitted an application for the vacancy and their appointment has been approved by a majority of members of the authority.

2.2. The options available to the Council therefore are to appoint between one and four of the candidates as it thinks appropriate. The Panel which interviewed the candidates recommends that all four should be appointed.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

4.1 Should the recommendations be approved the appointments will take immediate effect.

5. Comments from the Deputy Chief Executive (Place)

5.1 Financial implications

The role of Independent Person is voluntary but reasonable expenses will be paid. These costs will be met from current budgetary provision.

5.2 Legal implications

The Council must appoint at least one independent person by section 28 of the Localism Act 2011. It is preferable to have a minimum of two independent persons to enable the Council to meet its obligations to have at least two independent persons appointed to any panel formed to consider disciplinary matters in connection with statutory officers.

6. Other implications

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

The appointment of independent persons will contribute to the openness and transparency of the Council's ethical standards arrangements by providing external views on complaints against councillors.

6.2 How is risk being managed?

The key risk in relation to this process was that suitable persons would not come forward to undertake this role. Once the appointment is accepted, then any risk will be limited to conflicts of interest, which should be rare, but if they arise, will need to be determined on an individual case by case basis. In the event of a conflict, the Council will need to secure an alternative view, which will be easier to achieve if the Council appoints four persons as independent persons.

6.3 What is the impact on the organisation?

Arrangements for dealing with allegations of breaches of the Code of Conduct will comply with the Localism Act 2011.

6.4 Equalities/EIA

The recruitment and advertisement process complies with section 28 of the Localism Act

2011.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author:

Name and job title: Carol Bradford, Corporate Governance Lawyer, Regulatory Team, Legal Services

Directorate: Place

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

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Suzanne Bennett	Governance Services Officer	Place	09.05.17	09.05.17
Kathryn Sutherland	Finance	Place	25.04.17	25.04.17
Names of approvers for submission: (officers and members)				
Helen Lynch	Legal Services Manager (Place and Regulatory)	Place	21.04.17	25.04.17
Barry Hastie	Director of Finance and Corporate Resources	Place	25.04.17	25.04.17
Barry Hastie on behalf of Martin Yardley	Deputy Chief Executive (Place)	Place	08.05.17	08.05.17
Cllr Seamus Walsh	Chair, Ethics Committee			

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