



Cabinet Member for City Services

Time and Date

11.00 am on Monday, 25th July 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interests**
3. **Minutes** (Pages 3 - 6)
 - (a) To agree the minutes of the meeting held on 13th June 2016 (formerly Cabinet Member for Public Services)
 - (b) Matters Arising
4. **Objection to Proposed 20mph Zone - Deedmore Road Area**
(Pages 7 - 16)

Report of the Executive Director of Place

Note: The objector has been invited to the meeting for the consideration of this item.
5. **Report Back - The Introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking** (Pages 17 - 24)

Report of the Executive Director of Place
6. **Use of Vehicle Technology and Telematics** (Pages 25 - 36)

Report of the Executive Director of Place
7. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 37 - 42)

Report of the Executive Director of Place
8. **Outstanding Issues** (Pages 43 - 46)

Report of the Executive Director of Resources

9. **Any other items of Public Business**

Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House, Coventry

Friday, 15 July 2016

Note: The person to contact about the agenda and documents for this meeting is Liz Knight / Michelle Salmon, Governance Services Officers, Tel: 024 7683 3072/3065, liz.knight@coventry.gov.uk/michelle.salmon@coventry.gov.uk

Membership: Councillors J Innes (Cabinet Member) and R Lakha (Deputy Cabinet Member) and M Hammon (Shadow Cabinet Member)

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

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

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Governance Services Officers

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Public Services held at 11.00 am on
Monday, 13 June 2016

Present:

Members: Councillor J Innes (Cabinet Member)
 Councillor R Lakha (Deputy Cabinet Member)
 Councillor M Hammon (Shadow Cabinet Member)

Employees (by Directorate):

Place C Archer, P Bowman, K Seager, M Wilkinson

Resources L Knight

Public Business

1. Declarations of Interests

Councillor Hammon declared a disclosable pecuniary interest in part of the matter referred to in Minute 4 above headed 'Changes to Council Car Parks and Variations to the Off Street Parking Places Order' in so far as it related to Spon Street. He withdrew from the meeting during the appropriate part of the consideration of this item.

2. Minutes

The minutes of the meeting held on 15th March, 2016 were noted and signed as a true record. There were no matters arising.

3. Objection to Clifford Park Estate Residents Parking Scheme

The Cabinet Member considered a report of the Executive Director of Place concerning an objection which had been received in response to the Clifford Park Estate Residents Parking Scheme Experimental Traffic Regulation Order. The objector was invited to the meeting but was unable to attend. A copy of the objection was set out at an appendix to the report.

The report indicated that in July, 2014 a Traffic Regulation Order (TRO) proposing a new residents parking scheme for the whole Clifford Park estate was advertised. In response to these proposals, nine objections and a 58 signature petition objecting to parts of the proposal were received. Following consideration of these objections at the Cabinet Member for Public Services meeting on 6th October, 2014, approval was given to introduce a revised parking scheme utilising an experimental TRO. The TRO became operational on 1st February, 2015 and two objections were received during the first six months, one of which was subsequently withdrawn.

The objection informed that it was made on behalf of parents and children attending Pearl Hyde Primary School and Hinckley Road Nursery however there was no supporting evidence for this and no additional objections had been received from parents. The objector's main concern was the distance that parents were having to park away from the school.

The Cabinet Member noted that the restrictions installed outside the school had taken into consideration the road safety of children. Details of these restrictions were set out in a plan attached to the report. Site visits at school entry and exit times had observed parents using the shared use parking bays.

The Members present asked if any further concerns had been raised by the school and enquired about the views of the local Ward Councillors.

RESOLVED that, having considered the objection to the Experimental Traffic Regulation Order, approval be given to make the City of Coventry (Clifford Park Estate) (Residents Parking Zone) (Experimental) Order 2015 permanent.

4. **Changes to Council Car Parks and Variations to the Off Street Parking Places Order**

The Cabinet Member considered a report of the Executive Director of Place which sought approval for a number of variations required to the City of Coventry Off-Street Parking Places Order 2005 (as amended) (OSPPO) to reflect recent and planned changes to the Council's car park estate including the addition of new car parks and proposals to close a car park.

The report indicated that the Council controlled the use of their car parks by virtue of this order, which set out the terms and conditions for use and the charges that applied. Any changes to the order needed to be advertised and any subsequent objections considered.

The report proposed the closure of Christchurch Basement car park to allow for the commencement of works to develop the new city centre sports and leisure facility on the existing site of Christchurch House and Spire House. It was anticipated that existing users of the car park would be displaced to other nearby car parks including the Barracks multi-storey and New Union Street car parks.

During February, 2016 the Council completed the construction of a new 15 space car park off Spon Street close to the junction with Fleet Street. To enable the Council to manage this facility, it was proposed to add it to the OSPPO. The report detailed the proposed scale of charges which were consistent with the on-street parking charges for Spon Street.

The Council currently managed the 16 space car park in Watch Close as a privately operated car park. It was appropriate to include this car park in the OSPPO to enable the Council to manage it as a going concern. It was proposed that local traders had the opportunity to buy an annual season ticket for £600.

In September 2014 the Cabinet Member (Public Services) gave approval to close the Grosvenor Road car park in light of the Friargate development and the car park was subsequently removed from the OSPPO. It was now anticipated that Friargate LLP wouldn't take ownership of this land until spring 2017, consequently it was proposed to reinstate the car park. The scale of charges were set out.

The report indicated that the above proposals were required to be advertised as Notice of Proposals in the local press and on site. There was a 21 day objection period and any objections would need to be considered. Notice of Making would then be advertised and amendments made to the OSPPO.

In relation to the Grosvenor Road car park, a concern was raised regarding the traffic speeds in the vicinity and the officer undertook to look at the signage in the area.

RESOLVED that:

(1) The closure of Christchurch Basement car park in light of the pending development of the new leisure centre and waterpark on the Christchurch House/ Spire House site be approved.

(2) The addition of Spon Street as a new public car park and the proposed pricing structure be approved.

(3) The addition of Watch Close car park for private use be approved.

(4) The reinstatement of Grosvenor Road public car park together with the proposed pricing structure be approved.

(5) Officers be instructed to commence the process of advertising the relevant Notice of Proposals and considering any objections.

(6) If no objections are received within the relevant statutory time period, authority be delegated to officers to proceed with the Notice of Making and to make the amendments to the Off-Street Parking Places Order.

(7) Officers be requested to investigate the signage showing the commencement of the 20 mph speed limit on Warwick Road north of the Central Six roundabout.

5. Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

The Cabinet Member considered a report of the Executive Director of Place which provided a summary of the recent petitions received that had been determined by letter, or where decisions had been deferred pending further investigations and holding letters had been circulated. Details of the individual petitions were set out in an appendix attached to the report and included target dates for action. The report was submitted for monitoring and transparency purposes.

The report indicated that each petition had been dealt with on an individual basis, with the Cabinet Member considering advice from officers on appropriate action to respond to the petitioners' request. Attention was drawn to the fact that if it had been decided to respond to the petition without formal consideration at a Cabinet Member meeting, both the relevant Councillor/ petition organiser could still request that their petition be the subject of a Cabinet Member report.

Members were informed that where holding letters had been sent, this was because further investigation work was required. Once matters had been investigated either a follow up letter would be sent or a report submitted to a future a Cabinet Member meeting. Members expressed support for this new process for dealing with petitions.

RESOLVED that the actions being taken by officers as detailed in the appendix to the report in response to the petitions received be endorsed.

6. Outstanding Issues

The Cabinet Member noted a report of the Executive Director of Resources that contained a list of outstanding issues and summarised the current position in respect of each item. In respect of item 7 concerning 'Petitions – Parking on the Grass Verges at Princethorpe Way', she noted that at her Agenda Briefing on 26th May, 2016 she had given approval for determination letters to be sent to the appropriate persons detailing the agreed actions to be taken (Minute 5 above refers).

7. Any other items of Public Business

(Meeting closed at 11.35 am)

Cabinet Member for City Services

25th July 2016

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

Henley

Title:

Report – Objection to Deedmore Road, Hillmorton Road and Lapworth Road 20mph Zone

Is this a key decision?

No

Executive Summary:

On 25th March 2014 the Cabinet Member for Public Services committed to the aspiration that Coventry becomes a 20mph city and to recommendations made by a Task and Finish Group established by Public Services, Energy and Environment Scrutiny Board (4) to consider how to assess and prioritise requests for 20mph zones and 20mph limits outside of the safety scheme process, taking into consideration requests from the community.

In September 2014 the Cabinet Member for Public Services approved the proposal that a number of areas, which already had traffic calming, were to become 20mph zones. This included the Deedmore Road, Hillmorton Road and Lapworth Road Area.

On 14th April 2016 the proposals to install speed cushions on Deedmore Road and to change the speed limit to 20mph, to create a 20mph zone, were advertised. 1 objection was received.

In accordance with the City Council's procedure for dealing with objections to Traffic Regulation Orders (which are used to determine speed limits) they are reported to the Cabinet Member for City Services for a decision as to how to proceed.

The cost of introducing the proposed TRO if approved, will be funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan

Recommendations:

Cabinet Member for City Services is recommended to:

- 1) Consider the objection to the 20mph Traffic Regulation Order
- 2) Subject to recommendation 1, approve the implementation of the 'City of Coventry (Deedmore Road Area) (20mph Zone) Order 2016.

List of Appendices included:

Appendix A – Plan of Deedmore Road, Hillmorton Road and Lapworth Road 20mph Zone
Appendix B – Copy of Objection with responses to issues raised.
Appendix C – Copy of Support Template

Background papers:

None

Other Useful Documents

Cabinet Member (Public Services) Report
Date: 2 September 2014. Title Prioritisation of 20mph zones and 20mph speed limits

Copies of reports available at modern.gov.coventry.gov.uk

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Objection to Deedmore Road, Hillmorton Road and Lapworth Road 20mph Zone

1. Context (or background)

1.1 On 14th April 2016 a Traffic Regulation Order (TRO) proposing a 20mph speed limit in the Deedmore Road, Hillmorton Road and Lapworth Road Area to enable the creation of a 20mph zone was advertised. In response to these proposals, 1 objection and 1 letter of support was received.

1.2 On 14th April 2016, a Notice of Intent was also advertised proposing road humps (speed cushions) on Deedmore Road. No formal representations were received in response to the Notice of Intent.

2. Options considered and recommended proposal

2.1 The options considered

- i) To make the Traffic Regulation Order and make the Deedmore Road, Hillmorton Road and Lapworth Road Area a 20mph zone;
- ii) Not to make the Traffic Regulation Order and leave Deedmore Road, Hillmorton Road and Lapworth Road Area subject to a 30mph speed limit. If the speed limit not amended the proposed scheme including the additional speed cushions on Deedmore Road would not be installed.

2.2 **Option i)** is recommended as the area is a self-contained network of residential roads, many of which already have existing traffic calming features and natural road bends and narrowing's, which will help keep speeds low (see Appendix A – location plan). Additionally, reducing speeds to 20mph can have a wide range of benefits for the community, including encouraging cycling and walking, because of the calmer environment for 'vulnerable' road users. A reduction in speeds can prevent collisions and can also reduce the severity of injuries sustained in collisions that do occur. A pedestrian is likely to suffer slight injuries if struck by a vehicle travelling at 20mph. However, at 30mph they are likely to be severely injured, and at 40mph or above, they are likely to be killed. It is considered that the proposed 20mph speed limit will assist in improving safety for all road users, including pedestrians and other vulnerable road users.

2.3 **Option ii)** is not recommended as this large residential area has a total of 21 personal injury collisions recorded over a 5 year period. This includes 1 fatality, 2 serious and 18 slight personal injury collisions. This analysis also revealed that 6 pedestrians were involved in collisions over the same 5 year period.

2.4 A Street News advising of the proposal to make the area a 20mph zone was distributed in April 2016, a large proportion (92%) of residents whom responded to the consultation supported the proposals. Comments received include 'good idea' and 'it can't come sooner'. Responses not in favour of the proposals included comments that the scheme should have been implemented when 'Eburne Primary School was extended' and comments relating to 'the dangerous state of the road'.

2.5 The single objection received advises numerous recommendations including there is no need to reduce the current speed limit (30mph) to 20mph and that the money should be spent on:

- Improving the road condition;
- Moving bus stops to safer areas;

- Enforcing double yellow lines on Hillmorton Road

The full objection and responses to the issues raised are detailed in Appendix B

2.6 The single support (detailed in Appendix C) received to the formal advertisement of the proposed 20mph zone highlights the need for the scheme to prevent 'ridiculous' excessive speeds.

3. Results of consultation undertaken

3.1 The Traffic Regulation Order for the reduction of the speed limit to 20mph was advertised in the Coventry Telegraph on 14th April 2016, and notices were also placed on street in the vicinity of the proposals. This commenced a 21 day objection period. The responses received were 1 objection and 1 support for the proposals.

3.2 Appendix B details the objection received and Appendix C contains details of support for the proposals.

3.3 A Street News was also issued to all the properties within the proposed 20mph zone (the area shown in Appendix A) 25 response were received, 23 in support of the proposals, 2 against.

4. Timetable for implementing this decision

4.1 Subject to approval, it is proposed to make the Traffic Regulation Order operational and install the speed cushions this financial year.

5. Comments from Executive Director of Resources

5.1 Financial implications

The cost of making The Deedmore Road, Hillmorton Road and Lapworth Road Area a 20mph zone will be funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan

5.2 Legal implications

The Road Traffic Regulation Act 1984 allows the Council to make a Traffic Order on various grounds e.g. improving safety, improving traffic flow and preserving or improving the amenities of an area provided it has given due consideration to the effect of such an order.

In accordance with Section 122 of the Road Traffic Regulation Act 1984, when considering whether it would be expedient to make a traffic order the Council is under a duty to have regard to and balance various potentially conflicting factors e.g. the convenient and safe movement of traffic (including pedestrians), adequate parking, improving or preserving local amenity, air quality and/or public transport provision.

The 1984 Act provides that once a Traffic Order has been made it may only be challenged further via the High Court on a point of law (i.e. that the Order does not comply with the Act for some reason).

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 implementation of 20mph zones would contribute to the City Council's objectives of

- ***A safer and more confident Coventry***- by reducing speed limits
- ***Making Coventry's streets, neighbourhoods, parks and open spaces attractive and enjoyable places to be*** - by reducing the speed of traffic through neighbourhoods

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

The introduction of a reduced speed limit (20mph) will assist in improving safety for all road users, including pedestrians and other vulnerable road users.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s)**Name and job title:**

Joel Logue
 Engineer (Traffic Management)

Directorate:

Place

Tel and email contact:

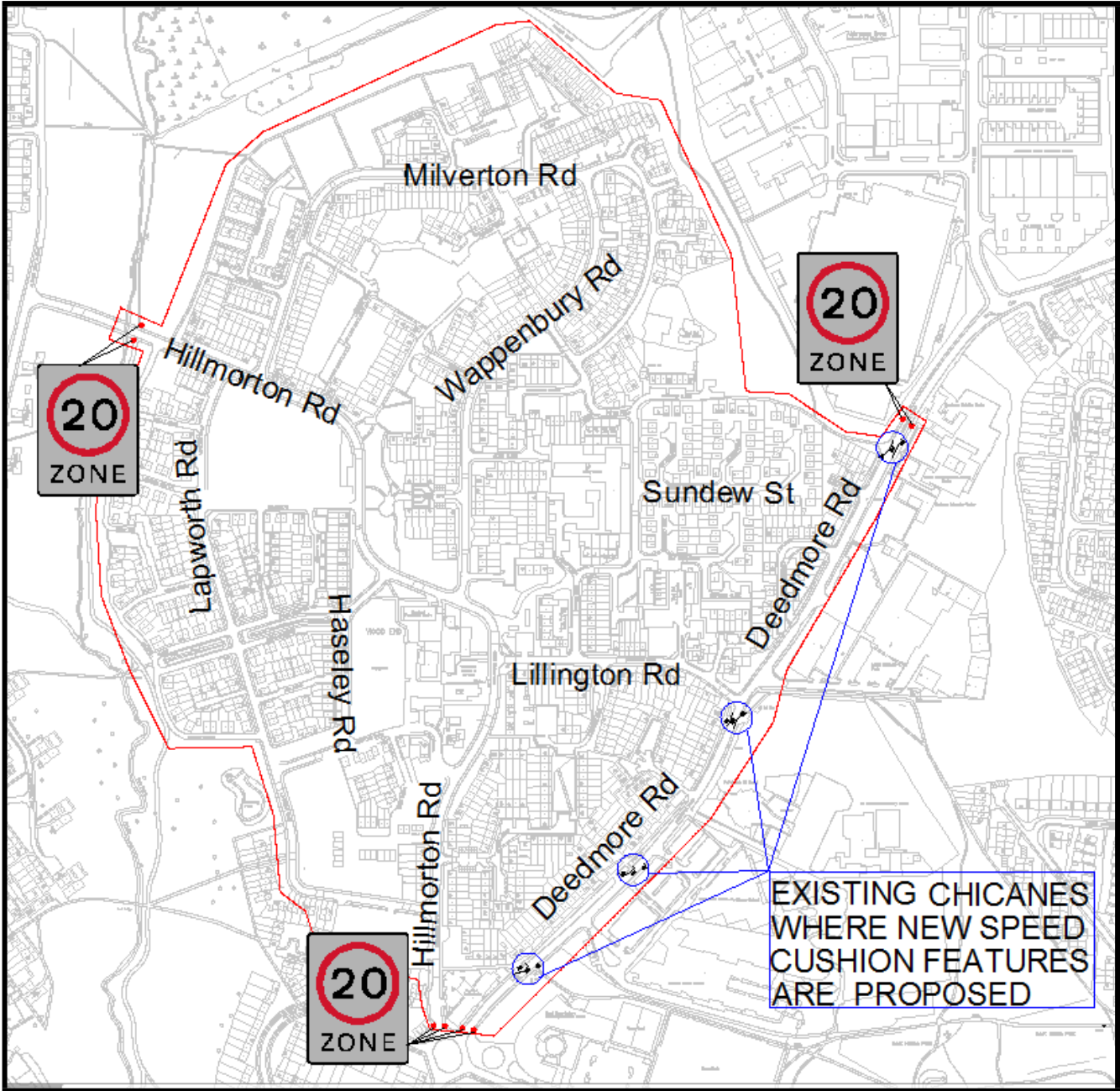
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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Assistant Director (Planning, Transport and Highways)	Place	13.07.2016	15.07.2016
Karen Seager	Head of Traffic and Network Management	Place	13.07.2016	15.07.2016
Jas Bilen	Human Resources Manager	Resources	13.07.2016	15.07.2016
Michelle Salmon	Governance Services Officer	Resources	13.07.2016	13.07.2016
Names of approvers: (officers and Members)				
Graham Clark	Lead Accountant	Resources	13.07.2016	13.07.2016
Sam McGinty	Place Team Leader	Resources	13.07.2016	13.07.2016
Councillor J Innes	Cabinet Member for City Services	-	13.07.2016	13.07.2016

This report is published on the council's website: moderngov.coventry.gov.uk

Appendix A – Plan of the Proposed Deedmore Road, Hillmorton Road and Lapworth Road Area 20mph Zone



Appendix B – Copy of Objection with responses to issues raised.

Objection

I would like to submit my objection to the 20mph zone proposal which would affect the Deedmore Road, Hillmorton Road and Lapworth Road area.

There is no need to reduce the speed limit from the current 30mph to 20mph. If the aim of this proposal is to make 'the area feel safer' then the money and efforts could be spent much better elsewhere in a number of ways;

- Improve the condition of the roads. The road surface throughout this area and the wider local area are in very bad condition. Hillmorton Road looks to have been dug up many times and the patchwork repairs which have been placed down are not adequate, which has led to many large depressions and pot holes forming along the entire length of the road. This means drivers have to drive around many of these problem areas if they wish to protect their car's suspension components which often cause near misses. Other roads are also in a very bad condition, such as Lillington Avenue which is in a terrible condition. Most of the top surface has come away, which is made worse by parked cars constantly on one side of the road so all traffic is forced into using a single side of the road for both directions of travel. The condition of the roads have resulted in myself witnessing a few near misses, I am confident if the road surfaces were to be repaired then the chance of a collision would be reduced massively.

Response:

This area has been chosen because it is a self-contained network of residential roads, many of which have existing traffic calming features and speeds appropriate for a 20 mph speed limit. Within the Deedmore Road, Hillmorton Road and Lapworth Road Area, a total of 21 personal injury collisions were recorded over a 5 year period. This includes 1 fatality, 2 serious and 18 slight personal injury collisions. Further analysis revealed a total of 6 pedestrians were involved in collisions over the last 5 year period. It is envisaged that the Deedmore Road 20mph zone scheme will reduce the total number of personal injury collisions, and additionally reduce the severity of such collisions. The overall objective of a 20mph speed limit zone is to create a safer environment for all road users and encourage alternative modes of transport; including encouraging walking and cycling. However, the primary motive for a speed reduction is to reduce the severity of personal-injury collisions in they do occur. With regards to the carriageway condition, the Council has an annual maintenance programme that prioritises roads with significant structural and surface deterioration.

Objection

- Move bus stops into safer areas. The bus stop on Hillmorton Road by the shopping area is in a very dangerous place. When a bus is stopped, it is halfway around the tight corner and the vehicle is often partly into the oncoming lane of traffic. Also being on the corner means it is very difficult for cars to pass the stationary bus due to obstructing the line of vision around the corner, so drivers often have to guess if the oncoming lane is empty so they can pass. Moving the bus stops into a safer stretch of the road would reduce the risk of accidents happening. The bus stop at the end of Hillmorton Road where it joins the roundabout often has buses stopped for long periods as it is the end of the route. Again, this is dangerous as many cars need to pass the bus which is stopped only a very short distance from the roundabout so vision is obstructed again. Moving the bus stop or where the bus waits would reduce the risk of an accident

Response:

Bus stop locations are strategically located in close proximity to local conveniences. The location of bus stops are agreed jointly with Coventry City Council and the West Midlands Combined Authority (formally Centro).

Objection

- Enforce parking restrictions or supply more parking for residents. Hillmorton Road has double yellow lines along it, yet there are always cars parked. This often causes issues due to being close to junctions or on bends. The residents of Lillington Avenue also have the same problem, they do not have any parking area so are forced to park on the road which forces cars travelling along the road to drive around the bend blind to any oncoming cars. If these residents were provided with suitable parking areas it would reduce the risk of accidents occurring.

Response:

The Council has a team of Civil Enforcement Officers that enforce parking restrictions and they have been informed of the specific locations described above. It is not the responsibility of the Council to provide on street parking. In regard to vehicles parked in close proximity to the bend on Lillington Avenue, the situation will be monitored and if appropriate the legal process to install double yellow lines will be undertaken.

Objection

There are drivers who already blatantly ignore the current 30 mph limit, imposing a 20 mph limit will not cause these drivers, who are a big part of the issue, to slow down. They will get more impatient travelling behind even slower vehicles and are more likely to cause an accident by trying to overtake in an unsafe manner.

Response

Although there may be some drivers that may abuse the proposed 20mph speed limit, the majority of drivers will adhere to the proposed speed reduction. Other cities in the UK that have already installed 20mph speed limits are evidence that lower speed limits do work.

Appendix C – Copy of Support

Hello I am a resident on xxxxxx. I definitely support the 20mph zone as the speed the cars go down the road is ridiculous! It's like a speedway some days so dangerous!



Cabinet Member for City Services

25 July 2016

Name of Cabinet Member:

Cabinet Member for City Services - Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All

Title:

Report Back – The Introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking

Is this a key decision?

No - Although the matter affects all Wards of the City, it is not anticipated that the impact will be significant

Executive Summary:

In July 2014, the Cabinet Member for Public Services approved the use of an enforcement car fitted with an Automatic Number Plate Recognition (ANPR) camera for a 12 month trial period, to undertake the enforcement of parking restrictions where the stopping of vehicles isn't permitted. This report considers the results of the 12 month trial which commenced in March 2015 and, based on the results of the trial, seeks approval for the continued use of an enforcement vehicle to assist with civil parking enforcement.

Recommendations:

The Cabinet Member for City Services is recommended to:

- 1) Note the results of the 12 month trial following the introduction of the ANPR enforcement car to enforce 'no stopping' restrictions.
- 2) Approve the continued deployment of an ANPR camera enforcement car to tackle the problems with illegal and dangerous parking where the stopping of vehicles isn't permitted and where enforcement by a foot patrolling Civil Enforcement Officer is difficult or not practical.

List of Appendices included:

None

Background Papers

None

Other useful documents:

Cabinet Member (Public Services) report – The introduction of an ANPR camera car to enforce dangerous and illegal parking

<http://democraticservices.coventry.gov.uk/documents/g10307/Public%20reports%20pack%2007th-Jul-2014%2010.00%20Cabinet%20Member%20for%20Public%20Services.pdf?T=10>

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Report Back – The introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking

1. Context (or background)

- 1.1 In July 2014, the Cabinet Member for Public Services approved the introduction of an enforcement car fitted with an ANPR camera on a 12 month trial basis to complement the work of the foot patrolling Civil Enforcement Officers (CEO). It was agreed that a report would be brought to a future Cabinet Member meeting to consider the results of the trial and to make a recommendation on whether the use of the ANPR camera enforcement car should continue long term.
- 1.2 The following are examples of the types of restrictions that are difficult to enforce on foot and where the ANPR car can be used.
- Yellow zig-zag lines outside of schools
 - The red route
 - Urban Clearways
 - Taxi ranks
 - Bus stop clearways
 - Where there is a loading / unloading ban
- 1.3 The ANPR enforcement car is fitted with an on-board computer that is linked to a Global Positioning System (GPS). The computer and ANPR camera are configured in such a way that the camera starts to record video footage when it is driven where there are ‘no-stopping’ restrictions. The video footage is subsequently downloaded and reviewed by a trained enforcement officer in order to identify any vehicles that are parked in contravention of the restriction. Thereafter, a penalty charge notice is generated and issued by post to the vehicle owner. The penalty charge notice incurs a fine of £70 which is reduced to £35 if it’s paid within 14 days.
- 1.4 The trial period started during week commencing Monday 16th March 2015.
- 1.4.1 For the purposes of the trial, the asset, comprising the vehicle and the on-board computer, together with the staff resources to operate the vehicle and review the contraventions, have been provided at no cost to the Council by an external supplier as this was considered more cost effective than the Council procuring and operating its own vehicle.

Throughout the trial the system was used in unattended mode, i.e. the driver is not supported in the vehicle by a CEO and the computer system automatically identifies offending vehicles that are parked in locations where stopping is prohibited at certain times.

- 1.4.2 Prior to the start of the trial, consideration was given to the areas to be targeted. It was decided that the ANPR enforcement car would specifically target the yellow zig-zag lines outside 89 primary schools in Coventry as these locations are an increasing priority for Parking Services due to the level of abuse of the restrictions and the numerous complaints that the Council receives.

Some motorists frequently ignore the restrictions and this is to the obvious detriment of pedestrian safety.

The yellow zig-zags lines are enforceable during the “drop-off” and “pick-up” times on Monday to Fridays throughout the school terms. It should be noted therefore, that the enforcement car was not used for several weeks of the year during school holidays or during the day when the parking restrictions were unenforceable.

1.4.3 No other 'no stopping' restrictions were enforced by the car during the trial period.

1.4.4 A press release explaining the benefits of having the ANPR car and reminding drivers of the need to comply with parking restrictions was issued prior to the start of the trial period. In addition, a 'Smarter Parking' information leaflet was distributed through schools to parents of school children. The leaflet highlighted the safety risks caused by poor and inconsiderate parking close to schools. It also informed parents that the Council would be using an ANPR car to assist in the enforcement of illegally parked vehicles at schools.

1.5 The following results refer to the period from 16th March 2015 up to 31st March 2016.

1.5.1 Parking offences were recorded at 50 of the 89 schools that were patrolled by the ANPR car. In total 1,006 penalty charge notices (PCNs) were issued.

1.5.2 By way of a comparison, the foot patrolling CEOs issued a combined total of 66 PCNs at 19 different schools during the same period.

It is generally recognised that the enforcement of restrictions outside of schools by CEOs is largely ineffective as:

- a) Motorists tend to drive away whenever they see the CEO approaching and before the PCN can be issued.
- b) There isn't the resource capacity due to other demands on the service

1.5.3 Although the ANPR car is overt and is signed to show that it is undertaking enforcement, many motorists seemed unaware that their vehicle was being recorded when they were illegally parked. Consequently, the ANPR car was far more effective in its enforcement compared to the CEOs.

1.6 The actual time that the ANPR car was enforcing restrictions outside of schools amounted to about 2¼ hours per day (i.e. between 08:30 to 09:30am and 14:45 to 16:00pm) for 34 weeks during the school terms. Assuming that the vehicle was deployed on each day during Monday to Friday, this is equivalent to about 382½ hours active enforcement or about 10 full working weeks based upon a 37 hour week.

This suggests that an average of 2.4 PCNs were issued per enforceable hour during the trial period.

By way of a comparison, the CEOs issue 1.3 PCNs per hour.

1.7 During the course of the trial it became apparent that certain schools required a greater level of enforcement than the majority of others due to the high level of illegal parking that was taking place.

In particular, Richard Lee School (209 PCNs) and Keresley Grange School (101 PCNs) were two locations where many motorists regularly and persistently parked in breach of the restrictions. These two locations accounted for 31% of all PCNs issued by the ANPR car during the trial period.

It is encouraging to note that there was a high level of compliance recorded at many other schools where very few vehicles were parked in contravention at the time that the ANPR car patrolled the area.

- 1.8 As the ANPR car is far more mobile than a foot patrolling CEO it can patrol several schools within the same locality during a single shift, which isn't as practical for the CEOs. For example, within the Allesley area, the ANPR car can typically patrol eight primary schools whereas the CEOs may only be able to patrol just one or two.
- 1.9 The results outlined above indicate that:
- a) The ANPR car was nearly twice as effective at enforcing illegal parking outside schools compared to a CEO.
 - b) the ANPR car was able to patrol more locations than the CEOs during the same period
 - c) the ANPR car is more efficient than a CEO in covering multiple locations in each shift
 - d) although the ANPR car is more effective and efficient than a CEO at enforcing the restrictions, the issue of illegal parking outside of schools is still a widespread problem in Coventry

2 Options considered and recommended proposal

The options considered were:

- a) Do Nothing
 - b) Continue with the deployment of an ANPR car to assist with parking enforcement
- 2.1 **Do nothing** - Stop using the ANPR car and revert to the conventional methods of enforcement. This doesn't tackle the current parking malpractice or improve the safety of pedestrians and other road users. Historically, CEO enforcement of 'no stopping' restrictions, particularly outside of schools, has been ineffective as many motorists drive away whenever they see a CEO approaching or before the PCN can be issued. In addition, Parking Services does not have the staff resources required to effectively tackle the current level of illegal parking outside of schools due to other demands and priorities on the service.
- 2.2 **Continue with the deployment of an ANPR car to assist with parking enforcement** - The results from the trial period outlined earlier in this report indicate that there is a high level of non-compliance with 'no stopping' restrictions, particularly outside of schools. The current service providers derive revenue equivalent to £15 for each PCN that is issued using the ANPR enforcement car. During the trial period 1,006 PCNs were issued which resulted in revenue of £15,090 to the service provider.
- The Council does not incur any other operating or capital costs. The ANPR car has proven to be a cost efficient and effective approach to tackling parking problems in areas where conventional enforcement methods are difficult.
- 2.3 The recent trial focussed solely on the enforcement of yellow zig-zag lines outside of schools. However there are numerous other restrictions (e.g. the red route, clearways, taxi ranks, loading / unloading bans, zig-zags at pedestrian crossings) that are also difficult to enforce in high priority areas where the ANPR car can be deployed in future. In addition, there are other applications where the ANPR car can be deployed in 'attended mode' (i.e. with a CEO on board) to maximise its effectiveness in areas that are difficult to enforce.
- 2.4 The results of the trial confirm that the ANPR car is a useful asset for dealing with illegal parking which can help to reduce congestion and improve road safety.

- 2.5 In light of the above considerations the proposed and recommended option is Option (b) – To continue with the deployment of an ANPR car to assist with parking enforcement. It is further proposed that the vehicle is used to assist with the enforcement of other parking restrictions in addition to school keep-clear restrictions.
- 2.6 Subject to the approval of the above recommendation, officers will undertake an options appraisal to identify the most cost effective approach to delivering the service long term.

3. Results of consultation undertaken

- 3.1 No consultation has been undertaken.

As a Civil Parking Enforcement authority the Council is empowered to use approved devices to undertake the enforcement of parking contraventions where it is difficult to do so using conventional methods.

4. Timetable for implementing this decision

- 4.1 The initial 12 month trial of the ANPR camera enforcement car ended on 31st March 2016. Subject to approval of this report, Parking Services will adopt the use of the car on-going for the enforcement of 'no stopping' parking restrictions.

5. Comments from Executive Director of Resources

- 5.1 Financial implications

The primary purpose of Civil Parking Enforcement (CPE) is to achieve the Council's wider transport policy objectives. Raising revenue is not an objective of CPE.

The level of penalty charge is regulated by the Secretary of State and currently the penalty for parking on a 'no-stopping' restriction is £70. The charge is reduced by 50% if the fine is paid within the first 14 days.

The ANPR camera enforcement car together with the associated staff resources needed to operate the car and review the contraventions is provided at no cost to the Council by an external supplier. In exchange, and in order to off-set operational and capital costs, the supplier collects £15.00 (excluding VAT) for each valid PCN that is issued.

- 5.2 Legal implications

The Traffic Management Act (TMA) 2004 enables Civil Parking Enforcement authorities to enforce parking using an 'approved device', (i.e. a camera and associated recording equipment that has been certified by the Secretary of State), and to issue a postal penalty charge notice for these parking offences.

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 continued use of the ANPR enforcement car will contribute to the Council's aim of improving road safety.

The enforcement of parking restrictions contributes to the expeditious movement of traffic on the road network which improves the accessibility and reliability of public transport and other public services.

6.2 How is risk being managed?

There is a potential reputational risk if the Council ignores and does nothing to tackle the issues of illegal parking that comprise road safety.

6.3 What is the impact on the organisation?

There is a potential for negative reputational damage if the Council does not effectively tackle the issues of illegal and unsafe parking. Equally, there is likely to be a negative reputational impact to the Council if the correct procedures are not followed.

6.4 Equalities / EIA

There are no negative impacts or adverse impacts on any particular groups as a result of parking enforcement. Civil Parking Enforcement has a positive impact of keeping traffic moving and removing obstructive parking which is to the detriment of pedestrians and the most vulnerable members of the community.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

The civil enforcement of on-street parking restrictions encourages motorists not to break the law by parking illegally. It also reduces the need for Police resources to deal with these offences, thereby enabling the Police to devote greater attention to tackling higher level crime and disorder.

It also has a positive impact on other key stakeholder such as public transport operators by deterring and reducing illegal parking at bus stops, thereby contributing towards public transport accessibility and reliability.

Report author(s):**Name and job title:**

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Directorate:

Place

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Liz Knight	Governance Services Officer	Resources	18 May 2016	25 May 2016
Graham Clark	Lead Accountant	Resources	18 May 2016	19 May 2016
Names of approvers for submission: (officers and Members)				
Colin Knight	Assistant Director (Planning, Transport and Highways)	Place	18 May 2016	19 May 2016
Karen Seager	Head of Traffic & Transportation	Place	18 May 2016	19 May 2016
Phil Helm	Finance Manager	Resources	18 May 2016	19 May 2016
Sam McGinty	Place Team Leader, Legal Services	Resources	18 May 2016	24 May 2016
Martin Yardley	Executive Director	Place	21 June 2016	15 July 2016
Councillor J Innes	Cabinet Member for City Services	-	27 June 2016	27 June 2016

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Cabinet Member for City Services

25th July 2016

Name of Cabinet Member:

Cabinet Member Public Services - Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All – City wide

Title:

Use of Vehicle Technology and Telematics

Is this a key decision?

No – Although the matter affects all Wards of the City it is not anticipated that the impact will be significant

Executive Summary:

Vehicle telematics can provide great benefits in respect of safety, security and vehicle use issues, leading to greater efficiency in the frontline services provided by the Council. The City Council has therefore purchased such a system for all City Council fleet vehicles.

Prior to using any data from the telematics system, officers have prepared a Telematics Policy in line with similar City Council policies on the use of personal data, most notably the use of CCTV data.

This report seeks adoption of the Telematics Policy by the Cabinet Member for Public Services on behalf of the City Council.

The Vehicle Technology and Telematics Policy has been developed in consultation with relevant Trade Unions who were invited to forward any comments or concerns relating to the policy at the Union Core Group meeting on 19th April, none were received.

The policy will be used in conjunction with other relevant Council policies and procedures relating to work undertaken requiring use of Coventry City Council fleet vehicles.

Recommendations:

The Cabinet Member is requested to adopt the Vehicle Technology and Telematics Policy.

List of Appendices included:

Appendix 1- Vehicle Technology and Telematics Policy

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report Title: Use of Vehicle Technology and Telematics

1. Context (or background)

Approval is sought, for the implementation of the Vehicle Technology and Telematics Policy which will allow for the operation of all systems installed in all Coventry City Council fleet vehicles.

The systems, including vehicle telematics, in-cab technology and vehicle cameras (whose use is defined within the Council's CCTV Procedure) are capable of providing invaluable management information which can be used to inform the better use of resources.

The use of telematics will further help the City Council manage the use of its physical assets, which represent a considerable financial investment. For example a single refuse collection vehicle is c. £145k to purchase, and the City Council's annual fuel bill is in excess of £1.5m. The use of telematics data will help drivers to understand how they can drive more efficiently (we expect up to a 15% saving on fuel usage from the use of this data), whilst also providing real time information to our customers on the services that we provide, thus reducing the need for additional contact through the City Council's contact centre.

2. Options considered and recommended proposal

2.1 Consideration was given to the devices sought based on their ability to:

- provide additional protection to employees and to fully meet our health and safety obligations,
- to provide efficient services,
- for monitoring to ensure that vehicles are used effectively,
- to ensure that our drivers' practices are fully compliant with Health and Safety legislation and transport industry best practice,
- to provide real time service delivery information, and
- to monitor operational progress.

2.2 It is recommended that use of the vehicle telematics, in-cab technology and vehicle cameras purchased is permitted with immediate effect to allow the benefits described above to be realised.

2.3 It is recommended that the review mechanism presented within the policy documents is noted.

3. Results of consultation undertaken

3.1 The policy has been developed in consultation with all recognised Trade Unions, during this time two separate opportunities have been provided for comments. Where necessary these comments have been incorporated. The most recent period of consultation closed on 30th April 2015, and no further comments were received.

4. Timetable for implementing this decision

4.1 Immediate use upon approval.

5. Comments from Executive Director of Resources

5.1 Financial implications

The cost of implementing telematics and in cab technology has been afforded through prior years approved fleet budgets. There are therefore no direct financial implications of approving and adopting the policy as proposed. There are however potential financial benefits achievable through use of the technology which has the capability of providing management information to enable effective monitoring of vehicles to ensure they are operated in the most efficient way.

5.2 Legal implications

It is the duty of the Council as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees under the Health and Safety at Work Act 1974.

The Council as a data controller is required to ensure that the personal data it collects such as information collected by the Telematics system is secured and processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998. The Telematics Policy should ensure that these requirements are complied with.

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 implementation of the use of the aforementioned technologies will improve customer service, operational efficiencies resulting in potential financial savings and a reduction in carbon emissions.

6.2 How is risk being managed?

Risks will be managed through adherence to the Policy and it's objectives.

6.3 What is the impact on the organisation?

Improved performance and efficiency in services provided by the Council.

6.4 Equalities / EIA

No formal equalities impact assessment has been carried out. However, it is not expected that there will not be any disadvantage to any group if the recommendation is approved.

6.5 Implications for (or impact on) the environment

Reduction in carbon emissions though improved performance of Council vehicles is expected, although quantification of this will not be possible until the telematics data can be accessed, which will be following the adoption of the Policy.

6.5 Implications for partner organisations?

None

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Directorate:

Place

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Andrew Walster	Assistant Director for Streetscene and Greenspace	Place	06.06.2016	06.06.2016
Names of approvers for submission: (officers and Members)				
Phil Helm	Finance Manager	Resources	06.06.2016	06.06.2016
Gillian Carter	Legal Services	Resources	06.06.2016	07.06.2016
Martin Yardley	Executive Director of Place	Place	07.06.2016	07.06.2016
Councillor J Innes	Cabinet Member for City Services	-	24.06.2016	27.06.2016

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Vehicle Technology and Telematics Policy

Status/Version:XXXXXXXXXXXX

Effective: XXXXXXXXXX

Review Date: XXXXXXXXXX

1 Policy Statement Objective

- 1.1 The objective of this policy is to support Coventry City Council's implementation and operation of Vehicle Technology and Telematics systems.
- 1.2 This policy sets out the rules and requirements for the use of technology and telematics equipment in vehicles operated by Coventry City Council

2 Definition

- 2.1 Vehicle Technology and Telematics are defined as systems utilised within Council vehicles to measure and record data and information relating to the use of vehicles and service provision and include:-
 - i) Vehicle telematics
 - ii) In cab technology
 - iii) Vehicle cameras (whose use is defined within the Councils CCTV Procedure)
- 2.2 Coventry City Council will use vehicle technology and telematics devices and the information that they provide for the purposes of providing additional protection to employees and to fully meet our health and safety obligations, providing efficient services, for monitoring to ensure that vehicles are used effectively, to ensure that our drivers' practices are fully compliant with Health and Safety legislation and transport industry best practice, to provide real time service delivery information and to monitor operational progress.

3 Audience

- 3.1 This policy applies to the following:
 - i) All employees, including temporary, contractual and agency involved in carrying out the services of the Council.
 - ii) Members in their role of endorsing and monitoring compliance with this policy;

4 In Scope

- 4.1 This policy covers the

- i) Use of vehicle technology and telematics to assist the Council in its Duty of Care with the ability to monitor operational activities, safety and performance.
 - ii) Monitoring of driving techniques to minimise the environmental impact of the Council's vehicles by recording instances of harsh braking, acceleration and cornering, excessive speed and idling and providing guidance to drivers to improve their practice;
 - iii) Validation of Drivers' hours by use of data provided;
 - iv) Use of vehicle technology and telematics to allow prompt communication of information relating to operational activities, support to employees and reaction to issues.
 - v) Use of vehicle technology and telematics to provide management information which will be used to improve working arrangements, service delivery and customer satisfaction;
 - vi) Use of vehicle technology and telematics to assist in the processing of insurance claims and the recovery of stolen vehicles.
-

5 Implementation

- 5.1 This policy has been developed in consultation with the relevant Trade Unions to safeguard the interest of individual members of staff, and the future development of services by the Council.
 - 5.2 The systems covered by this policy may be installed in any Council vehicle and major item of plant where benefits to operations and employees are identified.
 - 5.3 This policy takes account of the requirements of the Data Protection Act 1998 and Human Rights legislation.
 - 5.4 Any general instructions for taking vehicles home will be amended to reflect this policy.
 - 5.5 This policy is operational from the date of approval and replaces any previous policies and procedures;
 - 5.5 A copy of this policy is available via the Council's Intranet. The Council's policy may be made available for public inspection under the Freedom of Information Act 2000.
-

6 Review

- 6.1 The Council's use of Vehicle Technology and Telematic devices and the data derived therefrom will be reviewed on a regular basis to ensure compliance with this policy by the Assistant Director for Streetscene and Greenspace and representatives of the Trade Unions. If necessary, an annual report on the usage will then be presented to the Place Directorate industrial relations forum.
-

7 Other Relevant Documents

- 7.1 This policy will be used in conjunction with all other relevant Council policies and procedures with specific relevance to:-

- Driving Policy
- Employee Code of Conduct
- CCTV

7.2 The above is not an exhaustive list and it is the user's responsibility to ensure they are aware of the Council's requirements.

8 Policy Statement

8.1 The installation of vehicle technology and telematic devices in vehicles and the use of the data generated can provide great benefits in respect of safety and security issues and vehicle use issues, leading to greater efficiency in the frontline services provided by the Council. The system is also capable of providing invaluable management information which can be used to inform the better use of resources. Coventry City Council has recognised the benefits of such systems and will use the system:-

- To protect the wellbeing of employees as far as is reasonably practical whilst at work or on duty, including safeguarding them against vexatious complaints and allegations.
 - To ensure the protection and security of vehicles, plant and equipment.
 - To ensure the vehicle is protected when not in use and/or when parked overnight, on weekends, on public holidays or during other periods of absence from work.
 - To ensure vehicles leaving the Council premises do so with the appropriate approval.
 - To facilitate communication between members of staff. Communications between members of staff may be monitored in order to ensure that the system is not abused.
 - To monitor and maintain technical, financial, operational and administrative data, aimed at reducing costs and providing better service to our customers.
 - To locate stolen vehicles.
 - To improve communication of information relating to operational activities, support to employees and reaction to issues.
 - To support service improvements.
 - To support investigations into issues, complaints and/or misuse of a vehicle.
 - The data will be used to enforce the Council's Code of Conduct for Employees and any other Council policies. This information may be used as evidence in disciplinary proceedings or other investigations. Such information may also be disclosed to authorised bodies in the event of any criminal or other investigation.
-

9 Roles & Responsibilities

The following provides an overview of the roles and responsibilities of officers, members, relevant teams and the Audit Committee in ensuring compliance with the policy.

9.1 The **Cabinet Member** (City Services) will be responsible for endorsing this policy.

9.2 The **Responsible Officer** (Assistant Director for Streetscene and Greenspace), or their nominated deputy, will be responsible for the integrity of the Council's processes and procedures relating to the use of data derived from Vehicle Technology and Telematic Devices

10 Relevant Legislation

- The Data Protection Act 1998 (DPA)
- Employment legislation
- Freedom of Information
- ISO 27001 : 2005 Information Security, Management Systems controls A15.1

11 Consequences of Not Following Policy

Compliance with this policy will be monitored and non-compliance issues will be investigated and reported on.

12 Accessing data for alleged employee misconduct/ complaint

When a complaint has been made or serious incident has occurred and there is a need to investigate the complaint/incident; and for use in an HR/Audit investigation, any manager or supervisor will need to contact the Assistant Director, Streetscene & Greenspace, Place directorate, who will be responsible for approving or rejecting the request.

The data can be secured as soon as an allegation is received but it cannot be viewed until written consent (email will suffice) has been given by the Assistant Director, Streetscene & Greenspace.

The data that has obtained will need to be retained in a secure environment for as long as necessary for the purposes of the investigation and any subsequent actions.

Document Control: Version History

Version	Status	Date	Author	Summary of Changes
1		4/12/14	S Elliot	Inclusion of in-cab technology and links to CCTV

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Technical Reviewers

Name	Role	Business Area
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Management Reviewers

Name	Role	Business Area
------	------	---------------

Member Approval

Name	Date
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Cabinet Member for City Services

25 July 2016

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No – Although the matter affects more than two Wards of the City, this report is for monitoring purposes only.

Executive Summary:

In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.

In June 2015, amendments to the Petitions Scheme, which forms part of the Constitution, were approved in order to provide flexibility and streamline current practice. This change has reduced costs and bureaucracy and improved the service to the public.

These amendments allow for a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting.

In light of this, at the meeting of the Cabinet Member for Public Services on 15 March 2016, it was approved that a summary of those petitions received which were determined by letter, or where decisions are deferred pending further investigations, be reported to subsequent meetings of the Cabinet Member for Public Services (now amended to Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A sets out the petitions received since the previous meeting of the Cabinet Member for City Services and how officers propose to respond to them.

Recommendations:

Cabinet Member for City Services is recommended to endorse the actions being taken by officers as set out in Section 2 and Appendix A of the report, in response to the petitions received.

List of Appendices included:

Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Background Papers

None

Other useful documents:

Cabinet Member for Policing and Equalities Meeting 18 June 2015 report: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

A copy of the report is available at modern.gov.coventry.gov.uk.

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

1. Context (or background)

- 1.1 In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for City Services.
- 1.2 Amendments to the Petitions Scheme, which forms part of the Constitution, were approved by the Cabinet Member for Policing and Equalities on 18 June 2015 and Full Council on 23 June 2015 in order to provide flexibility and streamline current practice.
- 1.3 These amendments allow a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting. The advantages of this change are two-fold; firstly it saves taxpayers money by streamlining the process and reducing bureaucracy. Secondly it means that petitions can be dealt with and responded to quicker, improving the responsiveness of the service given to the public.
- 1.4 Each petition is still dealt with on an individual basis. The Cabinet Member considers advice from officers on appropriate action to respond to the petitioners' request, which in some circumstances, may be for the petition to be dealt with or responded to without the need for formal consideration at a Cabinet Member meeting. In such circumstances and with the approval of the Cabinet Member, written agreement is then sought from the relevant Councillor/Petition Organiser to proceed in this manner.

2. Options considered and recommended proposal

- 2.1 Officers will respond to the petitions received by determination letter or holding letter as set out in Appendix A of this report.
- 2.2 Where a holding letter is to be sent, this is because further investigation work is required of the matters raised. Details of the actions agreed are also included in Appendix A.
- 2.3 Once the matters have been investigated, a determination letter will be sent to the petition organiser or, if appropriate, a report will be submitted to a future Cabinet Member meeting, detailing the results of the investigations and subsequent recommended action.

3. Results of consultation undertaken

- 3.1 In the case of a petition being determined by letter, written agreement is sought from the relevant Petition Organiser and Councillor Sponsor to proceed in this manner. If they do not agree, a report responding to the petition will be prepared for consideration at a future Cabinet Member meeting. The Petition Organiser and Councillor Sponsor will be invited to attend this meeting where they will have the opportunity to speak on behalf of the petitioners.

4. Timetable for implementing this decision

- 4.1 Letters referred to in Appendix A will be sent out by early August 2016.

5. Comments from Executive Director of Resources

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report.

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)?

Not applicable

6.2 How is risk being managed?

Not applicable

6.3 What is the impact on the organisation?

Determining petitions by letter enables petitioners' requests to be responded to more quickly and efficiently.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s)

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Place

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Karen Seager	Head of Traffic and Network Management	Place	05/07/16	13/07/16
Caron Archer	Principle Officer - Traffic Management	Place	05/07/16	08/07/16
Sarah Elliott	Head of Waste and Fleet Management	Place	05/07/16	08/07/16
Liz Knight / Michelle Salmon	Governance Services Officers	Resources	05/07/16	07/07/16

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Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Petition Title	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed	Target Date for Determination Letter / CM Report
5/16 - To Have Rollason Road from Grangemouth Road to Burnaby Road made into a 'One Way Street'	Councillor M Mutton	Holding	Speed survey to be conducted.	September
E183 - Introduce Kitchen Waste Composting as Part of the Regular Refuse Collection	N/A	Determination	Food waste composting to be considered as part of future service changes.	August
2/16 - Request for Road Safety Measures on Winsford Avenue by Allesley Hall Primary School	Councillor B Singh	Holding	Speed counts and crossing survey to be arranged.	September
E97 - Speeding Problems on Hockley Lane (Report Back)	N/A	Determination	Safety scheme implemented in Oct 2015. Further speed monitoring to be undertaken in April 2017. Additional measures to be investigated and considered for inclusion in a future year's capital programme.	August
E195 - Speeding Cars on Hockley Lane	N/A	Determination	Safety scheme implemented in Oct 2015. Further speed monitoring to be undertaken in April 2017. Additional measures to be investigated and considered for inclusion in a future year's capital programme.	August

Cabinet Member for City Services

25th July 2016

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues

Is this a key decision?

No

Executive Summary:

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

Recommendations:

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

List of Appendices included:

Table of Outstanding Issues

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report author(s):

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Governance Services Officer

Directorate:

Resources

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This report is published on the council's website: www.coventry.gov.uk/meetings

	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	<p>City Centre Maintenance Contract</p> <p>Further report providing an update on the City Centre Review transfer process and seeking approval for future maintenance standards (Minute 55 of Cabinet Member for Public Services refers – 15th December 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Graham Hood</p>		
2	<p>Residents' Parking Schemes</p> <p>A list of outstanding residents' parking schemes, including Stoke Row, be reviewed and a report to be presented to a future meeting on the outcome of the review (minute 5/14 of Cabinet Member for Public Services refers – 19th June 2014).</p>	September, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
3	<p>*The Introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking</p> <p>Further report on the results of the 12 month trial period with recommendations (Minute 17/14 of Cabinet Member for Public Services refers – 7th July, 2014).</p>	July, 2016	<p>Executive Director of Place</p> <p>Paul Bowman</p>		

	<p>Petition – Safety Measures on Swan Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
5	<p>Petition – Speeding Problems on Hockley Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	July, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>	<p>Determination Letter to be sent as agreed at Agenda Briefing 27th June 2016 - 12 month of operation ends October 2016, following which the measures implemented will be reviewed and further measures considered as necessary</p>	No further report required
6	<p>Petition – Longford Road Junction with Oakmoor Road</p> <p>Further report with results of six months monitoring exercise following the implementation of Option 4 (Minute 75/15 of Cabinet Member for Public Services refers – 15th March, 2016).</p>	To Be Confirmed	<p>Executive Director of Place</p> <p>Caron Archer</p>		

* Identifies items where a report is on the agenda for your meeting