



Cabinet Member for Policing and Equalities

Time and Date

3.00 pm on Thursday, 9th March, 2017

Place

Diamond Room 2 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 4)
 - (a) To agree the minutes of the Cabinet Member for Policing and Equalities meeting held on 8 December 2016.
 - (b) Matters arising
4. **Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA)** (Pages 5 - 12)

Report of the Executive Director of Place
5. **Progress report towards Equalities Objectives - half year** (Pages 13 - 30)

Report of the Director of Public Health
6. **Authority for Attendance - Conference/Seminar** (Pages 31 - 34)

Conference Approval Form
7. **Outstanding Issues Report**

There are no outstanding issues.
8. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Private Business

Nil

Martin Yardley, Executive Director, Place, Council House Coventry

Wednesday, 1 March 2017

Note: The person to contact about the agenda and documents for this meeting is Usha Patel Tel: 024 7683 3198; usha.patel@coventry.gov.uk

Membership: Councillors P Akhtar (Deputy Cabinet Member) and A Khan (Cabinet Member)

By invitation Councillor J Birdi (Shadow Cabinet Member)

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

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

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Policing and Equalities held at 3.00 pm on Thursday, 8 December 2016

Present:

Members: Councillor A Khan (Cabinet Member)
Councillor J Birdi (Shadow Cabinet Member)
Councillor P Akhtar (Deputy Cabinet Member)

Employees (by Directorate):

Place: C Hickin, M McHugh

Resources: U Patel, R Sharma

In Attendance: PC 7253 Farrelly
V Flynn (Petition Organiser)

Public Business

34. Declarations of Interest

There were no declarations of interest.

35. Minutes

The minutes of the meeting held on 13 October 2016 were signed as a true record. There were no matters arising.

36. Response to a petition regarding the safety and appearance of Craners Road and surrounding streets

The Cabinet Member for Policing and Equalities considered a report of the Executive Director of Place which responded to a petition regarding the safety and appearance of Craners Road and surrounding streets.

The petition bearing 39 signatures was submitted by Councillor Welsh, a St Michaels Ward Councillor, and expressed residents' concerns over anti-social behaviour, including persistent fly-tipping, social drinking in the street, poor state of repair of the flower beds in the streets and the run down state of rented properties in the area. The report detailed actions taken by the City Council and West Midlands Police.

The petition organiser attended the meeting and spoke in detail about the problems being experienced in the area. A representative from West Midlands Police also attended the meeting and reassured the petition spokesperson that their resources would be focused in the area to address the problems being experienced. In addition, it was hoped that police presence in the area would deter some of the problems from occurring in the first instance.

City Council Officers and West Midlands Police undertook to liaise with the petition organiser outside of the meeting to discuss options available to them.

RESOLVED that the Cabinet Member for Policing and Equalities:

- 1. Requests West Midlands Police to continue their monitoring of the area and respond accordingly to resident request for assistance and encourage residents to set up a Neighbourhood Watch in the area and report incidents of concern to the Police as soon as they occur.**
- 2. Requests that the Street Enforcement Team to continue monitoring of this area and work with the lead petitioner concerning fly tipping and run down properties.**
- 3. Requests the Council's Highways Department to continue their feasibility study into either removing some of the flowerbeds or ensuring that repairs are undertaken to deter fly tipping.**

37. Outstanding Issues Report

There were no outstanding issues.

38. Any Other Business

There were no other items of business.

(Meeting closed at 3.40 pm)



Audit and Procurement Committee
Cabinet Member for Policing and Equalities

20 February 2017
9 March 2017

Name of Cabinet Member:
Cabinet Member for Policing and Equalities

Director Approving Submission of the report:
Executive Director of Place

Ward(s) affected:
None

Title:
Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA)

Is this a key decision?
No

Executive Summary:

The Regulation of Investigatory Powers Act 2000 (RIPA) governs the acquisition and disclosure of communications data and the use of covert surveillance by local authorities.

The Council uses powers under RIPA to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of 6 months or more, or are related to the underage sale of alcohol and tobacco. The three powers available to local authorities under RIPA: the acquisition and disclosure of communications data; directed surveillance; and covert human intelligence sources ("CHIS")

The Act sets out the procedures that Coventry City Council must follow if it wishes to use directed surveillance techniques or acquire communications data in order to support core function activities (e.g. typically those undertaken by Trading Standards, Environmental Health and Benefits). The information obtained as a result of such operations can later be relied upon in court proceedings providing RIPA is complied with.

The Home Office Code for Covert Surveillance Property Interference recommends that elected members, whilst not involved in making decisions or specific authorisations for the local authority to use its powers under Part II of the Act, should review the Council's use of the legislation and provide approval to its policies. The Council adopted this

approach for oversight of the authority's use of Parts I and II of the Act.

Recommendations:

The Audit and Procurement Committee are requested to:

1. Consider and note the Council's use and compliance with RIPA.
2. Forward any comments and/or recommendations to the Cabinet Member for Policing and Equalities.

The Cabinet Member for Policing and Equalities is requested to:

1. Consider any comments and recommendations provided by the Audit & Procurement Committee.
2. Approve the report as a formal record of the Council's use and compliance with RIPA.

List of Appendices included:

N/A.

Other useful background papers:

Nil

Other useful background information:

Nil

Has it been or will it be considered by Scrutiny?

No

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

Yes – Audit and Procurement Committee – 20 February 2017

Will this report go to Council?

No

Report title: **Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA) 2000**

1. Context (or background)

- 1.1 RIPA governs the acquisition and interception of communications data and the use of covert surveillance by local authorities. The Council can only use powers under RIPA to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of 6 months or more (e.g. offences relating to counterfeit goods which carry a maximum penalty of 10 years in prison) or the offence is related to the underage sale of alcohol and/or tobacco.
- 1.2 Where the above criteria are met, Local Authorities can make an application for the acquisition and disclosure of communications data (such as telephone billing information or subscriber details) or directed surveillance (covert surveillance of individuals in public places); and the use of covert human intelligence sources (“CHIS”) (such as the deployment of undercover officers). The powers are most commonly used by Trading Standards and Environmental Health Officers. However, powers can also be used by other Council services such as Revenues and Benefits and Social Services.
- 1.3 RIPA sets out the procedure that local authorities must follow when applying to use RIPA powers. These include approval by Authorised Officers that the proposed use of the powers is “necessary and proportionate”. All applications must also be approved by the Magistrates Court before RIPA powers can be exercised.
- 1.4 The Council is required to have a Senior Responsible Officer to maintain oversight of the RIPA arrangements, procedures and operations. The Council’s Monitoring Officer performs this function and is responsible for the integrity of the Council’s process for managing the requirements under RIPA.
- 1.5 External oversight is provided by the Office of the Surveillance Commissioners for directed surveillance and the Office of the Interception of Communications Commissioner for acquisition of communications data.
- 1.6 The Assistant Surveillance Commissioner, Sir David Clarke inspected the Council’s RIPA arrangements in respect of directed surveillance on 8 December 2016. He found that the Council’s arrangements are “generally in good order” and “the use by the Council of its statutory powers is appropriate and that the “quality of authorisations” is good. He made the following 3 recommendations:
- That the Senior Responsible Officer reviews the authorisation process so as to ensure either that original “wet-signed” authorisations and associated forms are produced and securely retained, or that the electronic process is authenticated so as to comply with OSC Procedures and Guidance (The Senior Responsible Officer for RIPA is currently reviewing this process and in the interim “wet-signed” will be kept as a safeguard).

- That special care is taken to ensure that the Authorising Officer is not a person who is, or who may be perceived to be, a person involved in the investigation in relation to which the application is made (The Regulatory Services Manager will now authorise any Trading Standards applications introducing an extra level to the authorisation).
- That Coventry City Council's Policy and Guidance documents be further revised (The policy is currently being revised and will be combined with that for communications data so as to provide one coherent policy).

1.7 The acquisition of communications data is undertaken through the National Antifraud Network (NAFN). They act as the single point of contact for many local authorities and ensure the application is RIPA compliant. It is NAFN that are audited by the commissioners.

1.8 The Investigatory Powers Act 2016 received Royal Assent in November 2016. The Act introduces new powers for the Security Services and the Police to intercept and acquire data. However, the powers available to local authorities will largely remain unchanged. Under the Act, the functions of the Surveillance Commissioner and the Interception of Communications Commissioner will be amalgamated so that in future one Commissioner will have oversight of all of the Council's RIPA activity.

1.9 Details of the applications that the Council has made under RIPA are set out below:

1.9.1 Use of Covert Surveillance or Covert Human Intelligence Sources

For the Period 1 April 2015 – 31 March 2016 – As reported to the OSC in April 2015

No. of Directed Surveillance Applications Rejected	0
No. of Directed Surveillance Applications Granted	2
No. of Authorisations Presented to Magistrates	2
No. of Authorisations Granted by Magistrates	2
No. of Authorisations Rejected by Magistrates	0
No. of Directed Surveillance Operations Remaining Extant	0

For the Period 1 April 2016 – 31 December 2016

No. of Directed Surveillance Applications Rejected	0
No. of Directed Surveillance Applications Granted	3
No. of Authorisations Presented to Magistrates	3
No. of Authorisations Granted by Magistrates	3
No. of Authorisations Rejected by Magistrates	0
No. of Directed Surveillance Operations Remaining Extant	1

- All of the requests covered core functions permitted by the Act and were for the purpose of preventing and detecting crime.
- There were no reported instances of the Council having misused its powers under the Act.

1.9.2 Use of Acquisition & Disclosure of Communications Data

No applications for the disclosure of communications data were made during the period 1 January 2016 – 31 December 2016.

1.10 RIPA Training

It is recommended good practice to provide RIPA training to all relevant officers periodically. Accordingly, one day's training session was delivered on 18 January 2017. Elected members, and Council Officers from core function departments, Legal and those who play a key role in implementing and/or managing CCTV systems attended.

2. Options considered and recommended proposal

- 2.1 The Audit and Procurement Committee is recommended to consider and note the Annual Compliance Report, which sets out how the Council has used its powers during the reporting periods of the individual Commissioners. Following the OSC inspection in December 2016, the policy is being updated to incorporate their recommendations and comments and a further report will be produced to seek approval for the revised policy. In addition, the Committee is recommended to forward any comments or recommendations to the Cabinet Member for Policing and Equalities.
- 2.2 The Cabinet Member for Policing and Equalities is recommended to consider any comments or recommendations from the Audit and Procurement Committee, and approve the report as a formal record of the Council's use and compliance with RIPA.

3. Results of consultation undertaken

3.1 Not applicable

4. Timetable for implementing this decision

4.1 Upon approval of the report, statistical information relating to the authority's use of RIPA will be published to the Council's Internet page in order to support its commitment to the openness and transparency agenda.

5. Comments from Executive Director, Resources

5.1 **Financial implications** – The Council has budget provision to cover the cost of the training, which was delivered by an external trainer who specialises in RIPA legislation. There are no other direct financial implications arising from this report.

5.2 **Legal implications** – As explained at paragraph 1.8 above, the powers of local authorities will remain largely unchanged with the introduction of the Investigatory Powers Act 2016. However, Officers will continue to monitor the operation of RIPA and ensure that any amendments are incorporated into the Council's policy and procedures as appropriate.

Consideration and endorsement by Members ensures that appropriate scrutiny is in place. Consideration of RIPA activity as recommended by the OSC guidance ensures that such activity is subject to appropriate scrutiny and control.

6. Other implications

While the changes in law introduced an additional step into the process, given the Council's low use of its powers under RIPA, it has not resulted in any significant delays for planned operations. Routine patrols, observation at trouble 'hot spots', immediate response to events and overt use of CCTV do not require RIPA authorisation.

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)?

As and when judicial approval is sought to use these powers, it will help support the Council's core aims by preventing and detecting crime associated with enforcement activities such as: investigations relating to counterfeiting and fraudulent trading activity, or underage sales of alcohol or tobacco.

6.2 How is risk being managed?

The requirement for the Council to seek judicial approval for any proposed use of its powers under the Regulation of Investigatory Powers Act 2000, as amended by the Protection of Freedoms Act 2012, reduces the risk of the Council using such powers inappropriately or unlawfully. This will help ensure any evidence gained from such use will be admissible in a court of law.

6.3 What is the impact on the organisation?

There is no additional impact on the Council.

6.4 Equalities / EIA

When submitting a request for authorisation to use RIPA, consideration is given to any impact on equalities.

6.5 Implications for (or impact on) the environment?

There are no implications on the environment.

6.6 Implications for partner organisations?

There are no implications on partner organisations.

Report author(s):

Name and job title:

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Directorate: Place

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Enquiries should be directed to the above.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
A Walster	Assistant Director (Streetscene & Regulatory Services)	Place Directorate	20/01/17	30/01/17
T Miller	Head of Planning and Regulation	Place Directorate	20/01/17	25/01/17
Davina Blackburn	Regulatory Services Manager	Place Directorate	6/01/2017	16/01/2017
Rosebella Kotonya	Information Governance Officer	Resource Directorate	6/01/2017	20/01/2017
Lara Knight	Governance Services Co-ordinator	Resource Directorate	20/01/17	27/01/2017

Names of approvers for submission: (officers and members)				
Finance: Graham Clark	Lead Accountant (Business Partnering)	Resources Directorate	20/01/17	20/01/2017
Legal: H Lynch	Legal Services Manager (Place & Regulatory)	Resources Directorate	6/01/2017	18/01/2017
Director: M Yardley	Executive Director Place	Place Directorate	30/01/17	07/02/2017
Members: Councillor A Khan	Councillor	Coventry City Council		

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



9 March 2017

Name of Cabinet Member:

Cabinet Member Policing & Equalities, Councillor Abdul Khan

Director approving submission of the report:

Director of Public Health

Ward(s) affected:

All

Title:

Progress report towards equalities objectives – half year

Is this a key decision?

No

Executive summary:

On 14 July 2016, the Cabinet Member for Policing and Equalities approved the equality objectives for the Council as set out in appendix 1. The equality objectives are linked to the Council plan and are set for four years or until the next refresh of the Council Plan. The Cabinet Member also agreed to receive a report on the progress made on the equality objectives twice a year. This report provides information on the progress made with the equality objectives at half year from April 2016 to September 2016. The report also recommends that a more cost-effective way for the Council to provide information about accessibility of local service buildings is adopted.

Recommendations:

The Cabinet Member is recommended to:

- (1) consider the progress made on the equality objectives and to receive a further report at end of the year;
- (2) identify areas that the Cabinet Member for Policing and Equalities wishes other Cabinet Members to address in further detail
- (3) agree to alternative more cost-effective ways of sharing information about accessibility of buildings and that the Council's contract with DisabledGo will not be renewed

List of appendices included:

Appendix 1 – Council equality objectives 2016/2017

Other useful background papers:

Equality Act 2010 (Specific Duties) Regulations 2011

<http://www.legislation.gov.uk/ukxi/2011/2260/contents/made>

Equality Act 2010: specific duties to support the Equality Duty. What do I need to know? A quick start guide for public sector organisations
<http://www.homeoffice.gov.uk/publications/equalities/equality-act-publications/equality-act-guidance/specific-duties>

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: Progress report on equalities – half year

1. Context (or background)

- 1.1 The Council has a duty to set at least one equality objective to meet its requirements under the Equality Act (specific duty) Regulations 2011.
- 1.2 On 14 July 2016, the Cabinet Member for Policing and Equalities approved the equality objectives as set out in appendix 1. These objectives are linked to the Council's key plans and strategies as set out in the Council Plan, and were set following consultation with trade unions, employee groups and community groups. The equality objectives are set for the next four years, or when the Council refreshes its Council Plan.
- 1.3 The Cabinet Member also agreed to receive a report on the progress made against the equality objectives twice a year. This report provides information on the progress made with the equality objectives from April 2016 to September 2016.
- 1.4 The Council Plan sets the overall vision and priorities for the city, and how it relates to other plans as set out in the Performance Management Framework (<http://smarturl.it/PMF>). As many of the Council's key priorities are to do with reducing inequality in the city, many of the performance indicators used in the Council Plan are also equality indicators.
- 1.5 There are 15 equality objectives (attached at appendix 1). Progress towards the equality objectives are measured through a variety of means including performance indicators, comparators with other areas, contextual information, and actions taken. Where possible, indicators have been broken down by protected groups to ensure that all protected characteristics under the Equality Act have been considered, monitored and reported on. For example, improving educational outcomes is broken down into gender, SEN, and race and by pupil premium. Where it is state 'can't say' for progress on equality objectives, it means that the progress will be reported at year end.

2. Progress at 2016/17 half year

Progress against each equality objective is set out below and linked to the appropriate Council Plan theme.

Globally connected: promoting the growth of a sustainable Coventry economy

Creating the infrastructure/city centre for the 21st century/Friargate: an accessible workplace

- 2.1 **Aim:** Create a modern, accessible, fit for purpose office environment and together with the introduction of flexible working
- 2.2 **Progress:** The overall intention of the Friargate scheme is to “achieve a safe, attractive and socially inclusive city quarter which is welcoming to all its users”. This includes ensuring “ready access by public transport” so that Friargate “will be accessible to all, not just car users” and designing public spaces and buildings at Friargate so that “the needs of people with disabilities are considered. The approach adopted is to meet these needs so far as practicable within the overall design rather than add ‘bolt on’ features”¹. In particular, the new Council building is developed with the intention of “maximising access to all parts of the building, its facilities and services for people who are visitors and members of staff regardless of disability; follow design guidance given in relevant British Standards, and other currently published good practice detailing the needs of disabled people where

¹ Friargate Coventry Building C10 Planning, Design and Access Statement, March 2016
<http://planning.coventry.gov.uk/portal/servlets/AttachmentShowServlet?ImageName=1266711>

possible”². In addition, the building incorporates a faith room for all faiths groups, the design of which has been discussed with stakeholders. There will also be a wellbeing room which can be used by those needing a hygienic environment for medical reasons; milk expression for new mothers; first aid administration and other appropriate activities.

2.3 **Progress:** - The Council has had a flexible working in place for many years. This has focussed on providing employees with the opportunity to manage their work-life balance through different ways of working whilst ensuring that we deliver quality services to our community. The Council also is currently developing and rolling out agile working arrangements which focusses primarily on hot-desking and working from a number of locations, including from home. The Council is now looking at developing an agile working framework which focusses on how to deliver the best service and how to get staff working in the best way.

Jobs for local people / reducing the impact of poverty

2.4 **Aim: Better quality jobs** – resulting in more Coventry citizens earning the living wage, less sickness absence in Coventry and improvements in productivity; and **improving the role of workplaces** as health promoting environments, recognising the economic value of a health workforce. **Vulnerable people helped into work** – resulting in a greater proportion of people with mental health issues being in employment, more migrants securing employment, employment services aligned to specific needs and a narrowing of the earnings gap between residents and those who work but do not live in the city.

2.5 **Progress– Earning the living wage:** the Council continues to uprate pay for staff on lower pay scales to match the rate set by the Living Wage Foundation. The majority of the staff impacted by this are women.

2.6 **Progress – improving the role of workplaces as health promoting environments:** The Council has launched a series of new initiatives, including mental wellbeing at work as part of its new mental health and wellbeing programme. The Council continues to take a lead in reaching out to other organisations to promote workplace wellbeing, and during 2016 (Jan – Dec), over 200 organisations engaged with the Charter service, exceeding the target of 100.

2.7 **Progress - Vulnerable people helped into work** –The Council is targeting resources at addressing the productivity and skills gap and at helping people find work, particularly groups who are struggling to do so. The Council is a lead partner in the £8.5m Ambition youth programme to help young people who are not in education, employment or training (NEET) find work. Since its launch in July 2016, 20 organisations across the city have been involved, helping 211 young people. The Council supported 172 vulnerable young people to start a paid placement, including 20 advanced manufacturing apprenticeships of which 61% were male and 38.5% were female.

Indicator	Previous	Current	Progress	Target	Status
Number of young people supported by Ambition Coventry into employment, education or training	New Indicator	172 Apr-Sep 2016/17		232	

The council also supported 87 young people with disabilities or health related issues to access Ambition coaches.

Indicator	Previous	Current	Progress	Target	Status
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² Friargate Coventry Building C09 & Station Square Building Statement, November 2013
<http://planning.coventry.gov.uk/portal/servlets/AttachmentShowServlet?ImageName=1097580>

Number of young people with disabilities or health related issues accessing Ambition coaches	New Indicator	87 Apr-Sep 2016/17		93	
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Locally committed: improving the quality of life for Coventry people

Safer Communities

2.8 Aim - Making communities safer together with the police to reduce hate crime and anti-social behaviour including hatred/prejudice towards a person because of their actual/perceived protected characteristics of ...disability, race/ethnicity, sex/gender/transgender, sexual orientation, religion/belief, gypsy/traveller

2.9 Progress: Last June, 51.9% of the electorate voted to leave the European Union. Following the vote, national data suggests that an increase in race or religiously was motivated hate crimes, peaking in July 2016. Data suggests some decline in August back to levels seen earlier in 2016, although the number of incidents overall remain higher than in 2015. Locally, there were 311 hate incidents recorded (255 crime, 56 non-crime) in April-September, a 21.9% increase. Our street enforcement teams recorded 27 hate crime cases and 11 incidents. There was an increase of incidents reported where words/phrases such as 'go home' were used. There is no target for this indicator, however an increase in reporting may indicate that more residents have more confidence to report.

Indicator	Previous	Current
...Disability (disability hate crime)	27 2015/16	9 Apr-Sep 2016/17
...race/ethnicity (racist incidents)	428 2015/16	271 Apr-Sep 2016/17
...sex/gender or transgender (gender identity/reassignment)	<5 2015/16	<5 Apr-Sep 2016/17
...Sexual orientation (homophobia)	45 2015/16	20 Apr-Sep 2016/17
...religion or belief	23 2015/16	9 Apr-Sep 2016/17
...gypsy/traveller	<5 2015/16	0 Apr-Sep 2016/17
...not stated	<5 2015/16	0 Apr-Sep 2016/17

2.10 The police are not informed of every hate crime incident that occurs, as demonstrated by results of a number of surveys as well feedback from organisations such as the Coventry Muslim Forum. The police are working to increase confidence in reporting through media and other activities including third party reporting centres. Cases receiving a multi-agency response may be recorded on more than one agency's system and therefore could be recorded more than once. Training sessions for potential new Hate Crime Reporting Centres has been delivered, with more to follow. This will provide additional opportunities for victims to report incidents.

Improving educational outcomes

2.11 Aim: Improving educational outcomes by working with schools to continue to improve standards including monitoring outcomes for key priority groups at the end of Key Stage 2 and 4; resulting in fewer teenage pregnancies, lower rates of offending in young people and fewer young people who are not in education, employment or training

2.12 Progress: Monitoring outcomes at key stage 2: In this first year of the new key stage 2 curriculum, groups who are above the national average are Black Other pupils, Bangladeshi and Indian pupils. The largest gaps are for SEN, Transient pupils and Boys

overall. Amongst the ethnic groups the largest gaps are for Gypsy Roma, Black Caribbean, White and Black Caribbean and White and Black African. It is not possible to compare the data from previous years as the data set has changed.

Key stage 2 results for Coventry & by key groups

49%

at expected standard
(national average All pupils : 53%)

Standardised score in...



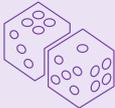
-0.7

reading



-0.2

writing

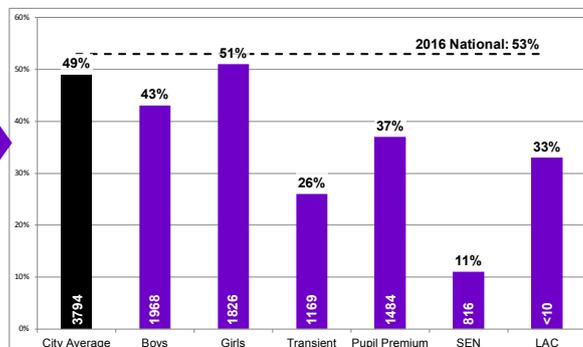


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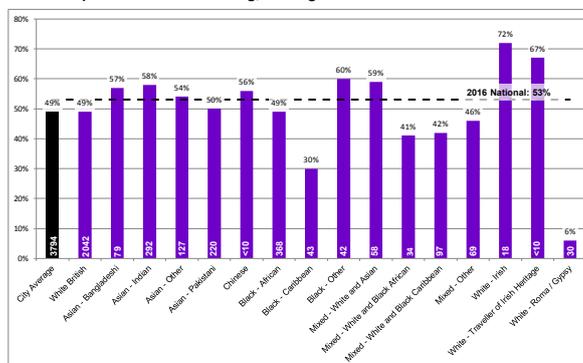
maths

(national average: 0)

KS2: At Expected Level in Reading, Writing and Maths 2016



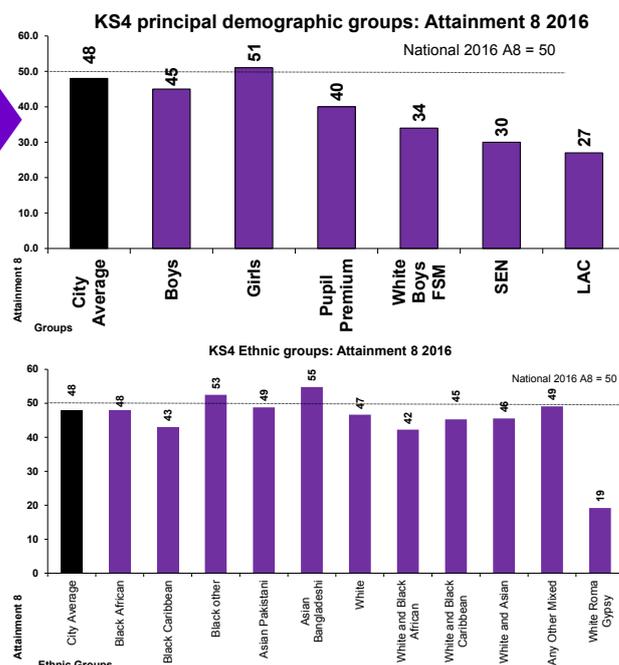
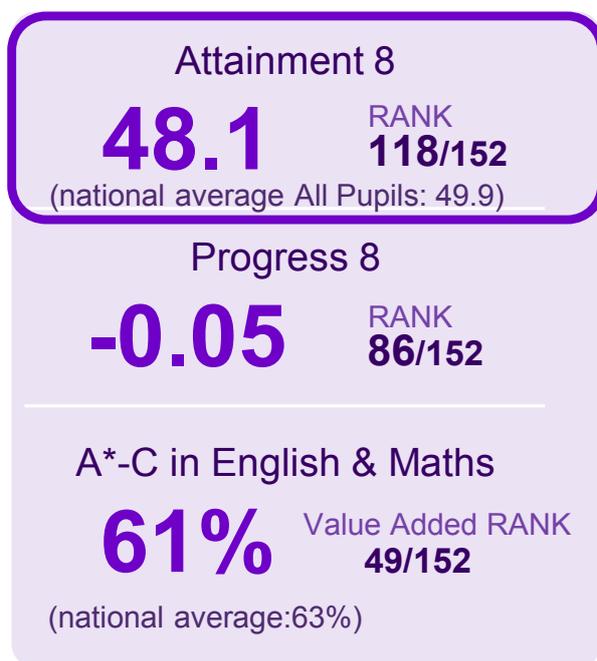
KS2: At Expected Level in Reading, Writing and Maths 2016



2.13 Progress: monitoring outcomes at key stage 4: in 2016, the government introduced a series of new measures that schools are judged against, designed to encourage schools to offer a broad and balanced curriculum. The two main measures are Attainment 8 (a measure of students' average achievement across a set group of eight subjects) and Progress 8 (a measure of students' progress on the above set group of eight subjects in secondary school). For Attainment 8, the following groups are above national rates: Black Other, Bangladeshi, Indian, Chinese and Transient Pupils. The largest gaps are seen amongst Gypsy Roma, SEN, Pupil Premium, Black Caribbean, White and Black African .

The Council is implementing and embedding an inclusive and sustainable model of school-to-school support that engages all providers in the city and drives improvement through agreed priorities. It is co-designing education services with schools to ensure they are fit for purpose and meet their future needs.

Key stage 4 results for Coventry & by key groups



2.14 Progress: Fewer teenage pregnancies – there is a downward trend in the rate of conceptions to girls aged under 18 from 33.8 in Jan-Dec 2014 down to 30.4 in July 2014- June 2015. To prevent teenage pregnancy and support teenage parents to help them from developing poorer health and wellbeing, various services are provided in Coventry including specialist midwives who support teenage parents, the C-card scheme, providing condoms to over 7,000 registered young people, integrated Sexual Health Services, which see over 28,000 people a year and provide testing, treatment and advice. The Aspires Early Intervention Service works with around 100 children and young people with a range of risky behaviours associated with sexual health, poor coercive relationships and substance misuse to reduce the escalation of risky behaviours and poor health outcomes. This has contributed to a significant reduction in the teenage conception rate which have reduced significantly over the previous years. Coventry rates are higher than the West Midlands Combined Authority average and the West Midlands region. [Note that there is a time lag in reported data.]

Indicator	Previous	Current	Comparators			Progress
Conceptions to girls aged und 18 (rate per 1,000 girls aged 15-17)	33.8 Jan – Dec 2014	30.4 Jul 14- Jun 15	WMCA 27.9 Jul 14 - Jun15	WMR 24.7 Jul 14 - Jun15	England 21.8 Jul 14 - Jun15	

2.15 Progress - Lower rates of offending in young people. First time entrance to youth justice – local data shows an increase to 415 (rate per 100,000 young people in the area aged 10-17) for October 2015 to September 2016, from a rate of 399 for the whole of 2015/16. Although this is an upward trend for Coventry, this is better than our statistical neighbours. [Note that there is a time lag in reported data]

Of the first-time entrants in 2015/16, 72.8% are male and 27.2% are female. There is no national comparator for first time entrants split by male and female. However, for all young offenders, Youth Justice Board data suggests that in April-September 2016, 10% of Coventry offenders were female, compared to 15.3% in England.

Indicator	Previous	Current	Comparators	Progress	Target	Status
First time entrants to youth justice system	399 2015/16	415 Oct 15-Sep 16 Local Data	422 Family Group Average 2015/16		Below Family Group Average	

2.16 Progress: Fewer young people who are not in education, employment or training.

The Council is a lead partner in the £8.5m Ambition youth programme to help young people who are not in education, employment or training (NEET) find work. Since its launch, 20 organisations across the city has been involved, helping 211 young people. The Council supported 60 vulnerable young people to start a paid placement, including 20 advanced manufacturing apprenticeships.

Improving health and well-being

2.17 Aim: Building emotional resilience and improving mental health in young people resulting in fewer young people in Coventry self-harming; improvement in educational attainment; and less violence, drugs and alcohol abuse in young people.

2.18 Progress: Resulting in fewer young people in Coventry self-harming -The scope of the Early Intervention Service provided by Compass has been extended beyond secondary school children to primary school children to tackle issues at an earlier age and prevent young people developing problems with substance misuse, poor relationships and sexual health. Year to date figures show that 24% of children accessing the service were aged 11 or under, so more children are accessing the support they need at an earlier stage. Work is also ongoing to improve primary mental health services for young people including work to implement a tool to measure wellbeing in schools. Partners have worked together to develop a suicide prevention strategy and action plan for 2016-2019 with young people aged 0-19 listed as a priority group.

2.19 Progress: Improvement in educational outcomes and less violence, drugs and alcohol abuse -A sexual violence prevention programme commissioned by Public Health is being delivered by CRASAC and Barnados in schools across Coventry to raise awareness, educate young people about sexual violence, appropriate behaviour and consent, and prevent sexual violence. This has been delivered to over 2,800 children and young people in over 50 locations to date, targeted in areas of greatest need. To date, 92% of children and young people have reported an increased awareness of risks, support services, CSE and online safety. The scope of the Early Intervention Service provided by Compass has been extended beyond secondary school children to primary school children to tackle issues at an earlier age and prevent young people developing problems with substance misuse, poor relationships and sexual health. Year to date figures show that 24% of children accessing the service were aged 11 or under, so more children are accessing the support they need at an earlier stage which will lead to improved outcomes for young people.

Protecting the most vulnerable

2.20 Aim: improving services for people experiencing domestic violence and abuse including monitoring domestic violence and abuse victims known to the police; repeat victims of domestic violence and abuse and domestic incidents involving children

2.21 Progress: 3,178 incidents of domestic violence and abuse were known to the police; this is up 13.9% from last year. 4.1% were repeat victims. Children have been listed as being present in 38.4% of all domestic violence and abuse incidents (both crime and non-crime) which is in line with previous months. The Coventry Domestic Violence & Abuse Services (CDVAS) came into place on 29th September 2014, year to date as at quarter 3, around

1500 referrals have been received by CDVAS community based services, 85% were female and there were 46 male referrals made to the service.

2.22 The highest referrals are still self-referrals. There is a higher number of Black and Minority Ethnic and Refugees women accessing services, this is attributed to the increase in community awareness raising. There has been high occupancy levels during quarter 3 and services have provided emergency bed space to support 2 women in crisis, both of whom had 'no recourse to public funds' and denied access to safe accommodation anywhere else on the day of the incidents. There has been an increase in women accessing services with domestic violence including gang related activity, community, family abuse and violence from perpetrators extended family.

2.23 The Domestic Violence Perpetrators Programme delivered by Fry housing as at quarter three received 198 referrals. Data also shows that there was a broad range of ethnic origins being referred.

Indicator	Previous	Current
Domestic violence (crime and non crime) offences known to the police	5,972(↓2.16%) 2015/16	3,178(↑13.9%) Apr-Sep 2016/17
Domestic violence (crime and non crime) offences reported to the police involving children	38% 2015/16	38% Apr-Sep 2016/17

2.24 Aim: Preventing homelessness and helping households accepted as statutorily homeless

2.25 Progress: – in 2015/16, 533 households were accepted as statutorily homeless. In 2016/16, from April to September 2016, there have been 311 households accepted as statutorily homeless so far. As this information is at half year we cannot say if there has been any progress. The number of homelessness cases prevented and relieved was 500 from April to September 2016. The performance for the whole of 2015/16 was 1536. The Council receives about 60 approached a week from people reported to have been 'Homeless in the Night' and 50 plus approached from people who might be homeless in the future. This is an end of year target and progress will be reported in the end of year report.

Indicator	Previous	Current
Households accepted as statutory homeless (in priority need)	533 2015/16	311 Apr – Sep 2016/17
Homeless cases prevented and relieved	1,536 2015/16	500 Apr-Sep 2016/17

Delivering our priorities with fewer resources

Make the most of our assets

2.26 Aim: Culture change developing flexible and efficient ways of working to meet the needs of employees and the employer

2.27 Progress: The Council has had flexible working practices in place for many years. This has focussed on providing employees with the opportunity to manage their work-life balance

through different ways of working whilst ensuring that we deliver quality services to our citizens. The Council is currently developing and rolling out agile working arrangements which focusses primarily on hot-desking and working from a number of locations, including from home. Further work will be carried out to an agile working framework which will focus on how to deliver the best service and getting staff working in the best way.

2.28 Aim: Confidence to report - create a culture in which employees and job applicants are willing to provide equalities information for the workforce profile and so assist in promoting inclusivity and increasing accessibility.

2.29 Progress– The number of council employees (number of contracts) fell from 5331 on 31 March 2016 to 5262 employees in October 2016 a reduction in 69 employees) The Council recognises that there is under reporting of employees declaring they have a disability and the Council will be looking into why this is the case. There is no progress to report on this objective at the half year stage.

Indicator	Previous	Current	Comparators	Progress	Target	Status
Council employees (number of contracts)	5331 March 2016	5262 October 2016	N/A	Can't say	N/A	N/A
Council employees who have declared a disability	5.4% (288) 31 March 2016	5.28% (278) October 2016	N/A	Can't say	N/A	N/A

2.30 Aim: Progression of black and minority ethnic employees and women employees to consider barriers that prevent black and minority ethnic employees and women progressing to higher grade posts.

2.31 Progress – The data below illustrates that the proportion of BME employees is much smaller at grades 10 and above. It also shows that the proportion of BME employees has shrunk between March 2016 and October 2016. The Council will be investigating what is preventing black and minority ethnic employees and women moving from grade 3 or above to see if there are any issues at certain grades. There is no progress to report at this stage.

Indicator	Previous	Current	Comparators	Progress	Target	Status
Council employees who are from BME communities	16.11% (859) 31 March 2016	15.77% (830) October 2016	N/A	Can't say	N/A	N/A
BME representatives at senior management (above Grade 10)	8.9% (9) 31 March 2016	7.75% (10) October 2016	N/A	Can't say	N/A	N/A
Council employees who are female	69.5% (3705) 31 March 2016	69.18% (3640) October 2016	N/A	Can't say	N/A	N/A
Council senior managers (above Grade 10) who are female	53.23% (66) 31 March 2016	56.59% (73) October 2016	N/A	Can't say	N/A	N/A

Active citizens: strong, involved communities

2.32 Aim: Customer Voice - Developing of the 'Voice of the Customer Strategy and embedding equality objectives within this.

2.33 Progress: developing the Voice of the Customer Strategy will ensure customers are at the heart of the way the Council does its business. The Council is working to ensure the skills and capacity is in place to ensure the voice of the customer is continuously collected and analysed and used to drive improvement in customer services. The Council already collects, analyses and uses customer feedback to continually drive improvement in its online services. Once established, learning and good practice from Customer Services will

be shared with the rest of the organisation. This has already begun by introducing a similar approach in Adult Social Care.

2.34 Aim: Customer and Business Services Transformation putting the customer at the heart of everything we are doing through Customer Journey Phase 2, by continuing to introduce well designed online services; maintaining the high standard of face to face services and continuing to improve other channels. There is a need to make sure that online services are designed so that they are easy to access for the majority of people, whilst improving other access channels for those who need them, including people with protected characteristics relating to age and language spoken.

2.35 Progress: whilst recognising that not everyone is digitally able there has been an increase in the transactions online from last year (2015/16) to this half-year (April to September 2016). This has increased from 20% of services online to 28%. There has been a significant increase in the number of people utilising My Account and an increase in the number of people using self-service kiosks which is likely to be driven by putting local people and their needs at the heart of the customer journey; developing our workforce and new ways of working. The face to face contact levels have reduced however additional demands has been seen as a consequence of changes such as the introduction of charging for those who would historically have received Council Tax Support.

2.36 The introduction of on-line capacity has not resulted in the closure of other routes of contact available to customers, the options to contact us via the telephone, face to face, via email or twitter remain in place. All changes made in progressing this agenda are considered from an equality perspective and assessment of impact is completed at the appropriate point in the process.

Indicator	Previous	Current	Comparators	Progress	Target	Status
Transactions done online	20% 2015/16	28% Apr-Sep 2016/17	N/A		35%	
Reduction in face to face and telephone contact	24% 2015/16	25% Apr-Sep 2016/17	N/A		30%	

2.37 Aim: Create an accessible democratic civic centre to enable councillors, employees and residents to take part in Council business resulting in more residents taking part in democratic processes.

2.38 Progress: A comprehensive and detailed engagement process ensued as part of the design stages and key stakeholder groups were consulted as required. Accessibility was a key design challenge given the location of the new committee rooms and the listed nature of the Council House. Openings have been enlarged as much as possible; a new stair lift was installed and the furniture and audio visual systems are designed / laid-out in a way that promotes inclusivity.

Equal Opportunities Commitment

2.39 Equal Opportunities Policy – A review of the Council’s current Equal Opportunities policy statement will be carried out through consultation with councillors, employees, residents and trade unions. A final draft commitment statement on Equal Opportunities will be brought for approval with the end of year progress report on equalities.

West Midlands Combined Authority (WMCA)

2.40 West Midlands Combined Authority – In the 14th July 2016 report to Cabinet Member for Policing and Equalities it was reported that any equality objectives set for the WMCA will

also form part of the Council's Equality objectives. It has now been clarified that the West Midlands Combined Authority is not expected to deliver the Equality Act (specific duty) regulations as the WMCA is not listed in the Equality Act as an organisation which is required to do so. Therefore there will be no equality indicators for the WMCA.

DisabledGo

2.41 The Council entered into an agreement with Disabled Enabled Limited in 2011 to provide online access information on local venues. Information provided included where the nearest car park was; whether there was a ramp into the building; if there was an accessible toilet etc. This enables disabled people to make more informed choices about suitable locations before leaving their homes and encourages independence.

2.42 The cost of the first year of the agreement included establishing the Coventry website was picked up by Disabled Enabled Limited. This included surveying 800 locations and posting information on the website. The Council funded the upkeep of the website for a further five years with additional 25 locations added each year. The agreement will come to an end in July 2017. In a meeting to discuss savings for the Insight Engagement Team, Cabinet Member for Policing and Equalities and Cabinet Member for Community Development agreed not to renew the DisabledGo agreement and to find alternative more cost effective ways of providing the information. This would result in all the data on the DisabledGo website for Coventry being taken down.

2.43 The alternative approach taken by the Council and its partners will be to provide additional access information about council buildings on the Council websites; the locations on the Adult Social Care Information Directory will also be encouraged to provide access information on their site and Hereward College students are in the planning stage for developing a process to award certificates to disability friendly locations in the city centre. In addition, Disabled Enabled Limited will be contacting a range of other organisations in Coventry to discuss potential for other organisations to enter an agreement to continue to populate that website.

3 Options considered and recommended proposal

Cabinet Member is recommended to consider the progress made on the equality objectives and agree to receive a further report on the progress made at the end of the year. This will enable the Council to report on progress and meets its duty under the Equality Act. To not do this would be contravening the Equality Act 2010.

Cabinet Member is recommended to identify the areas he wishes other Cabinet Members to address in further detail.

Cabinet Member is also recommended to confirm the decision not to renew the DisabledGo agreement and to make alternative arrangements to provide access information through the Council website.

4 Results of consultation undertaken

- 4.1 Initial consultation took place with the Trade Unions to discuss the data on the profile of the workforce. At the meeting draft equality objectives were developed. Further consultation exercise took place with representatives of Council employees where proposed objectives relating to Workforce, Friargate, Culture Change and Democratic Centre were agreed.
- 4.2 A second workshop was held with representatives of community organisations. At this meeting suggestions for actions that communities could take to assist the Council in delivering the equality objectives were discussed. Communities could get involved in the Customer Journey, Council Plan equality objectives, Marmot and Health Inequalities objective.
- 4.3 This will be taken to the Trade Union Core group meeting on 7 March 2017.

5 Timetable for implementing this decision

- 5.1 A further progress report at end of year will be presented to the Cabinet Member with responsibilities for equalities in September 2017, including how and when the decision and the recommendations set out in this report will be implemented and monitored.

6 Comments from Executive Director, Resources

6.1 Financial implications

The cost for setting and monitoring equality objectives and delivering equality objectives will be met from within existing resources.

The Council currently spends £8,000 annually on providing information about accessibility of buildings through a contract with DisabledGo, which would be saved by providing information via the Council's own website and partner websites.

6.2 Legal implications

This report recommends approval for setting equality objectives as required under the Equality Act (Specific Duties) Regulations 2011. By not publishing equality objectives the Council would be acting unlawfully.

7 Other implications

7.1 How will this contribute to achievement of the Council's key priorities (www.coventry.gov.uk/councilplan/)?

The achievement of the equality objectives will be performance managed with the plans and strategies in the Council Plan, including Workforce Strategy, Friargate, Culture Change, Democratic Centre, Customer Journey, Marmot and Health Inequalities as set out in the Council's performance management framework.

7.2 How is risk being managed?

The achievement of the equality objectives will be performance managed within the plans and strategies the Council is currently working on like the Workforce Strategy, Friargate, Culture Change, Democratic Centre, The performance management of the equality objectives will help the Council to manage risk by systematically measuring progress in relation to the equality objectives. This means that areas where good progress is being made can be identified, as well as those areas where progress is not as expected and where corrective action may be needed.

7.3 What is the impact on the organisation?

The Council Plan vision and objectives impact on all of the Council Directorates. Effective performance management arrangements at all levels will help to ensure that the Council's priorities are delivered. All Council employees have a duty to pay due regards to the three aims of the Equality Act.

7.4 Equalities / EIA

The process outlined in this report will enable the Council to comply with its obligations under the Equality Act (General and Specific Duties) Regulations 2011.

7.5 Implications for (or impact on) the environment

None identified.

7.6 Implications for partner organisations?

By making equality information easily accessible for local residents, it will also make it easier for partner agencies to obtain equalities information and will prevent the duplication of information gathering. Many of the Council's objectives are delivered through partnership working which means that there will be implications for partner organisations.

Report author(s):

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Directorate: People

Tel and email contact: 024 7683 1067

Enquiries should be directed to the above person.

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Usha Patel	Governance Services Officer	Resources	13/02/17	15/02/17
Helen Shankster	Insight Manager (Engagement)	People	08/02/17	15/02/17
Si Chun Lam	Corporate Performance Officer	People	03/01/17	27/02/17
Liz Gaulton	Acting Director Public Health	People	08/02/17	23/02/17
Bev McLean	Performance Information Officer	People	03/01/17	11/01/17
Helen Joyce	Senior HR Advisor	Resources	03/02/17	08/02/17
Georgia Faherty	Programme Manager – inequalities	People	03/02/17	08/02/17
Bev Massey	Community Safety Officer	Place	20/01/17	25/01/17
Adrienne Bellingeri	Head of Customer Services	Resources	24/01/17	24/01/17
Clare Storey	Programme Manager - Transformation	Resources	20/01/17	27/01/17
Kevin Coughlan	Performance	People	20/01/17	27/02/17

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Kim Mawby	Economy and Jobs Manager	Resources	20/01/17	27/01/17
Gail Quinton	Executive Directors - People	People	17/02/17	23/02/17
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Names of approvers for submission: (officers and members)				
Barrie Hastie	Director of Finance and Corporate Services		17/02/17	24/02/2017
Paul Jennings	Corporate Finance Officer	Resources	08/02/17	09/02/17
Legal: Gill Carter	Team Leader (Regulatory)	Resources	08/02/17	09/02/17
Director: Liz Gaulton	Acting Director of Public Health	People	08/02/17	08/02/17
Members: Cllr Abdul Khan	Cabinet Member		14/02/17	15/02/17

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

Council's Equality Objectives 2016/17

To be delivered by getting networks more actively involved in working alongside the Council and its partners to deliver objectives.

In 2016/17, the Council is focusing on a smaller small set of equality objectives which link to the Council's key plans and strategies:

Globally connected: promoting the growth of a sustainable Coventry economy

- **Creating the infrastructure/city centre for the 21st century**
 - **Friargate: an accessible workplace** - Create a modern, accessible, fit for purpose office environment and together with the introduction of flexible working practices, improve productivity and staff behaviour.
- **Jobs for local people/reducing the impact of poverty**
 - **Better quality jobs** – resulting in more Coventry citizens earning the living wage, less sickness absence in Coventry and improvements in productivity; and **improving the role of workplaces** as health promoting environments, recognising the economic value of a health workforce.
 - **Vulnerable people helped into work** – resulting in a greater proportion of people with mental health issues being in employment, more migrants securing employment, employment services aligned to specific needs and a narrowing of the earnings gap between residents and those who work but do not live in the city.

Locally committed: improving the quality of life for Coventry people

- **Safer communities**
 - **Making communities safer together with the police to reduce hate crime and anti-social behaviour** including hatred/prejudice towards a person because of their actual/perceived protected characteristic of...disability, race/ethnicity, sex/gender/transgender, sexual orientation, religion/belief, gypsy/traveller.
- **Improving educational outcomes**
 - **Improving educational outcomes by working with schools to continue to improve standards**, including monitoring outcomes for key priority groups at the end of Key Stage 2 and 4; resulting in fewer teenage pregnancies, lower rates of offending in young people and fewer young people who are not in education, employment or training.
- **Improving health and wellbeing**
 - **Building emotional resilience and improving mental health in young people** resulting in fewer young people in Coventry self-harming; improvements in educational attainment, and less violence, drug and alcohol abuse in young people.
- **Protecting the most vulnerable**
 - **Improving services for people experiencing domestic violence and abuse**, including monitoring domestic violence and abuse victims known to the police;

repeat victims of domestic abuse; and domestic violence incidents involving children.

- **Preventing homelessness and helping households accepted as statutorily homeless** including monitoring households accepted as statutory homeless and homelessness cases prevented.
- **Delivering our priorities with fewer resources**
- **Making the most of our assets**
 - **Culture change:** develop flexible and efficient ways of working to meet the needs of employees and the employer.
 - **Confidence to report:** create a culture in which employees and job applicants are willing to provide equalities information for the workforce profile and so assist in promoting inclusivity and increasing accessibility.
 - **Progression (gender):** to consider the representation of women within different pay grades and to understand if there are any barriers to progression to higher grade posts.
 - **Progression (BME):** to consider barriers that prevent Black and Minority Ethnic employees progressing within the organisation.
- **Active citizens; strong, involved communities**
 - **Customer voice:** Developing of the 'Voice of the Customer Strategy' and embedding equality objectives within this.
 - **Customer journey:** Putting the customer at the heart of everything we are doing through Customer Journey Phase 2 by continuing to introduce well designed online services, maintaining the high standard of face to face services and continuing to improve other access channels. There is a need to make sure that online services are designed so that they are easy to access for the majority of people, whilst improving other access channels for those who need them.
 - **Create an accessible democratic civic centre** to enable councillors, employees and residents to take part in Council business resulting in more residents taking part in democratic processes.

Find out more

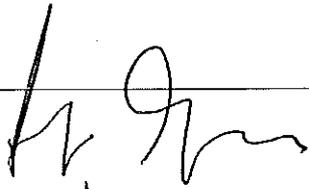
- Council Plan: www.coventry.gov.uk/councilplan/
- Information and statistics: www.coventry.gov.uk/infoandstats/
- Equality and diversity: www.coventry.gov.uk/equality/

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CONFERENCES/SEMINARS
AUTHORITY FOR ATTENDANCE

THIS FORM TO BE USED FOR COUNCILLORS (FOR ATTENDANCE BOTH IN AND OUTSIDE THE U.K.) AND FOR EMPLOYEES (OUTSIDE THE U.K. ONLY OR, IF ACCOMPANYING A COUNCILLOR, INSIDE THE UK)

1. Title of Conference	Re-opening of the Kulturpalast Civic Centre in Dresden, Germany
2. Organising Body	Dresden City Council
3. Location	Dresden, Germany
4. Date(s)	27 – 29 April 2017
5. Councillor(s) recommended to attend	The Lord Mayor, Councillor Lindsley Harvard will be attending, but Authority for Attendance is not required as within the European Union.
6. Employee(s) recommended to attend	Principal Private Secretary to the Lord Mayoralty - Authority for Attendance is required to accompany the Lord Mayor.
7. Cost per person, including travel, etc (Note: If total cost is less than £100.00, formal Cabinet/Cabinet Member approval is not required).	Flights only (inc. baggage and seat reservations) £250 per person (as at 07.02.17 and dependant on availability of this flight) The City of Dresden covers the cost of accommodation, meals and internal transfers for the group. £100 subsistence for the group for incidental expenditure.
8. Is participation at this event as part of a group	No
9. If so, how many people IN TOTAL will be attending the event as part of that group	0
10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense will be paid for by a Member or officer. If "YES" please state number.	
11. Source of Funding	Lord Mayor's Hospitality Budget to fund Lord Mayor and officer – 10582

<p>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</p>	<p>Coventry has been twinned with Dresden since 1958 – a long and very established twinning link. For many years there have been exchange visits between the two cities.</p> <p>The Kulturpalast Civic Centre, home of Dresden Philharmonic Orchestra since 1969 is reopening after a closure of almost 5 years and a €88 million comprehensive redevelopment programme. Dresden are inviting the Mayors of all 13 of their twin towns.</p> <p>Our international cultural links with Dresden needs to be strongly maintained and documented as the city embarks on the Coventry City of Culture 2021 bid. There is some synergy as Dresden is a potential city to bid for the European Capital of Culture 2025.</p> <p>Completed By/Signed: Jane Barlow Date: 14th February 2017</p>
<p>13. Is this conference part of an overall project involving further visits in the future?</p>	<p>NO</p>
<p>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</p> <p>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</p>	<p>YES/NO</p> <p>YES/NO</p>
<p>(b) Will Councillor attendance affect the decision-making processes of the Council?</p> <p>(c) Is attendance recommended?</p>	<p>YES/NO</p> <p>YES/NO</p> <p>Signed: Date:</p>
<p>15. Cabinet Member's recommendation</p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p>16. Leader's recommendation</p>	<p>YES/NO</p> <p>Signed:  Date: 15/2/17</p>
<p>17. Person responsible for booking conference following approval of</p>	<p>Name: Jane Barlow, Principal Private Secretary to the Lord Mayoralty</p>

attendance	Department: Resources Directorate Telephone No: (024) 7683 3047
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**THIS FORM SHOULD NOW BE RETURNED TO THE EXECUTIVE DIRECTOR
(RESOURCES) (Room 59)
FOR DIRECTORATE'S USE ONLY**

Decision APPROVED / NOT APPROVED	Cabinet Member/Cabinet Date:
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Notification to:	<u>YES/NO</u>	<u>DATE</u>
(a) Officer responsible for booking conference		
(b) Councillor attending		
(c) Member of Management Board		
(d) Members' Services		
(e) Committee Officer		

Date report back obtained	
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Date of meeting of Scrutiny to receive report back	
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