

**Time and Date**

2.00 pm on Tuesday, 11th July, 2017

Place

Council Chamber - Council House

Council Chamber Seating Plan Attached**Public Business**

1. **Apologies**
2. **Minutes of the Extraordinary Meeting held on 16 May 2017 and the Annual Meeting held on 18 May 2017** (Pages 7 - 44)
3. **Exclusion of the Press and Public**
To consider whether to exclude the press and public for the items of private business for the reasons shown in the report.
4. **Coventry Good Citizen Award**
To be presented by the Lord Mayor and His Honour Judge Lockhart QC, Honorary Recorder
5. **Correspondence and Announcements of the Lord Mayor**
6. **Petitions**
7. **Declarations of Interest**

Matters Left for Determination by the City Council/Recommendations for the City Council

8. **Unit 1 Dutton Road, Alderman's Green Industrial Estate, Coventry - Investment Acquisition** (Pages 45 - 54)
From the Cabinet, 13 June 2017
Report of the Deputy Chief Executive (Place)

Item(s) for Consideration

9. **Scrutiny Annual Report 2016/17** (Pages 55 - 66)

10. **Proposal to Establish Arrangements for a Joint Health Overview and Scrutiny Committee** (Pages 67 - 78)
Report of the Deputy Chief Executive (People)
11. **Appointment of Acting Monitoring Officer and Delegation of Powers** (Pages 79 - 84)
Report of the Deputy Chief Executive (Place)
12. **Annual Report from the Leader of the Council on Key Decisions made under Special Urgency Provisions 2016/17** (Pages 85 - 88)
Report of the Deputy Chief Executive (Place)
13. **Appointments to Outside Bodies** (Pages 89 - 94)
Report of the Deputy Chief Executive (Place)
14. **Question Time** (Pages 95 - 100)
 - (a) Written Question – Booklet 1
 - (b) Oral Questions to Chairs of Scrutiny Boards/Chair of Scrutiny Co-ordination Committee
 - (c) Oral Questions to Chairs of other meetings
 - (d) Oral Questions to Representatives on Outside Bodies
 - (e) Oral Questions to Cabinet Members and Deputy Cabinet Members on any matter
15. **Statements**
16. **Debates**
 - 16.1 To be moved by Councillor Hammon and seconded by Councillor Bailey

“This Council commends those involved in the City of Culture Bid which has brought together individuals and businesses from within and outside our multi-cultural city.

This Council believes it’s vital that this momentum continues in our city, which leads the World in Peace and Reconciliation”.
 - 16.2 To be moved by Councillor Harvard and seconded by Councillor Mulhall

“This Council calls upon the Government to make available to Local Authorities and Social Housing providers the full amount of funding needed to ensure the safety of residents in all housing.

We also call upon the Government to bring forward, as a matter of urgency, a complete review of fire and building regulations which includes the proviso that Local Authorities will be the only organisation responsible for the signing off of building regulation compliance”.

Private Business

Matters Left for Determination by the City Council/Recommendations for the City Council

17. **Unit 1 Dutton Road, Alderman's Green Industrial Estate, Coventry - Investment Acquisition** (Pages 101 - 110)

From the Cabinet, 13 June 2017

Report of the Deputy Chief Executive (Place)

(Listing Officer: Paul Beesley, Tel: 024 7683 1377)

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

Monday, 3 July 2017

Note: The person to contact about the agenda and documents for this meeting is Usha Patel/Suzanne Bennett 024 7683 3198/3072

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

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

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Usha Patel/Suzanne Bennett
024 7683 3198/3072

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Cllr Lucas	Cllr Clifford	Cllr Sweet
Cllr Abbott	Cllr Ali	Cllr Auluck
Cllr Innes	Cllr Lakha	Cllr Lancaster
Cllr Caan	Cllr Gannon	
Cllr Bigham		
Cllr Walsh		

	Lord Mayor Cllr Skipper	
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Cllr Skinner	Cllr Blundell	Cllr Mayer
Cllr Crookes	Cllr Lapsa	Cllr Sawdon
	Cllr Lepoidevin	Cllr Bailey
	Cllr Taylor	Cllr Male
		Cllr Andrews
		Cllr Ridley

Labour - 39
 Conservative - 13
 Independent - 2

		Cllr Thomas		Cllr Kaur	Cllr Miks	Cllr B Singh
	Cllr P Akhtar	Cllr Bains	Cllr Harvard	Cllr D Welsh	Cllr N Akhtar	Cllr R Singh
Cllr Duggins	Cllr A. Khan	Cllr M Mutton	Cllr Ruane	Cllr O'Boyle	Cllr Maton	Cllr J Mutton

			Cllr Birdi	Cllr Williams		
Cllr Kershaw	Cllr Thay	Cllr Kelly	Cllr McNicholas			
Cllr Seaman	Cllr Mulhall	Cllr T Khan	Cllr Brown			Cllr Hammon

City Council

Seating Plan B – 2017/18

Coventry City Council
Minutes of the Extraordinary Meeting of Council held at 2.00 pm
on Tuesday, 16 May 2017

Members Present: Councillor L Harvard (Chair)

Councillor F Abbott	Councillor R Lancaster
Councillor N Akhtar	Councillor M Lapsa
Councillor P Akhtar	Councillor A Lucas
Councillor R Ali	Councillor P Male
Councillor A Andrews	Councillor K Maton
Councillor R Auluck	Councillor T Mayer
Councillor S Bains	Councillor J McNicholas
Councillor L Bigham	Councillor C Miks
Councillor J Blundell	Councillor K Mulhall
Councillor R Brown	Councillor J Mutton
Councillor K Caan	Councillor M Mutton
Councillor J Clifford	Councillor J O'Boyle
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor D Gannon	Councillor R Singh
Councillor M Hammon	Councillor D Skinner
Councillor J Innes	Councillor H Sweet
Councillor B Kaur	Councillor R Thay
Councillor L Kelly	Councillor C Thomas
Councillor D Kershaw	Councillor S Walsh
Councillor A Khan	Councillor D Welsh
Councillor R Lakha	Councillor G Williams

Honorary Alderman J. Gazey

Apologies: Councillor R Bailey, J Birdi, J Lepoidevin, G Ridley, E Ruane, B Singh, T Skipper and K Taylor

Public Business

142. Declarations of Interest

There were no declarations of interest.

143. Recommendations of Ethics Committee following Code of Conduct Hearing - Councillor Jaswant Singh Birdi

The following motion as set out in the requisition for an Extraordinary Meeting of the City Council signed by Councillors Duggins, A. Khan, J Mutton, Seaman and O'Boyle had been received:

"We the undersigned call for an Extraordinary Meeting of the City Council to be held following the decision of the Ethics Committee held on 17 March 2017 that

the Committee should report its findings to full Council with a recommendation that it censures Councillor J S Birdi.”

The Council considered a report of the Chair of the Ethics Committee which set out the findings of the Ethics Committee held on 17 March 2017 in respect of the hearing into a complaint that Councillor Jaswant Singh Birdi had breached the Code of Conduct for Elected and Co-opted Members in respect of an incident which took place on 4 January 2016. The report requested the Council to consider censuring Councillor Birdi in respect of those breaches of the Code of Conduct.

In accordance with the Constitution, in moving the Recommendation to censure Councillor Birdi, Councillor Walsh, Chair of the Ethics Committee, clarified that the Recommendation, if accepted, should be formally minuted by the Council and that a formal letter of censure be sent from the Leader of the Council to Councillor Birdi to include the expectation of the Council that all Councillors must uphold the principles of public life including demonstrating leadership by treating others with respect; that Councillor Birdi had failed to do this and his comments were unacceptable.

Councillor Walsh also indicated that the Leader also considered it appropriate that the Leader, on behalf of the Council, should write to the Complainant to assure him that such behaviour by Councillors is not tolerated.

RESOLVED that the City Council note the findings of the Ethics Committee and agree that Councillor Birdi be censured by the City Council in the terms outlined above.

Note: In accordance with the Constitution, a recorded vote was taken.

The Councillors voting for and against the Recommendations were as follows:

For	Against	Abstain
Councillor Abbott	Councillor Williams	Councillor Blundell
Councillor N Akhtar		Councillor Crookes
Councillor P Akhtar		Councillor Hammon
Councillor Ali		Councillor Lapsa
Councillor Andrews		Councillor Male
Councillor Auluck		Councillor Mayer
Councillor Bains		Councillor Sawdon
Councillor Bigham		Councillor Skinner
Councillor Brown		
Councillor K Caan		
Councillor Clifford		
Councillor Duggins		
Councillor Gannon		
Councillor Innes		
Councillor Kaur		
Councillor Kelly		
Councillor Kershaw		
Councillor A Khan		
Councillor Lakha		

Councillor Lancaster		
Councillor Lucas		
Councillor McNicholas		
Councillor Maton		
Councillor Miks		
Councillor Mulhall		
Councillor J Mutton		
Councillor M Mutton		
Councillor O'Boyle		
Councillor Seaman		
Councillor R Singh		
Councillor Sweet		
Councillor Thay		
Councillor Thomas		
Councillor Walsh		
Councillor Welsh		
Lord Mayor		

Result: Carried

For: 36

Against: 1

Abstentions: 8

(Meeting closed at 2.20 pm)

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Coventry City Council
Minutes of the Annual Meeting of Council held at 11.00 am on Thursday, 18 May
2017

Present:

Members:

Lord Mayor (Councillor T Skipper)
Deputy Lord Mayor (Councillor J Blundell)

Councillor F Abbott	Councillor M Lapsa
Councillor N Akhtar	Councillor J Lepoidevin
Councillor P Akhtar	Councillor P Male
Councillor R Ali	Councillor K Maton
Councillor A Andrews	Councillor T Mayer
Councillor R Bailey	Councillor J McNicholas
Councillor S Bains	Councillor C Miks
Councillor L Bigham	Councillor K Mulhall
Councillor J Birdi	Councillor J Mutton
Councillor R Brown	Councillor M Mutton
Councillor K Caan	Councillor J O'Boyle
Councillor J Clifford	Councillor G Ridley
Councillor G Crookes	Councillor T Sawdon
Councillor G Duggins	Councillor P Seaman
Councillor M Hammon	Councillor B Singh
Councillor J Innes	Councillor R Singh
Councillor B Kaur	Councillor D Skinner
Councillor L Kelly	Councillor K Taylor
Councillor D Kershaw	Councillor R Thay
Councillor T Khan	Councillor C Thomas
Councillor A Khan	Councillor S Walsh
Councillor R Lakha	Councillor D Welsh
Councillor R Lancaster	Councillor G Williams

Honorary Alderman D Batten, S Collins, H Fitzpatrick, J Gazey, A Waugh

Apologies: Councillors D Gannon, A Lucas, H Sweet and E Ruane

Public Business

1. Correspondence and Announcements of the Lord Mayor

(a) Death of Former Lord Mayor – Nick Nolan

The Lord Mayor referred to the recent death of former Lord Mayor Nick Nolan. Nick had been a city councillor for 24 years representing Holbrooks Ward. He had been Chair and Vice Chair of various Committees including Social Services, Transportation and Highways, Leisure Services, Development and Economy Policy Co-ordinating Committee and Social Affairs Policy Co-ordinating Committee. Nick became Leader of the Council and Chair of the Cabinet in May 2000 and was Lord Mayor in 1994/1995.

Members of the Council paid tribute to Nick and to his contribution to the City

Council.

(b) Retirement of the City's Honorary Recorder, His Honour Judge Richard Griffith-Jones

The Lord Mayor referred to the forthcoming retirement of his Honour Judge Richard Griffith-Jones who formally retires as a circuit judge for Coventry Crown Court at the end of June 2017. This would require him to retire as the City's Honorary Recorder.

Judge Griffith-Jones was appointed to the position in April 2011 and has taken part in the many civic events and ceremonial occasions since that time and Chaired the Good Citizen's Advisory Panel.

The Lord Mayor on behalf of the City Council, thanked him for his contribution to the City and wished him a long and happy retirement.

(c) Retirement of the City's Sword and Mace Bearer, Gary Breakwell

The Lord Mayor referred to the retirement of Gary Breakwell, one of the City's Sword and Mace Bearers who formally retires after the ceremony. Gary had undertaken his role for 17 years since 2000 and had taken part on the many ceremonial occasions since that time.

The Lord Mayor, on behalf of the City Council thanked Gary for his service to the City and wished him a long and happy retirement.

2. Election of the Chair of the Council (being the Lord Mayor of the City)

It was moved by Councillor M Mutton and seconded by Councillor Mulhall that Councillor Tony Skipper be elected as Chair of the Council (being the Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor Tony Skipper be elected as Chair of the Council for the 2017/18 municipal year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Lord Mayor's Chain of Office and Robe.

3. The Lord Mayor's Address

The Lord Mayor, Councillor Skipper, addressed the City Council.

4. Vote of thanks to the Retiring Lord Mayor

A vote of thanks for the retiring Lord Mayor, Councillor Lindsley Harvard, was moved by Councillor Bigham and seconded by Councillor Duggins.

Councillor Harvard responded to the vote of thanks.

RESOLVED:

(1) That the warmest thanks of the Council were due and were thereby given to Councillor Lindsley Harvard for the zeal and impartiality with which he has discharged the arduous duties of the office of Lord Mayor during the year 2017/18; and

(2) That a copy of this resolution, under the common seal, be presented to Councillor Lindsley Harvard.

5. **Election of the Vice-Chair of the Council (being the Deputy Lord Mayor of the City)**

It was moved by Councillor Sawdon and seconded by Councillor Crookes that Councillor John Blundell be elected as Vice Chair of the Council (being the Deputy Lord Mayor of the City) for the ensuing year.

RESOLVED that Councillor John Blundell be elected as Vice Chair of the Council for the 2017/18 Municipal Year, having made the declaration of office prescribed by the Local Government Act 1972 (as amended) and having been invested with the Deputy Lord Mayor's Badge and Robe.

6. **To receive a report of the Leader of the Council on the composition of the Cabinet and the appointment of Deputy Cabinet Members and allocation of Executive Functions within the Cabinet**

The City Council received a report of the Leader, Councillor Duggins, which confirmed the composition of the Cabinet and the allocation of executive portfolios/functions within the Cabinet (detailed below):

Member	Portfolio
The Leader Policy and Leadership Councillor Duggins	Council Plan Scrutiny External relations / public relations Image and reputation Chair of Cabinet / Management Board meetings Emergency Planning Regional Matters West Midlands Combined Authority Corporate Governance Information Management and Governance Risk Management
The Deputy Leader Policing and Equalities Councillor A Khan Deputy Cabinet Member Councillor P Akhtar	Community Safety Community Cohesion Public Protection and Licensing Democratic Services, including Lord Mayor's Electoral Services Equalities Legal Services Training (Members) Constitutional Matters and Political Management Domestic Violence and Sexual Exploitation

	<p>Local Policing Local Enterprise Partnership Media Strategy Events International Liaison Deputising on Leader Items</p>
<p>Cabinet Member Strategic Finance and Resources Councillor J Mutton</p>	<p>Strategic Finance Medium Term Financial Strategy Budget Setting External Resources Operational Finance incl. Revenues and Benefits Service Transformation and value for money Procurement Human Resources Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Pensions</p>
<p>Cabinet Member Children and Young People Councillor Ruane Deputy Cabinet Member Councillor B Kaur</p>	<p>Children and Families Children and Young People's Social Care Child Sexual Exploitation Young People Youth Offending Service Safeguarding *S19 Children Act 2004 Lead Member Fostering and Adoption Corporate Parenting</p>
<p>Cabinet Member Education and Skills Councillor Maton</p>	<p>Post 16 Education and Training Schools Early Years Libraries Adult Education Higher and Further Education (incl. Universities) Skills and Employability</p>
<p>Cabinet Member Jobs and Regeneration Councillor O'Boyle Deputy Cabinet Member Councillor Welsh</p>	<p>Economic Development City Centre International Trade and Inward Investment Commercial and Operational Property Urban Regeneration Transportation Tourism and Marketing Climate Change Strategy and Development Energy Policy, Conservation and Renewables Sustainability Digital Strategy</p>
<p>Cabinet Member</p>	<p>Highways, Drainage and Lighting</p>

<p>City Services</p> <p>Councillor Innes</p> <p>Deputy Cabinet Member</p> <p>Councillor Lakha</p>	<p>Licensing Policy (Hackney Carriage and Private Hire)</p> <p>Public Realm</p> <p>Street Services (Ground Maintenance, Refuse (domestic and commercial), (Street Cleaning)</p> <p>Waste Management</p> <p>Flood Management</p> <p>Environment</p> <p>Bereavement Services</p> <p>Traffic Management and Road Safety</p>
<p>Cabinet Member</p> <p>Adult Services</p> <p>Councillor Abbott</p>	<p>Social Care for Adults, Older People and People with Disabilities</p> <p>Carers</p> <p>Sustainability and Transformation Plans</p>
<p>Cabinet Member</p> <p>Public Health and Sport</p> <p>Councillor K Caan</p> <p>Deputy Cabinet Member</p> <p>Councillor R Ali</p>	<p>Health Strategy and Policy</p> <p>Health and Wellbeing Board</p> <p>Health Inequalities</p> <p>Air Quality</p> <p>Local Health Economy</p> <p>Public Health</p> <p>Sexual Health</p> <p>Teenage Pregnancies</p> <p>Mental Health</p> <p>Fuel Poverty</p> <p>Sport</p> <p>Parks</p>
<p>Cabinet Member</p> <p>Community Development</p> <p>Councillor Bigham</p> <p>Deputy Cabinet Member</p> <p>Councillor Thomas</p>	<p>Archives</p> <p>Arts</p> <p>Heritage</p> <p>Museums</p> <p>Conservation</p> <p>Social Enterprise Strategy</p> <p>Catering</p> <p>Mutuals</p> <p>Community and Third Sector Relations</p> <p>City of Culture Bid</p> <p>Community Centres</p> <p>Refugees and Asylum Seekers</p> <p>Voluntary Sector</p> <p>Welfare Advice Services</p> <p>Housing and Homelessness</p> <p>Planning</p>

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

7. Minutes

The minutes of the Extraordinary and ordinary meetings held on 14 March 2017 were signed as true records.

8. Declarations of Interest

There were no declarations of interest.

9. Matters for Determination by the City Council

The Council considered and approved the following documents which were tabled at the meeting:

- (i) Details of Licensing and Regulatory Committee, Planning Committee, Health and Wellbeing Board, Scrutiny Co-ordination Committee, Scrutiny Boards, Audit and Procurement Committee, Ethics Committee and other such Committee as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions as set out in the Constitution. This also included the appointment of the Chair and Deputy Chair of those bodies.
- (ii) The size and terms of reference for those Boards and Committee (as set out in the Constitution).
- (iii) The allocation of seats to political groups in accordance with the political balance rules.
- (iv) The nominations of Councillors to serve on each Scrutiny Board, Committee and Cabinet Advisory Panel.
- (v) The nominations and appointments to outside bodies.
- (vi) The programme of ordinary meetings of the Council, cabinet, Scrutiny Boards, Committee and Advisory Panels for 2017/18 including the date and time of the next Annual Meeting.

RESOLVED that the City Council approve the allocation of seats, appointments and programme of meetings as appended to these minutes.

10. Appointment of Honorary Recorder

The Council considered a report which sought approval to appoint a new Honorary Recorder for the City of Coventry following the forthcoming retirement of the current holder of the role, His Honour Judge Griffith-Jones (Minute 1(b) above refers).

RESOLVED that the City Council approve the appointment of His Honour Judge Andrew Lockhart QC to the role of Honorary Recorder for the City of Coventry with effect from 1 July 2017.

11. Appointment of Independent Persons to the Ethics Committee

The Council considered a report which sought approval to the appointment of independent persons to the Ethics Committee.

The Localism Act 2011 requires the Council to appoint at least one independent

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

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

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

RESOLVED that the City Council approve the appointment of Steve Atkinson, Ann Barton, Ruth Wills and Peter Wiseman as Independent Persons under Section 28 of the Localism Act 2011 with immediate effect.

12. **If required, to consider any changes to the Constitution or any other matters arising from the Annual Meeting decisions and appointments**

This item was not required.

(Meeting closed at 12.30 pm)

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COUNCIL

18 May, 2017

APPOINTMENTS – 2017/18

CABINET

Appointed by the Leader (Report 6)

Non-Voting Representatives on Cabinet

Councillor Andrews

Councillor Ridley

(2 Conservative)

LICENSING AND REGULATORY COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor T Khan	Councillor Thay

Councillor Clifford

Councillor Crookes

Councillor Gannon

Councillor Harvard

Councillor B Kaur

Councillor Kershaw

Councillor Lapsa

Councillor Lucas

Councillor Mayer

Councillor Ridley

Councillor Thomas

Councillor Walsh

Political Balance (2017/18)	
Conservative	4
Labour	10

PLANNING COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Seaman	Councillor Mulhall

Councillor N Akhtar

Councillor P Akhtar

Councillor Auluck

Councillor Bailey

Councillor Bains

Councillor Crookes

Councillor McNicholas

Councillor Miks

Councillor Skinner

Political Balance (2017/18)	
Conservative	3
Labour	8

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

ETHICS COMMITTEE

CHAIR:	Councillor Walsh
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Councillor Andrews

Councillor Bigham

Councillor Gannon

Councillor Mulhall

Labour Group Substitute – Councillor M Mutton

Conservative Group Substitute – Councillor Bailey

***Independent Person (s)**

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

Political Balance (2017/18)	
Conservative	1
Labour	4

INDEPENDENT REMUNERATION PANEL

5 Independent Members

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

SCRUTINY

Scrutiny Co-ordination Committee

Designated as the Crime and Disorder Committee

CHAIR	DEPUTY CHAIR
Councillor Brown	Councillor Clifford

Councillor N Akhtar

Councillor Andrews

Councillor Gannon

Councillor McNicholas

Councillor M Mutton

Councillor Ridley

Councillor R Singh

Political Balance (2017/18)	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Finance and Corporate Services Scrutiny Board (1)

CHAIR:	Councillor R Singh
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Councillor Auluck

Councillor Bains

Councillor Blundell

Councillor Brown

Councillor Harvard

Councillor Sawdon

Councillor Taylor

Councillor Thay

Political Balance (2017/18)	
Conservative	3
Labour	6

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

Education and Children's Services Scrutiny Board (2)

CHAIR:	Councillor M Mutton
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Councillor Bains

Councillor Kershaw

Councillor Lepoidevin

Councillor Lucas

Councillor Male

Councillor Miks

Councillor Mulhall

Councillor Seaman

Political Balance 2017/18	
Conservative	2
Labour	7

Co-opted Members for Education Matters

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

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

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

Mrs. K. Jones (Primary Parent Governor Representative)

1 Vacancy (Secondary Parent Governor Representative)

Business, Economy and Enterprise Scrutiny Board (3)

CHAIR:	Councillor McNicholas
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Councillor Auluck

Councillor Crookes

Councillor Hammon

Councillor Harvard

Councillor Lancaster

Councillor B Singh

Councillor Sweet

Councillor Taylor

Political Balance 2017/18	
Conservative	3
Labour	6

Communities and Neighbourhoods Scrutiny Board (4)

Designated as the Flood Management Committee

CHAIR:	Councillor N Akhtar
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Councillor Bailey

Councillor T Khan

Councillor Kelly

Councillor Mulhall

Councillor Sawdon

Councillor B Singh

Councillor Thay

Councillor Walsh

Political Balance 2017/18	
Conservative	2
Labour	7

Health and Social Care Scrutiny Board (5)

Designated as the Health Overview and Scrutiny Committee

CHAIR:	Councillor Gannon
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Councillor Clifford

Councillor Kelly

Councillor Kershaw

Councillor Lancaster

Councillor Lapsa

Councillor Mayer

Councillor Miks

Councillor Walsh

Political Balance 2017/18	
Conservative	2
Labour	7

Co-opted Member

1 Representative from Coventry Healthwatch

AUDIT AND PROCUREMENT COMMITTEE

CHAIR	DEPUTY CHAIR
Councillor Bains	Councillor Harvard

Councillor Brown

Councillor R Singh

Councillor Sweet

Councillor Taylor

Labour Group Substitute – Councillor Seaman

Conservative Group Substitute – Councillor Sawdon

Political Balance 2017/18	
Conservative	1
Labour	5

COVENTRY HEALTH AND WELL-BEING BOARD

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

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

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

ADVISORY PANELS TO BE RE-APPOINTED

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

Councillor Ruane	Cabinet Member for Children and Young People (Chair)
Councillor Maton	Cabinet Member for Education and Skills
Councillor M Mutton	Chair of Education and Children's Scrutiny Board (2)
Councillor Seaman	Labour Group Representative
Councillor Male	Shadow Cabinet Member for Education and Skills
Councillor Lepoidevin	Shadow Cabinet Member for Children and Young People
Councillor Blundell	Conservative Group Representative

CABINET MEMBER FOR POLICING AND EQUALITIES - CONSTITUTIONAL ADVISORY PANEL

2 Council Members on Ethics Committee

Councillor Andrews	Conservative Member on Ethics
Councillor Walsh	Labour Member on Ethics

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

Councillor Cllr Bailey	
Councillor M Mutton	(Chair)

1 Member from Controlling Group

Councillor J Mutton	
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CABINET ADVISORY PANEL – SCHOOL ORGANISATION

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

Councillor Auluck

Councillor M Mutton

Councillor Seaman

Councillor Male Shadow Cabinet Member for Education and Skills

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

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

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

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

CABINET ADVISORY PANEL - COVENTRY LOCAL DEVELOPMENT PLAN

Councillor Bigham Cabinet Member for Community Development (Chair)

Councillor O'Boyle Cabinet Member for Jobs and Regeneration

Councillor Innes Cabinet Member for City Services

Councillor Seaman Chair of Planning Committee

Councillor Duggins Leader

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

Councillor Mulhall Deputy Chair of Planning Committee

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

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - ELECTORAL ARRANGEMENTS

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

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

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

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

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

Councillor Skipper Lord Mayor, ex officio

The Honorary Recorder (Chair)

The Coventry Member of the UK Youth Parliament

Chief Superintendent of Coventry (or nominee)

CABINET MEMBER FOR POLICING AND EQUALITIES ADVISORY PANEL - DISABILITY EQUALITY

Councillor Thomas Labour Group Nominee

Councillor Abbott Substitute for Labour Group Nominee

ACL PANEL

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

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

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

Audit and Procurement Committee

Cabinet

Coventry Health and Well-being Board

Ethics Committee

Independent Remuneration Committee

Licensing and Regulatory Committee

Planning Committee

Scrutiny Coordination Committee

Scrutiny Boards

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

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

Terms of Reference

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

Cabinet Member for Policing and Equalities Constitutional Advisory Panel

Terms of Reference

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

Note

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

Cabinet Advisory Panel – School Organisation

Terms of Reference

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

Cabinet Advisory Panel - Coventry Local Development Plan

Terms of Reference

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

Cabinet Member for Policing and Equalities Advisory Panel - Electoral Arrangements

Terms of Reference

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

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

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

Terms of Reference

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

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

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

Terms of Reference

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

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

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

Cabinet Member for Policing and Equalities Advisory Panel - Disability Equality

Terms of Reference

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

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

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

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

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

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

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

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

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

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

ACL Panel

Terms of Reference

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

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

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

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

CALENDAR OF MEETINGS 2017/18

Item 12

* meeting 'if required'

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

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

Agenda Item 8

Council – 11th July 2017

Agenda Item 8 Recommendation from Cabinet 13th June 2017

Coventry City Council

Minutes of the Meeting of Cabinet held at 2.00 pm on Tuesday, 13 June 2017

Present:

Members: Councillor Duggins (Chair)
Councillor L Bigham
Councillor K Caan
Councillor J Innes
Councillor A Khan
Councillor J Mutton
Councillor J O'Boyle
Councillor Ruane

Deputy Cabinet Members Councillor P Akhtar
Councillor R Ali
Councillor B Kaur
Councillor R Lakha
Councillor C Thomas

Non-Voting Opposition Members: Councillor A Andrews
Councillor G Ridley

Employees (by Directorate):

Apologies: Councillor F Abbott

RECOMMENDATION

5. Unit 1 Dutton Road, Aldermans Green Industrial Estate, Coventry - Investment Acquisition

The Cabinet considered a report of the Deputy Chief Executive (Place) which set out proposals for the acquisition of an income producing industrial property investment.

A corresponding private report detailing confidential aspects of the proposals was also submitted to the meeting for consideration.

The Council was currently looking at ways of increasing revenue to support the provision of services it seeks to deliver.

An opportunity had been presented to the Council to acquire an income producing investment within one of the City's established industrial estates. The investment currently produced an income, the level of which was considered commercially sensitive and was therefore outlined in the corresponding private report.

Personal Hygiene Services Limited ("PHS"), who occupies the premises and pays the rent, was part of a national company with a turnover of £280M in 2015/16. They had approximately 7 years left on their current lease.

The Council already owned the land upon which the building was constructed but granted a lease dated 13th September 1989 for a term of 99 years with effect from 20th May 1989 in respect of the industrial site at Dutton Road, Aldermans Green Industrial Estate, Coventry. The long leasehold interest, which received the rent from PHS, was currently owned by Real Estate Investors PLC (REI). REI currently paid the Council an annual ground rent for the land.

Real Estate Investors had indicated a willingness to sell its leasehold interest to the Council, subject to the existing lease to PHS and therefore the right to receive the annual rent for a negotiated price. Stamp Duty Land Tax would be payable by the Council in addition to the purchase price.

The initial net return on the investment was assessed at circa 8.8% after assumed purchasing costs. This would be reduced to a return of 8.0% based on the net rental increase for the Council as it already received a ground rent from the property.

The level of return generated was based on the level of risk associated with the length of lease and the security of the income. The negotiated price had been validated by external property experts as providing 'best value' for the Council.

It was intended that the property would be held by the Council as an investment asset and managed by the Council's Commercial Property Management.

RESOLVED that the Cabinet:-

- 1. Approve the terms for the acquisition of the leasehold interest in 1 Dutton Road, subject to the current tenancy for the price outlined in the corresponding report plus Stamp Duty Land Tax.**
- 2. Delegate authority to the Deputy Chief Executive (Place) (Legal Services) to complete the necessary legal documentation.**
- 3. Delegate authority to the Deputy Chief Executive (Place) in consultation with the Cabinet Member for Jobs and Regeneration, for any subsequent variation in terms.**
- 4. Recommends that the Council approve the adjustment of the Capital Programme to reflect the capital expenditure incurred in the acquisition of the long leasehold interest in Unit 1, Dutton Road.**

A separate report is submitted in the private part of the agenda in respect of this item, as it contains details of financial information required to be kept private in accordance with Schedule 12A of the Local Government Act 1972. The grounds for privacy are that it refers to the identity, financial and business affairs of an organisation and the amount of expenditure proposed to be incurred by the Council under a particular contract for the supply of goods or services. The public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

Cabinet
Council

13th June 2017
11th July 2017

Name of Cabinet Member:

Cabinet Member for Jobs and Regeneration - Councillor J O'Boyle

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Henley

Title:

Unit 1 Dutton Road, Aldermans Green Industrial Estate, Coventry – Investment Acquisition.

Is this a key decision? No

Executive Summary:

This report is seeking approval for the acquisition of an income producing industrial property investment.

The investment currently produces an income the level of which is commercially sensitive and is therefore outlined in the private report.

Personal Hygiene Services Limited ("PHS") is part of a national company with a turnover of £280M in 2015/16 who occupies the premises and pays the rent. They have approximately 7 years left on their current lease.

The Council already owns the land upon which the building is constructed but granted a lease dated 13th September 1989 for a term of 99 years with effect from 20th May 1989 in respect of the industrial site at Dutton Road Aldermans Green Industrial Estate Coventry. The long leasehold interest, which receives the rent from PHS, is currently owned by Real Estate Investors PLC (REI). REI currently pays the Council an annual ground rent for the land, the level of which is outlined in your private report.

Real Estate Investors have indicated a willingness to sell its leasehold interest to the Council, subject to the existing lease to PHS and therefore the right to receive the annual rent for a negotiated price.

Stamp Duty land Tax will be payable by the Council in addition to the purchase price, the level of which is outlined in the private report.

The initial net return on the investment is assessed at circa 8.8% after assumed purchasing costs. This is reduced to a return of 8.0% based on the net rental increase for the Council as it already receives a ground rent from the property.

The level of return generated is based on the level of risk associated with the length of lease and the security of the income. The negotiated price has been validated by external property experts as providing 'best value' for the Council.

It is intended that the property would be held by the Council as an investment asset and managed by the Council's Commercial Property Management.

Recommendations:

The Cabinet is recommended to:

1. Approve the terms for the acquisition of the leasehold interest in 1 Dutton Road subject to the current tenancy for the price outlined in the private report plus Stamp Duty Land Tax.
2. Delegate authority to the Deputy Chief Executive (Place) (Legal Services) to complete the necessary legal documentation.
3. Delegate authority to the Deputy Chief Executive (Place) in consultation with the Cabinet Member for Jobs and Regeneration, for any subsequent variation in terms.
4. Request that Council approve the adjustment of the capital programme to reflect the capital expenditure.

Council is recommended to:

1. Adjust the Capital programme for the proposed capital expenditure incurred in the acquisition of the long leasehold interest in Unit 1 Dutton Road.

List of Appendices included:

Site plan

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 11th July 2017

Report title: Unit 1 Dutton Road Aldermans Green Industrial Estate – Investment Acquisition.

1. Context (or background)

- 1.1 The Council is currently looking at ways of increasing revenue income to support the provision of services it is seeking to deliver.
- 1.2 An opportunity has been presented to the Council to acquire an income producing property investment within one of the City's established industrial estates, Aldermans Green.
- 1.3 The Council currently owns the freehold of the majority of the industrial estate but has disposed of parts on long leases. The land at 1 Dutton Road is where the Council granted a lease for a term of 99 years effective from 20th May 1989. This lease facilitated the construction of the current industrial building. The Council currently receives a ground rent the details of which are outlined in the private report.
- 1.4 The opportunity is for the Council to acquire the long leasehold interest from its tenant, Real Estate Investors Plc which includes the occupied property, which produces an annual rent.
- 1.5 The industrial building on the site extends to 14,789 sqft (1,374 sqm). PHS Limited have a lease to occupy the building which continues until July 2024, approximately 7 years remaining. The rent payable by PHS to occupy the property is outlined in the private report.
- 1.6 The tenant PHS is a national business providing a range of cleaning, hygiene and waste management services for commercial clients.
- 1.7 The company accounts of PHS shows a group of business' which produces an annual turnover of £280 Million. The most recent accounts (2015/16) show the company making a healthy profit, the accounts for 2106/17 are not yet available.

2. Options and recommended proposal

- 2.1 The opportunity presented to the Council is to acquire the long leasehold interest under the lease dated 13th September 1989 and in turn the right to receive the occupational rent generated by the underlease to PHS.
- 2.2 Based on the purchasing cost outlined in the finance section of your report the anticipated return generated on the investment proposed would produce a return on the capital employed of circa 8.0%.
- 2.3 The price proposed to purchase the leasehold interest and the level of return anticipated has been valued by the Council's independent property agents, Lambert Smith Hampton. They have confirmed that the price represents open market value and best value both from the Council as freeholder and long leaseholder having special purchaser benefits in merging their interests.
- 2.4 If the Council didn't proceed with the purchase of the leasehold interest the Council would continue to receive the current ground lease from REI Limited.. The ground rent under the lease dated 13th September 1989 is due for review with effect from 20th May 2017.

2.5 Issues

- 2.5.1 The underlease to the current tenant PHS runs until 2024 at which time they have the option to request a new lease or to vacate the property. The current tenant has made significant investment in the property and has large expensive cleaning machinery in the premises. It is believed that this indicates a current intention to remain in the building. A business decision around their longer term occupation beyond the existing lease term will not be made for some years.
- 2.5.2 The property proposed to be acquired has had a building survey carried out and is reported to be generally in a good condition. Due to the historic mining which has taken place in the area, it has been suggested that further surveys be carried out to ensure that the building is not affected by these issues. Any acquisition will be subject to the survey findings.
- 2.5.3 The basic configuration and layout of the property, its size and the height of the eaves of the property along with its access doors will provide a good flexible industrial property suitable for a variety of tenants. The current estate is currently well occupied and this coupled with the quality of the property provides strong optimism that the property would readily re-let.
- 2.5.4 In 7 years' time the strength of the current industrial market may have changed and be weaker in terms of tenant demand. This risk is however reflected in the investment yield / return on the capital employed to purchase the property.
- 2.5.5 Risks associated with investing in commercial property are being mitigated because the fundamentals of the building proposed to be acquired are sound in terms of a popular business location, the quality and flexibility of the accommodation along with a lease to a strong national business.
- 2.5.6 The return is substantially higher than that which placing the money on deposit would achieve because there is a pricing of the risk factored in.
- 2.5.7 Acquiring the leasehold interest pursuant to the head lease dated 13th September 1989 not only provides the Council as landowner with greater income but also the potential added flexibility if required in the future, if it were to become commercially advantageous to combine adjoining land holdings for expansion or redevelopment.

2.6 Recommendation – To proceed with the purchase of the industrial investment.

3. Results of consultation undertaken

No public consultation has been undertaken

4. Timetable for implementing this decision

4.1 Subject to Cabinet and Councils approval it is anticipated that the acquisition of the leasehold interest would be completed within 28 days of the decision.

5. Comments from the Director of Finance and Corporate Services

5.1 Financial implications

The financial implications of the proposed acquisition are outlined in your private report

5.2 Legal implications

The Council's appointed external agents, Lambert Smith Hampton have verified that the terms of the acquisition specified in this report represent best value and in turn satisfy the requirements under Section 123 Local Government Act 1972

Officers within Legal Service (Place Directorate) will agree and complete the legal documentation effecting the acquisition of the leasehold interest

6. Other implications

6.1 How will this contribute to achievement of the Council Plan

The purchase of the leasehold interest and the net financial income benefits that flow from it will contribute to the Council Plan of making the most of our assets to deliver priorities with fewer resources.

6.2 How is risk being managed?

The risks have been identified as ensuring that the proposed benefits of the development scheme are realised. These are being managed through the independent assessment of the risk and return proposed including considering the strength of the business occupying the property and ability for them to pay the rent and through the lease terms protect the condition of the property during and at the end of the current lease.

6.3 What is the impact on the organisation?

The impact to the organisation will be minimal however it will generate additional work for officers within Place Directorate in dealing with the acquisition of the leasehold interest.

The acquisition of the long leasehold interest will merge with the Council's existing freehold interest and provide the Council with additional income producing commercial investment asset on an established industrial estate.

6.4 Equalities / EIA

An Equality Impact Assessment has not been undertaken as the proposal concerns the disposal of land for redevelopment as no Council service or group will be impacted.

An equality impact assessment is a process designed to ensure that a policy project or service does not discriminate against any disadvantaged or vulnerable people. Section 149 of the Equality Act 2010 imposes an obligation on Local Authorities to carry out an equality impact assessment when the local authority is exercising a public function.

An equality impact assessment has not been undertaken by officers as the proposal set out in this report relates to the acquisition of a legal interest in the land and does not constitute a change in service delivery policy or the exercise of a public function.

6.5 Implications for (or impact on) the environment

The Council's acquisition of the leasehold interest in the commercial industrial property proposed will have no additional implication or impact on the environment

6.6 Implications for partner organisations?

There are no implications for any partner organisations.

Report author(s):

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Place Directorate

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Legal: Julie Sprayson	Property Lawyer	Place	08/05/17	11/05/17
Property: Richard Moon	Assistant Director Project Management and Property Services	Place	17/05/17	17/05/17
Director: Martin Yardley	Deputy CEO	Place	30/05/17	30/05/17
Members: Cllr Jim'O'Boyle	Cabinet Member for Jobs and Regeneration		30/05/17	30/05/17

This report is published on the council's website:

www.coventry.gov.uk/meetings

Appendix 1

Location Plan

Unit 1, Dutton Road, CV2 2LE, Coventry.

Scale at A4 1:1250



Plan Production Date: 30/01/2017 This plan is for identification purposes only.

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Scrutiny

Annual Report to Council 2016/2017



To be considered at the City Council meeting
Tuesday 11 July 2017



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Introduction



I am pleased, as the newly appointed Chair of the Scrutiny Co-ordination Committee, to introduce the Scrutiny Annual Report for 2016/17.

The report highlights just some of the scrutiny activities carried out during the last year and I would like to take the opportunity to thank all of the local people, partners and officers who have contributed, together with the scrutiny chairs and committee members who carried out the work.

Whilst scrutiny committees do not have any formal decision-making powers, they do have the authority to ask challenging questions of cabinet members, council officers and partner organisations and can hold them to account for their plans and actions. Scrutiny can make a difference through the recommendations the Boards make about how to improve things for the people that live in, work in and visit Coventry.

One of the challenges set last year was to increase opportunities for people to engage and get involved with scrutiny. Through new ways of working, including holding a select committee and an increased presence on social media,

there has been more engagement and input from residents and local organisations. However, this is an area we can do more on and I will aim to increase participation further this year. We will do this by looking at the different tools available to scrutiny to make this happen, and by looking at best practise by scrutiny elsewhere and exploring options to implement these techniques in Coventry.

The scrutiny role is a challenging one, especially given the issues currently facing government, both local and national, and our public sector partners. I hope the people in the city will join with me, and the other Scrutiny board chairs, to make a real difference to governance and accountability in Coventry.

Cllr Richard Brown

Scrutiny Co-ordination Committee

Remit

In 2016-2017 the Committee was responsible for overseeing the Scrutiny function (including call-ins), considering cross-cutting issues and for the portfolios of the Cabinet Member - Policy and Leadership and the Cabinet Member - Policing and Equalities. It was also designated the Board for oversight of crime and community safety.

Membership

Councillors N Akhtar, Blundell, Crookes, Gannon, Kelly, Lancaster (Chair), McNicholas, M Mutton and R Singh (Deputy Chair)



Activities and outcomes

At the start of the year, Scrutiny Co-ordination Committee reviewed the priority issues that had been identified at initial meetings of the boards to ensure a balanced scrutiny work programme.

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below.

Connecting Communities

Members of the Board were interested in scrutinising the significant changes proposed to how Council services are delivered. Members wanted to know about how the changes made at Stage 1 had been implemented and how the learning at this stage had been applied to the changes proposed at Stage 2. The Board considered the consultation document and emerging themes for the Stage 2 proposals, and requested that information about the Transition Fund was made clearly available to those organisations who may be considering becoming a community-led library.

The Board also requested to consider the final Cabinet report on the proposals before a decision was made. Following their meeting on the 3rd March, Members of the Committee recommended to Cabinet

1 To involve Ward Councillors in further discussions about the implementation of the proposals.

2 To provide Ward Councillors with mapping information so they can see how the proposed changes affect theirs and surrounding wards.

3 That no childcare or children's centre provision is closed without outreach services in place to support vulnerable families and ensure that there are no gaps in provision.

4 That before any umbrella organisation is considered for youth provision in the city, careful consideration is made as to how this would operate, the impact it would have and the potential cost of delivery.

These recommendations were accepted by Cabinet at their meeting on the 7th March 2017 and will be monitored by the Committee.

Impact of Welfare Reform and Department for Work and Pensions Priorities

SCRUCO considered an update on Welfare Reform at their December meeting, and the impacts of the changes for Coventry residents. Janet Gurney, Coventry Law Centre and Alan Markey, Coventry Independent Advice Service, both representatives on the City's Welfare Reform Working Together Group, attended the meeting to give a perspective from advice agencies and users.

The Board were most concerned to hear about the changes to the benefit cap due to be applied to further households in the City on 23rd January, 2017. An analysis of data received from DWP indicated that there would be an estimated 761 new capped households which included 348 households with 4 or more children who would lose on average £104. It was anticipated that the total number of children expected to be affected would be 2,711.

The Board sought assurances that the Council was working in partnership to ensure those affected would be provided with as much support as possible and that support work was joined up to ensure there was no duplication of effort, enabling the maximum number of people to be supported. Further information about what was being done to target those in greatest need to ensure that they claimed all they were entitled to was requested.

Although the DWP had been unable to accept an invitation to the December meeting, they did offer to come and present their priorities at a future meeting. In April the Committee received a presentation from Department for Work and Pensions (DWP) which outlined their priorities, challenges and opportunities for 2017/18 and informed how partnership working was supporting their aims and vulnerable client groups. Representatives from advice agencies in the City and from the Coventry Job Shop also attended the meeting to give their perspectives.

Information was provided on the Jobcentre Plus Offer, the universal credit rollout timetable, the new Disability Confident scheme and the Access to Work Programme. DWP also covered current partnership working which included support for schools and troubled families.

The Board took the opportunity to ask a number including information on sanctions placed on claimants and how long the appeals process took; the support provided by DWP for troubled families including attendance at children centre partnership board meetings; the involvement of the DWP with the new family hub models; the relationship between DWP and the local Law Centre and Citizens Advice Bureau and the future of the Tile Hill office.

Members sought assurances that the Job Shop, funded by the Council, was not duplicating or plugging gaps in the service provided by DWP. From the response, Members felt assured that the Job Shop was providing a different service and able to assist a much wider range of clients.

At the end of the meeting, the Board agreed that, due to the links between employment and improving mental health, the Chair of the Health and Wellbeing Board, be asked to consider the appointment of a representative from the Department of Work and Pensions as a member of the Board. They also agreed to support arrangements for a Members Briefing on the implementation of universal credit.



Creation of a City Centre Public Space Protection Order

■ At their meeting on 3rd March 2016, Members received a Cabinet Report recommending the creation of a city centre public space protection order (PSPO).

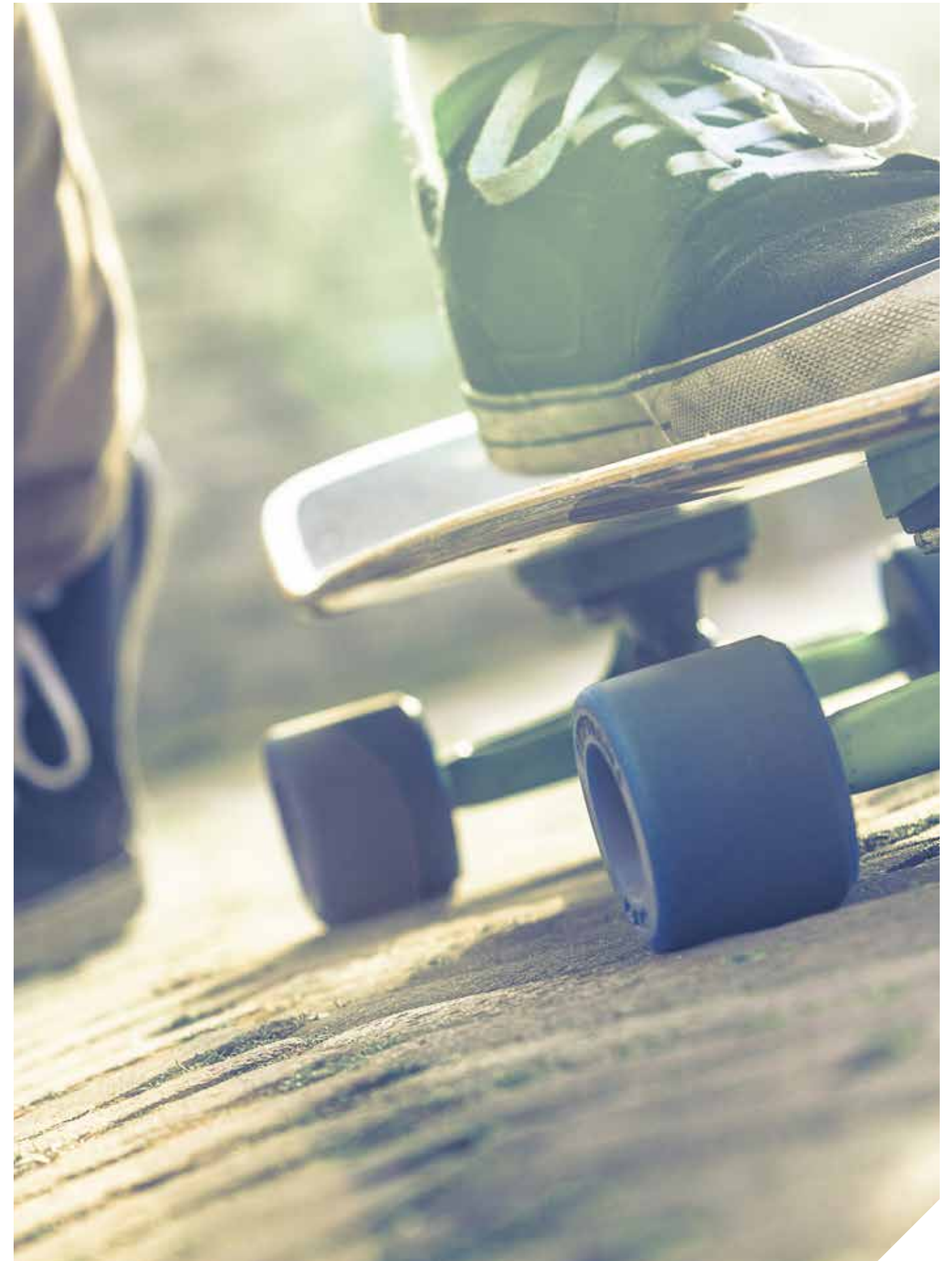
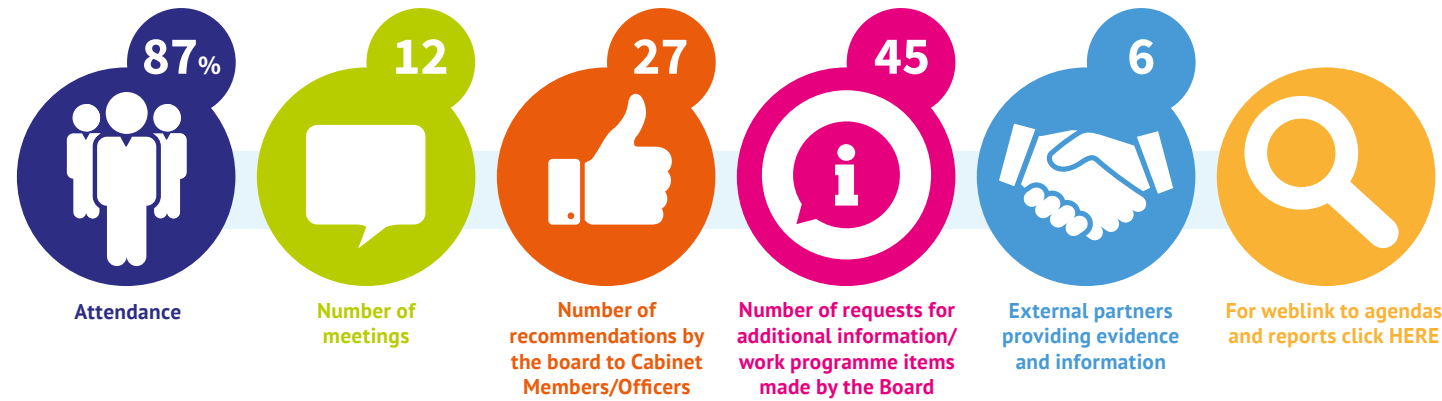
As well as hearing from the officers on the detail of the public space protection order, and the consultation process, Members also heard from representatives of Coventry Skatepark Project and Coventry Older Voices. Both of these organisations had contributed to the consultation and had requested to speak at the meeting. The perception of danger and fear

in a pedestrianised area was recognised as a problem and those present were keen to find solutions to this through intergenerational dialogue and consideration of suitable facilities which would benefit the community.

Members heard that the original plans had been changed as a result of the consultation

responses, specifically on begging, skateboarding and cycling.

Members made several recommendations to Cabinet, which were considered at their meeting on the 7th March 2017. Cabinet did not agree with all of the recommendations from scrutiny, as they considered that some of the recommendations were already being implemented. The Committee will monitor the recommendations and receive a further progress report in the next municipal year.



Finance and Corporate Services

Remit

In 2016/2017, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member - Strategic Finance and Resources.

Membership

Councillors Bains, Kelly (Chair), Lepoidevin, McNicholas, Ridley, Sawdon, R Singh, Skipper and Thay

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below.

Finance

The Finance and Corporate Services Scrutiny Board has considered a number of items on finance throughout the year. Some have been on broad topics, such as the Capital Programme, 2017-2020 Medium Term Financial Strategy and Reserves, whilst others have been on more specific areas including looking at projects currently funded by the EU.

The Board recognised that it was working in a time of unprecedented financial pressure, and uncertainty, leading to further

significant reductions in spending levels. Throughout the year it robustly questioned officers to seek assurance that the Council

was using its revenue and capital funding in a way which provided the financial foundations required to ensure that Council services are fit for purpose to protect the most vulnerable as well as providing the appropriate level and quality of core services for every citizen in the city.



Friargate

The Finance and Corporate Services Scrutiny Board have responsibility for scrutinising the Council's move to Friargate – the impact on Council finances as well as ensuring the workforce are engaged and ready to embrace the new ways of working.

In January the Board were able to visit the construction site and see a number of floors in the building to look at how it is taking shape. The Board were impressed with what they saw and will, with the Scrutiny Co-ordination Committee, continue to scrutinise the preparations for the move later in 2017.

Digital Strategy

Finance and Corporate Services Scrutiny Board has, along with the Business, Economy and Enterprise Scrutiny Board undertaken work to look at the Council's approach to the Digital agenda.



Digital Strategy Task and Finish Group visit the Customer Service Centre – September 2016

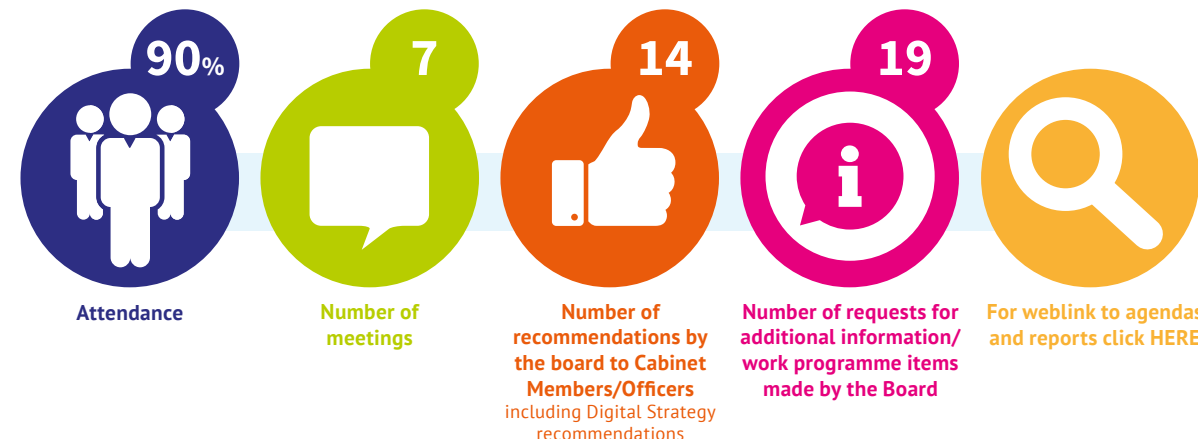
A task and finish group was established which made recommendations that fed into the Council's Digital Strategy, which was approved at Council on 21st February 2017. A communications plan has been developed to support the Strategy and promotion activity started during March.

The Group also visited the Customer Service Centre, which had recently moved to Broadgate to see how the use of digital had transformed the delivery of customer service for customers whilst improving efficiency and standardising processes. This work has helped towards encouraging channel shift, most successfully for applications for Homefinder's priority service

which by March 2017 had seen online applications increase from 23% to 83%.

One of the recommendations was that the Task and Finish Group hold select committee style meetings with the three main broadband providers to discuss access issues across the City including in new housing developments, however, due to the Council's involvement in the CSW Broadband project, this has had to be put on hold. This may be something for the Board to pick up next municipal year once the tendering process has been completed.

Other actions which had taken place to support Digital across the Council following the recommendations in November, included a digital skills survey and rollout of new IT to Members, plans to develop e-post have been developed and the functionality of My Account has been increased to reduce the number of calls into the Customer Service Centre.



Remit

In 2016/2017, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member (Children and Young People) and the Cabinet Member, (Education).

Membership

Councillors N Akhtar, Bains, Gannon, Kershaw, Lapsa, Lucas, Male, Miks and M Mutton (Chair).

Co-opted members for education matters: Mrs. S. Hanson (Church of England), Ms. Kelly Jones (Primary Parent Governor) and 3 vacancies (Secondary Parent Governors, Roman Catholic Church and Other Faiths).

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below. The Board also considers the outcomes of children's serious case reviews. This year the Board heard one serious case reviews but also monitored action plans and progress against the recommendations from previous serious case reviews to ensure that learning is embedded in practice.

Health Visitors and Common Assessment Framework

The Board considered a report on the Health Visiting Contract at their meeting on 13th October 2016. At this meeting Members heard a description of the service, performance and the role of the service in leading CAF's (Common Assessment Framework).

Coventry City Council became responsible for commissioning Health Visiting Services together with the Family Nurse Partnership Programme in October 2015. These contracts had previously been held with NHS England. The Scrutiny Board recommended to the Cabinet Members that the

Director of Public Health and the Director of Children's Services discuss how to calculate an average number of CAF's it is appropriate for Health Visitors to hold. This led to a subsequent item at their meeting on 6th April 2017. At the meeting on the 6th April Members continued to question

on the role of Health Visitors with CAF. They heard an interesting case studies of a family who had refused to engage with the CAF process but had still been supported by the Health Visitor. Members heard that there were issues with the IT systems and made a recommendations that these issues should be addressed as a matter of urgency when the service was recommissioned.

Consultations on Changes to the Travel Assistance Policy and Improving and Redesigning Children's Residential Care

Members of the Board contributed to both the consultation process on the Travel Assistance Policy for children with special needs and the proposals to improve children's residential care.

Members requested that all parents of children affected were contacted directly rather than via the school and as a result the consultation period was extended

to allow more time for parents to respond.

Following consideration of the redesign of children's residential

care, Members supported the new approach but wanted to ensure that local residents and Councillors are involved in the process, as well as gathering the views of the Voices of Care and also care leavers.

Children's Services Improvement Board

Members received regular updates on progress made at the Children's Services Improvement Board. Members received six reports during the year. The Improvement Plan was updated in September 2016.

The new Chair of the Improvement Board, Steve Hart, attended the meeting in October. Members were presented over the year with information about different areas of improvement focus, including recruitment and

retention of social workers. In December the Board considered the content of the feedback from an Ofsted monitoring visit, and Members raised concerns about several elements of the feedback. Officers and the Cabinet Member

assured the Board that there was a robust action plan in place to address the issues highlighted.

The Improvement Board Report has been streamlined and will prioritise subjects and data identified by the Board for subsequent reports.

Supervision of Social Care Staff

Following on from last year's task and finish group on supervision of social care staff, Members requested an update and progress report on the implementation of the recommendations. Members received a progress report at their meeting on 9th March 2017 and following that requested a further update including data at their meeting on 27th April 2017.

Members challenged officers to provide evidence that social workers were having good quality supervision. A new supervision strategy has been put in place and the Board will continue to monitor its implementation.

Members were concerned that the high number of agency staff was a significant factor in issues of poor performance and were

reassured that use of agency staff had gone down, with a correlating rise in permanent staff recruited.

The Board were keen to hear from officers what processes were in place to remove staff who were not performing adequately, as well as how newly qualified social workers were supported in their development. They also heard that current Council appraisal

systems are used to deal with capability issues and that staff had been removed through this process.

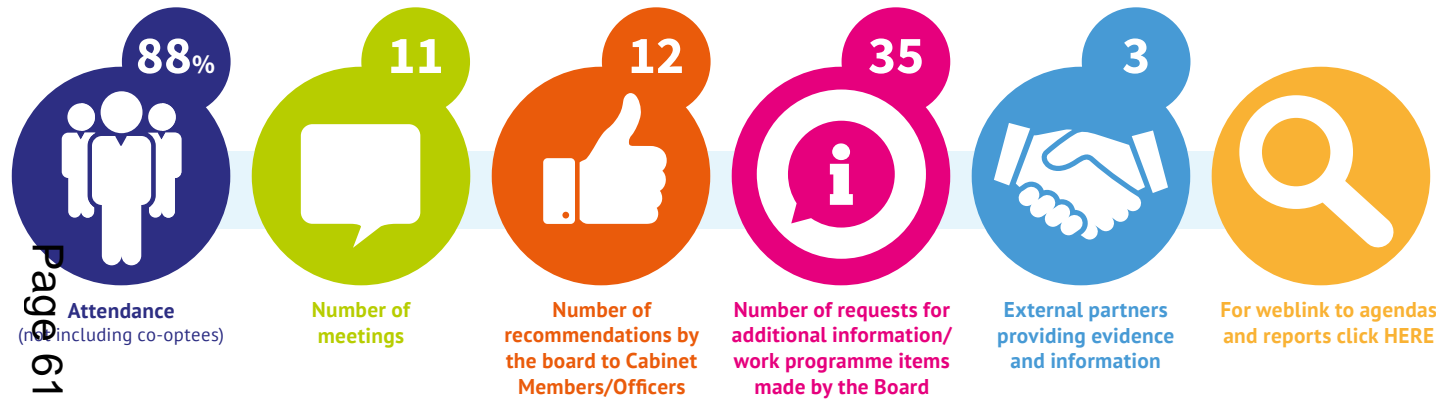
Members heard about several strands of work in place to support, improve and develop social workers, such as the Social Work Pathway, the Social Work Academy, the Social Work Teaching Partnership and Social Work Accreditation.

Members will continue to monitor performance of social workers through the coming municipal year.



Visit to Sherbourne Fields School

The Board held their meeting on 9th February 2017 at Sherbourne Fields. As well as hearing items on performance of schools across the city and how the Council in supporting schools, Members also heard from School Council representatives who asked the Members some searching questions on school transport, work experience placements, and the future of special schools.



Remit

In 2016/2017, the Scrutiny Board was responsible for the scrutiny of the portfolio of the Cabinet Member - Jobs and Regeneration and the Cabinet Member - Public Health and Sport.

Membership

Councillors **Dr Auluck, Birdi, Brown, Hammon, Lancaster, Lucas, Mayer, McNicholas (Chair) and Sweet.**

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below. The main focus for their work was the select committee on public transport

Select Committee on Public Transport

At their first informal meeting the board agreed to take a Parliamentary Select Committee approach to scrutinising public transport. As part of their preparations for this Members, visited the House of Commons to speak to Clive Betts MP, Chair of the Communities and Local Government Select Committee and sat in on an evidence session of the Transport Committee.

In order to enable Members to identify key lines of enquiry they were fully briefed on the current situation with public transport in the city. Members then requested more detailed briefings on HS2 connectivity, bus services and accessible transport. This enabled Members to identify three key lines of enquiry:

- How can train connectivity support economic development and business growth in the city?
- How can we improve the bus service in the city?
- What are the key accessibility issues for public transport in the city, and how can they be addressed?

The select committee was held on 15th February 2017. Members of the committee heard witnesses representing Transport for West Midlands, Transport Focus (transport user voice), bus operators National Express and Stage Coach, Coventry Older Voices and Council officers.

Members identified several recommendations as well as learning from the process to be applied for subsequent select committees.

The Board will present the recommendations to Cabinet in the new municipal year.

The report that went to the Board with the recommendations can be found here:

[Click here](#)



Members of SB3 meeting Clive Betts MP, Chair of the Communities and Local Government Select Committee

Visit to WMG and Ultra-Light Rail

As part of their enquiry into public transport, Members wanted to know more about the developments that were happening in Coventry on Ultra-Light Rail.



Members of SB3 receiving a presentation from Professor Nick Mallinson at WMG

The Board spent the morning at Warwick Manufacturing Group on the University of Warwick Campus where Professor Nick Mallinson gave a presentation about the plans for ultra-light rail in the city. There were also representatives from the industry at the meeting as well, which enabled Members to hear from the private sector.

WMG's focus was on supply chain development, ensuring that companies in the West Midlands had the capacity to deliver and develop the required engineering. Members will continue to be involved in monitoring developments in this areas next municipal year.

Green Space Strategy Refresh Task and Finish Group

This year three members of the Board have looked at the scope for the refresh of the Council's Green Space Strategy.

Members have been involved in putting together the specification for the appointment of a consultant as well as identifying key areas that should be considered in a refreshed document. The task and finish group have recommended ways for Members to get involved in the development of the strategy and this work will continue in the municipal year 2017-18"



Longford Park



Communities and Neighbourhoods

Remit

In 2016/2017, the Scrutiny Board was responsible for the scrutiny of the portfolios of the Cabinet Member - Community Development and the Cabinet Member – City Services including issues relating to energy, the environment, street services, waste management, highways and lighting.

Membership

Councillors N Akhtar (Chair), Bailey, Kaur, T Khan, Mulhall, B Singh, R Singh, Skinner and Thay.

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below.

Flytipping and Littering Enforcement

The Board considered an update about measures being introduced to address an increase in flytipping and littering and the impact of reduced resources on Streetpride and street cleansing services.

The Board noted that during 2015/16 the regulatory, enforcement and planning services had been fundamentally reviewed in order to deliver over £500k savings annually and increase the coverage of some parts of the service (including Environmental Services) beyond office hours Monday to Friday. The Board received detailed data in respect of the impact of reduced resources on Streetpride and street cleansing. The Board questioned officers on the range of measures being taken to address the increase in flytipping including the use of the Community Payback programme, surveillance to monitor flytipping hot spots, work with partner agencies and improvements in reporting measures.

As part of improving reporting measures, the Board received a presentation about the new "Report it" app which allowed members of the public to report flytipping directly to the service area via computer, tablet or smart phone.



The Board recommended that the Cabinet Member reviewed the street cleansing arrangements in the inner city areas to address concerns about an increase in littering and the visual impact this has on the City Centre. Some additional resource has been put into this area as a result of this request.

Revisions to Residents' Parking Policy

Coventry's first residents' parking scheme was introduced over 25 years ago. Since then, numerous other schemes have been implemented, often with differing rules and characteristics. The Board were brought the proposed revisions to the Residents' Parking Policy which sets out a coherent, consistent and best practice framework for the implementation of future schemes.

The Board sought assurances on aspects of the policy including the number of Ward Councillors required to support a scheme, how existing schemes will be migrated to the new scheme, the impact of displacement caused by the introduction

of parking schemes, the enforcement procedure and how outstanding requests/petitions for parking schemes will be dealt with. The Cabinet Member was present and having heard the discussion, agreed to allow for a level of flexibility and sensitivity in

relation to applying the criteria, for example in relation to the length of schemes in different areas and the required percentage of those surveyed supporting the scheme where there is a high level of privately rented properties, and that all of those outstanding petitions in relation to requests for residents parking schemes would be dealt with appropriately.

Flood Risk Management and Drainage

The Communities and Neighbourhoods Scrutiny Board is the designated Flood Risk Scrutiny Board, and as such receives an annual report on the Flood Risk Management Strategy.

They received a briefing note outlining actions arising from the Scrutiny Board's consideration of this matter at their meeting on 9 March, 2016. It also contained information on the Lead Local Flood Authority (LLFA) Statutory Consultee role on planning applications, information on the flooding event that occurred within Coventry on 6 February, 2016 at Broad Lane, Upper Eastern Green and Butt Lane Allesley and activities undertaken during delivery of the annual Drainage Capital Programme. The Scrutiny Board questioned officers on aspects of the Briefing

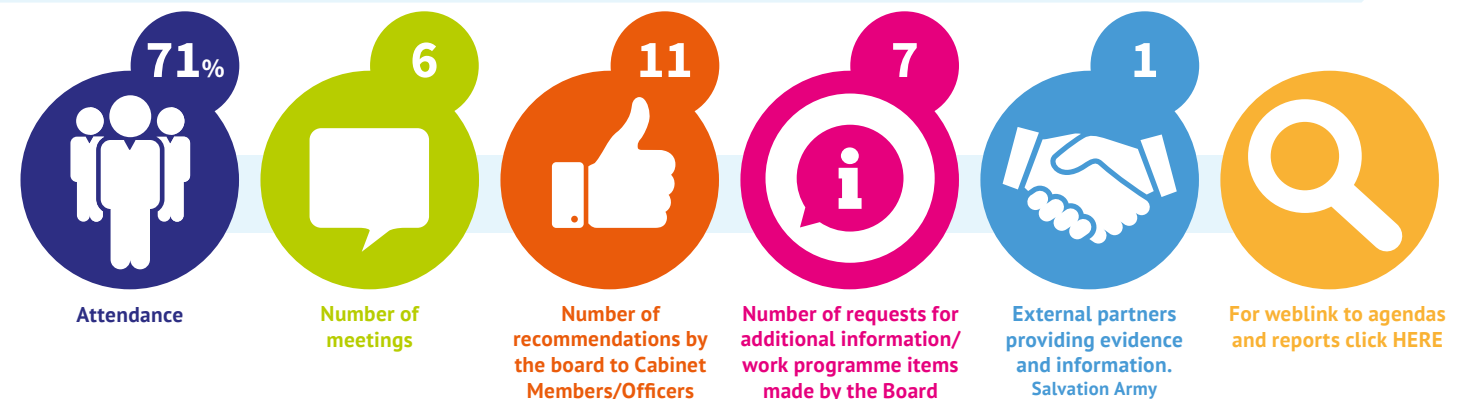
Note including:

- Consultation with other local authorities in relation to planning applications near to the City's boundaries.
- The role of the "Flood Champion"
- The impact of any new development in the CV1 area and working with Severn Trent water in relation to planning applications
- The use of an intervention process when parked cars prevent cleaning of drains and gullies

- Data available in relation to climate change and the impact on flood risk

Officers were requested to:

- Provide a copy of the protocol for the "Flood Champion" to all members of the Scrutiny Board
- Find out the aspirations of the Warwickshire Wild Life Trust in relation to Lake View Park and inform the Scrutiny Board accordingly.
- Provide the Scrutiny Board with information/links to the central database regarding flooding in the City
- Investigate/clarify any potential flooding implications of HS2 and report back to the Scrutiny Board as appropriate.



Remit

In 2016/2017, the Scrutiny Board was responsible for the scrutiny of health, adult social care and health inequalities, including the portfolio of the Cabinet Member - Adult Services and a significant part of Cabinet Member – Public Health and Sport’s portfolio. The Board is also the designated committee under the Health and Social Care Act 2001 for scrutiny of local NHS services.

Membership

Councillors Andrews, Dr Auluck, Clifford, Gannon (Chair), Kelly, Kershaw, Miks, Taylor and Walsh. Co-opted Member: Mr. D Spurgeon (Healthwatch)

Activities and outcomes

The Board scrutinised and sought assurance on a range of issues under its remit and papers from their meetings are available via the weblink below.

Sustainability and Transformation Plan

The Board have made the Coventry and Warwickshire Sustainability and Transformation Plan a priority during 2016/17 and have heard from representatives from UHCW, Coventry and Rugby CCG, CWPT and NHS England on the issue. The plans aim to bring together NHS Clinical Commissioning Groups and providers, such as hospital trusts, as well as local authorities and social care to develop footprints to improve the health and wellbeing of the population; the quality of care provided; and the NHS finance and efficiency of services.

The Board have sought assurance about the STP; particularly about how the priorities have been determined, the reliability of the metrics used to calculate savings and service pressure reductions how Elected Members, and the Health Scrutiny Board in particular, can feed into the development of the document, and how the consultation process will engage with the public. The Board have also stressed the need for better partnership working with Local Authorities when drawing up the plans to

ensure there is no danger of Local Authorities being held to account for decisions they are not responsible for.

Subsequent to the meeting, the Chair of the Board wrote to Department of Health the voice the Board’s concerns about the STP, both the process for drawing up STPs, which was opaque, as well as the content of the local plan.

The STP will remain a key focus for health scrutiny in 2017/18.

Child and Adolescent Mental Health Services

The Board, together with the Chair of the Education and Children’s Services Scrutiny Board (2), considered Child and Adolescent Mental Health Services (CAMHS) twice during 2016/17. This followed close scrutiny of the service 2015/16 as there were still concerns about performance.

It is recognised that nationally there are a number of challenges surrounding CAMHS, including ever increasing demand, timeliness of support and barriers to access. Commissioners and stakeholders across Coventry and Warwickshire worked to identify a range of challenges and risks facing the local Specialist CAMHS service which included increased demand, an increase in the number of self-harm presentations at Accident and Emergency (A&E) and delays in patient pathways. A process was established to co-produce and redesign the comprehensive CAMHS system across Coventry

and Warwickshire last year and is leading to improvements in some areas.

Following close scrutiny, there are still some areas of concern for Members, particularly the transition between children’s and adults’ services, the importance of early intervention, including maternal mental health and work in early years and primary schools. The lengthy waiting times particularly for Autistic Spectrum Disorder (ASD) services also remain a concern. There is also further work to do to understand why ASD referrals are so much higher than in comparable areas. Around 30% of those who are

waiting for an ASD assessment do not receive a diagnosis so there is an opportunity to look at whether there are more suitable pathways for these children and young people to follow which gets them the support they need quicker. This could be an area for scrutiny to look at in 2017/18.

The Board have asked that the Transformation Board be asked to consider how better access to the CAMHS service could be provided for Looked After Children, children on child protection plans and children in need, including looking at the issue of data sharing between partners. They will also be given the opportunity to see the new website/app being developed to provide information to children, young people and their carers including self-help and online counselling.

Urgent Care Performance over Winter

This item was considered in October, to understand the plans being put in place and in March, to scrutinise how successful the plans had been in providing timely urgent care over winter. At both meetings, Members from a range of health partners, and the Local Authority, who sit on the System Resilience Group, have been present.

In October, prior to winter pressures hitting, it was already recognised that the constitutional standard of 95% of patients having a maximum four hour wait was unachievable and therefore a more realistic local target of 92% had been agreed by the Trust. The Board were also informed that following agreement of the local A&E Plan, performance had improved. The presentation informed of the system vision and provided a summary of the local A&E delivery plan and included the following priorities; Home first

– no-one goes to hospital who should be managed elsewhere in the community; Avoid – No-one is admitted to hospital that doesn’t have an acute hospital need; Pace – Admission through to discharge is effectively co-ordinated and managed to ensure no-one waits more than 24 hours to leave hospital once medically fit for discharge; Targeted – On-going care and support resources are targeted at those patients whose needs cannot be met in other ways.

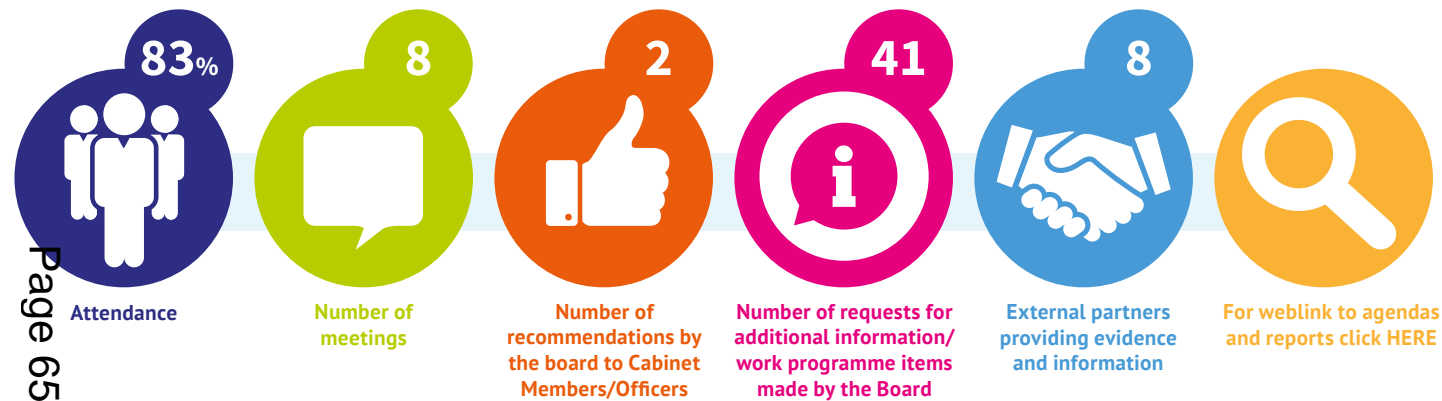
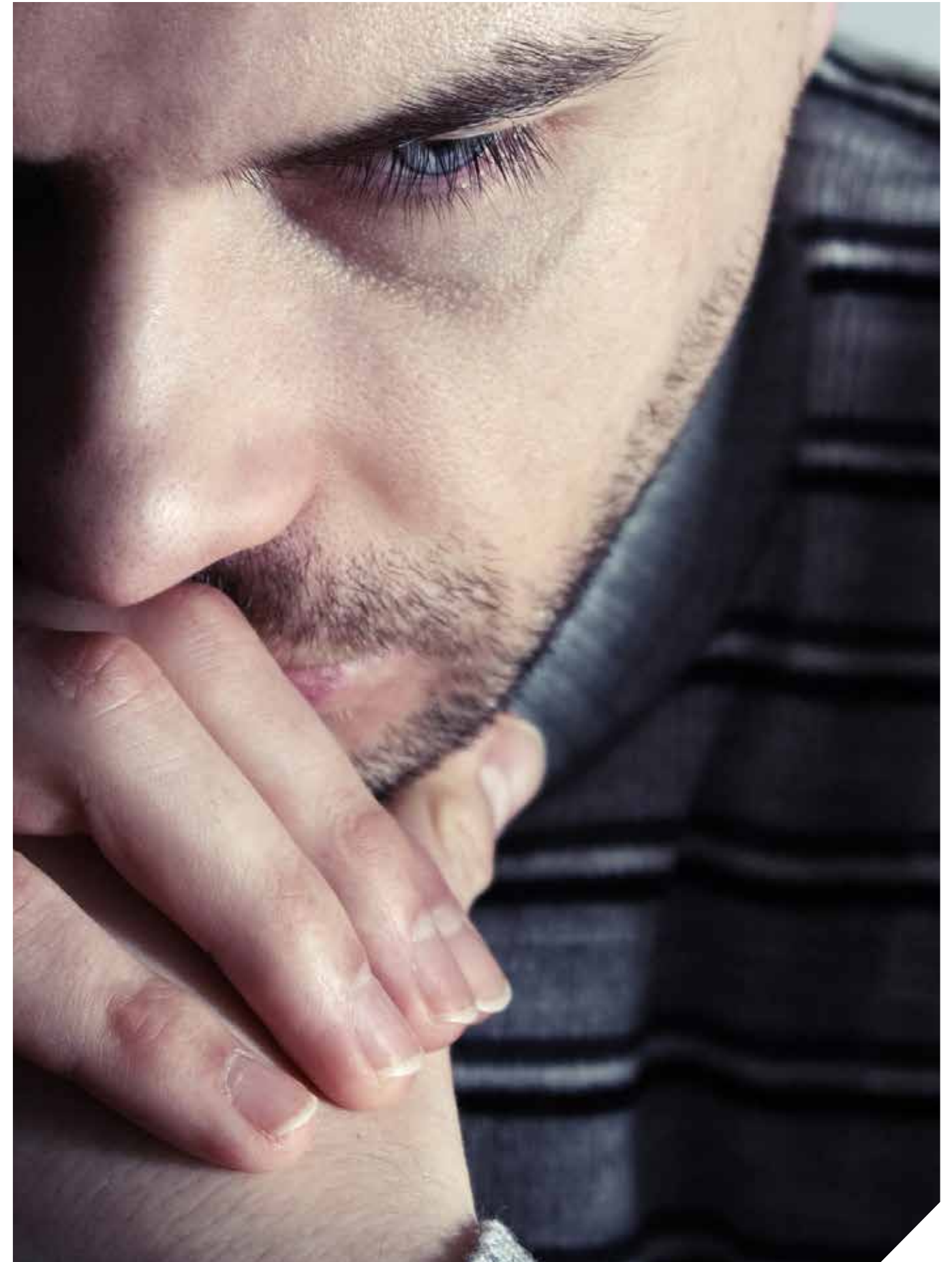
However, when the Systems Resilience Group reported back in March, it was clear that despite plans being put in place, the system was still under severe pressure – the A&E four hour performance over Christmas and New Year with UHCW was only around 82%. Whilst this was in line with performance nationally, the Board challenged the organisations present about how population behaviour change was to be encouraged if we want to see improved performance at the hospital and whether the STP would help achieve this, especially as UHCW has seen a 3% growth in attendances this year.

Visit to Warwick Medical School

■ The Board were invited to the Medical School to find out about the innovative research the School is undertaking, how it is supporting work to recruit and retain medical staff in the City, particularly GPs and to build relations as the University are as ambitious for the City as the Councillors and keen to look for opportunities to work in partnership.



Visit to Warwick Medical School – November 2016



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Council

11 July 2017

Name of Cabinet Member:

Cabinet Member for Policy and Leadership Councillor Duggins

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

N/A

Title:

Proposal to Establish Arrangements for a Joint Health Overview and Scrutiny Committee

Is this a key decision?

No

Executive Summary:

Health Services are required to consult a local authority's Health Overview and Scrutiny Committee about any proposals they have for a substantial development or variation in the provision of health services in their area. When these substantial developments or variations affect a geographical area that covers more than one local authority, they are required to consult a Joint Health Overview and Scrutiny Committee. Increasingly, proposals from the National Health Service are affecting larger geographical areas and this report proposes arrangements for Coventry City Council to establish a Joint Health Overview and Scrutiny Committee with Warwickshire County Council in line with the provisions set out in legislation and guidance.

Recommendations:

Council is recommended to:

1. Approve the proposed approach for the establishment of a Joint Health Overview and Scrutiny Committee with Warwickshire County Council as set out in the report
2. Approve the terms of reference for the Joint Health Overview and Scrutiny Committee at Appendix 1.
3. Delegate to the Director of Finance and Corporate Resources, following consultation with the Chair of Coventry City Council's Health and Adult Social Care Scrutiny Board (5), the authority to finalise the Terms of Reference with Warwickshire County Council and to take any necessary steps to implement the arrangements
4. Retain the City Council's powers to make referrals to the Secretary of State in prescribed circumstances and not delegate these to the Joint Health Overview and Scrutiny Committee.

5. Appoint four Labour Councillors and one Conservative Councillor, to be nominated at the Council meeting, as Coventry City Council's representatives on the Joint Health Overview and Scrutiny Committee for 2017/18, with subsequent appointments to be made at the Council's Annual Meetings.
6. Authorise the Monitoring Officer to include the terms of reference in the Council's Constitution.

List of Appendices included:

Appendix 1 – Joint Health Overview and Scrutiny Committee (Coventry and Warwickshire Terms of Reference)

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 11 July 2017

Report title: Proposal to Establish Arrangements for a Joint Health Overview and Scrutiny Committee

1. Context (or background)

- 1.1 Legislation provides for local authorities to appoint a discretionary Joint Health Overview and Scrutiny Committee to carry out all or specified health scrutiny functions, for example health scrutiny in relation to health issues that cross local authority boundaries. Establishing a joint committee of this kind does not prevent the appointing local authorities from separately scrutinising health issues. However, there are likely to be occasions on which a discretionary joint committee is the best way of considering how the needs of a local population, which happens to cross council boundaries, are being met.
- 1.2 Legislation also requires that local authorities to appoint joint committees where a relevant NHS body or health service provider consults more than one local authority's health scrutiny function about proposals for substantial development or variation of services. In such circumstances:
- only the joint committee may respond to the consultation (i.e. rather than each individual local authority responding separately).
 - only the joint committee may exercise the power to require the provision of information by the relevant NHS body or health service provider about the proposal.
 - only the joint committee may exercise the power to require members or employees of the relevant NHS body or health service provider to attend before it to answer questions in connection with the consultation.
- 1.3 Increasingly, proposals from the National Health Services (NHS) are affecting larger geographical areas, particularly for local residents in Coventry and Warwickshire. This report proposes arrangements for Coventry City Council to establish a Joint Health Overview and Scrutiny Committee with Warwickshire County Council in line with the provisions set out in legislation and guidance.

2. Options considered and recommended proposal

- 2.1 Option1 – Do not set up arrangements for a Joint Health Overview and Scrutiny Committee. This option is not recommended. NHS Organisations are required to consult Joint Health Overview and Scrutiny Committees on proposed changes which cover services in two or more Local Authority areas and are not required to consult each individual authority. If a joint Committee is not approved, Members may lose the opportunity to influence the outcome of the consultation and service reconfiguration.
- 2.2 Option 2 - Set up a Joint Health Overview and Scrutiny Committee and delegate some or all of the City Council's health scrutiny functions to the Committee. This option is not recommended as delegating some or all of these functions to the Joint Committee would mean that the City Council would then not be able to exercise them itself. This could include the ability of the Health and Social Care Scrutiny Board (5) to require health bodies to provide information and attend meetings of the Scrutiny Board. In particular the Council has the power of referral to the Secretary of State. This means that at when a health scrutiny body has been consulted by a relevant NHS body or health service provider on a proposed substantial development or variation, it may report to the Secretary of State in writing if: It is not satisfied with the adequacy of content of the consultation; it is not satisfied that sufficient time has been allowed for consultation; it considers that the proposal would not be in the interests of the health service in its area; or it has not been consulted, and it is not satisfied that the reasons given for not carrying out consultation are adequate.

- 2.3 Option 3 – Establish a Joint Health Overview and Scrutiny Committee in order to ensure that the authority is consulted and is able to respond to formal proposals for the substantial development or variation of health services that impact on the residents of Coventry and neighbouring Local Authorities. This is the recommended option.
- 2.4 The Joint Health Overview and Scrutiny Committee will operate formally as a mandatory joint committee (i.e. where the councils have been required under Regulation 30 of the Local Authority (Public Health, Health and Well-being Boards and Health Scrutiny) Regulations 2013 to appoint a joint committee because a health service body is consulting more than one local authority's health scrutiny function about substantial reconfiguration proposals) for the purposes of dealing with the formal consultation as required by the regulations.
- 2.5 In this circumstance, the regulations require that the relevant NHS body or health service provider notify the health scrutiny body of the date by which it requires the health scrutiny body to provide comments in response to the consultation and the date by which it intends to make a decision as to whether to proceed with the proposal. These dates must also be published. Any changes to these dates must be notified to the relevant health scrutiny body and published. Department for Health guidance sets out that constructive dialogue between relevant NHS bodies and health service providers on the one hand, and health scrutiny bodies on the other, should take place to ensure that timescales for comments or decisions are realistic and achievable. It also suggests that it is sensible for health scrutiny to be able to receive details about the outcome of public consultation before it makes its response so that the response can be informed by patient and public opinion.
- 2.6 At any other time, the Joint Health Overview and Scrutiny Committee can be convened as a discretionary committee with the agreement of both Committee Chairs. This would allow the Joint Committee to consider relevant issues but the two local authorities would retain their own individual delegated scrutiny authority and the joint committee would not have any formal powers. For example the Chairs could choose to convene the Joint Committee to receive a briefing on the timescales, engagement and consultation processes being considered by health bodies prior to formal notification of the formal requirement to consult being made.
- 2.7 The proposed terms of reference for the Joint Committee is attached at Appendix 1. They are based on the Terms of Reference for Joint HOSC meetings which are already in use across the West Midlands, and have been for a number of years. Therefore, should a Joint HOSC be required with another West Midlands Authority, using similar terms of reference will help to facilitate this.
- 2.8 Key points from the terms of reference are;
- Each authority will appoint five members from their own Health Overview and Scrutiny Committees reflecting the political balance of each authority.
 - The host authority will alternate with each meeting. The Chair of the Joint HOSC from the host authority will chair that meeting and the support for the meeting will also come from the host authority.
 - Responses to consultations from the Joint HOSC must be signed by the Chairs of both authorities.

3. Results of consultation undertaken

- 3.1 The Chairs of each authority's Health Overview and Scrutiny Committees have been consulted Coventry City Council's Health and Social Care Scrutiny Board, together with Democratic and Legal Services officers from both authorities.

4. Timetable for implementing this decision

- 4.1 Warwickshire County Council is expected to consider the recommendations at their meeting of 18 July. If the recommendations in this report are approved by both authorities then a Joint Health Overview and Scrutiny meeting can be established as soon as one is required.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no additional financial implications arising from the recommendations in this report. The costs of servicing meetings of the Joint Committee will be met from within the local authorities' scrutiny teams.

5.2 Legal implications

When formal notification is received from a relevant health service provider of its intention to consult on a proposal for a substantial development or variation of its service which involves more than one local authority the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 requires the appointment of a Joint overview and scrutiny committee for the purposes of that consultation.

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)?

Responding to NHS consultations offers the opportunity to contribute towards the Council's aim of citizens living longer, healthier, independent lives.

6.2 How is risk being managed?

There are no specific risks associated with this report.

6.3 What is the impact on the organisation?

Support for the Joint Health Overview and Scrutiny meetings will be managed within existing resources as part of the Council's scrutiny activity.

6.4 Equalities / EIA

An equalities and consultation analysis is not required.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

Participating in Joint Health Overview and Scrutiny meetings will strengthen partnership working with neighbouring local authorities and enable health services to meet their obligations when consulting on cross-boundary substantial variations.

Report author(s):

Name and job title:

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Directorate:

Place

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Enquiries should be directed to the above person.

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Suzanne Bennett	Governance Services Officer	Place	27 June 17	27 June 17
Other members				
Names of approvers for submission: (officers and members)				
Finance: Paul Jennings	Finance Manager (Corporate Services)	Place	27 June 17	27 June 17
Legal: Julie Newman	Legal Services Manager (People)	Place	23 June 17	23 June 17
Director: Barry Hastie	Director of Finance and Corporate Services	Place	27 June 17	3 July 17
Members: Cllr George Duggins	Cabinet Member Policy and Leadership		27 June 17	28 June 17
Cllr Damion Gannon	Chair, Health and Social Care Scrutiny Board 5		27 June 17	3 July 17

This report is published on the council's website:

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Appendices

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Joint Health Overview and Scrutiny Committee (Coventry and Warwickshire)

Draft Terms of Reference

July 2017

1 Rationale

- 1.1 Health Services are required to consult a local authority's Health Overview and Scrutiny Committee about any proposals they have for a substantial development or variation in the provision of health services in their area. When these substantial developments or variations affect a geographical area that covers more than one local authority, the local authorities are required to appoint a Joint Health Overview and Scrutiny Committee (HOSC) for the purposes of the consultation. Increasingly, proposals from the National Health Service are affecting larger geographical areas.
- 1.2 This terms of reference report sets out the arrangements for Coventry City Council and Warwickshire County Council to operate a Joint HOSC Committee with in line with the provisions set out in legislation and guidance and allow it to operate both as a mandatory committee and as a discretionary committee.

2 General Terms of Reference

- 2.1 The Joint Health Overview and Scrutiny Committee will operate formally as a mandatory joint committee i.e. where the councils have been required under Regulation 30 (5) Local Authority (Public Health, Health and Well-being Boards and Health Scrutiny) Regulations 2013 to appoint a joint committee for the purposes of the specified consultation.
- 2.2 The purpose of the mandatory Joint HOSC is to:
- Make comments on the proposal consulted on
 - Require the provision of information about the proposal
 - Require the member or employee of the relevant health service to attend before it to answer questions in connection with the consultation.
- 2.3 Both participating authorities have retained all other powers, including the ability to refer issues to the Secretary of State.
- 2.4 The joint response to the consulting health service will be agreed by the Joint Health Overview and Scrutiny Committee and signed by both Chairs.
- 2.5 At any other time, the Joint Health Overview and Scrutiny Committee can be convened as a discretionary committee with the agreement of both Committee Chairs. This would allow the Joint Committee to consider relevant issues but the two local authorities would retain their health scrutiny functions.
- 2.6 No matter to be discussed by the Group shall be considered to be confidential or exempt without the agreement of both Councils and subject to the requirements of Schedule 12A of the Local Government Act 1972.

3 Timescales & Governance

- 3.1 The Joint Health Overview and Scrutiny Committee will operate as a mandatory Committee only while the proposed service changes that affect both areas are considered, that is from the point at which the relevant health body notifies the Joint HOSC of the formal consultation timetable and the point at which a decision is taken.
- 3.2 The responsibility for chairing meetings will alternate between Coventry and Warwickshire, the Health Scrutiny Chair of the hosting authority to chair the meeting. The location of meetings is to rotate between the two authorities. In the absence of a meeting Chairman, the Chairman of the other Authority, if present, takes the chair, and in the absence of both Chairmen, a Chairman will be elected from those members present at the meeting.
- 3.3 Meetings of the Joint HOSC will be conducted under the Standing Orders of the host Local Authority (i.e. the Local Authority chairing the meeting and providing democratic services support)

4 Communication with Media

- 4.1 Should a press statement or press release need to be made by the Joint Health Overview and Scrutiny Committee, this will be drafted by the host Local Authority on behalf of the Committee and will be agreed by both Chairs.

5 Membership

- 5.1 Membership of the Joint HOSC will be appointed by Coventry City Council and Warwickshire County Council from the membership of their Scrutiny Committees that have responsibility for discharging health scrutiny functions.
- 5.2 Each authority will nominate 5 members to the Committee. Appointments by each authority to the Joint Committee will reflect the political balance of that authority.
- 5.3 The quorum for meetings will be four members, comprising two members from each authority.
- 5.4 There are to be no co-opted Members.

6 Support Arrangements / Resources

- 6.1 The work of the Joint HOSC will require support in terms of overall co-ordination, setting up and clerking of meetings and underpinning policy support and administrative arrangements.
- 6.2 Venues for meetings are to be rotated between Coventry City Council and Warwickshire County Council associated administrative costs to be borne by the respective Authority. Responsibility for administrative/ policy support and clerking arrangements is also to be alternated between the two Authorities. The nature of tasks involved in supporting the Committee is set out below: -

Support	Nature of tasks
Overall Co-ordination of Joint Scrutiny Committee's work, Policy Support and Administrative Support	Manage the Committee's work programme. Ensure key action points arising from Committee discussions are followed. Maintain ongoing dialogue and communication between the two Local Authorities. Maintain ongoing dialogue with Healthcare Trusts. Provide policy support as required by the Working Group/Committee. Produce briefing papers as required. Undertake any other support tasks e.g. writing letters, inviting witnesses etc. Drafting joint response
Clerking of meetings	Set up meetings and associated tasks. Maintain schedule of meetings. Send out agendas and related paper work. Take notes of meetings and distribute these. Provide advice in relation to scrutiny procedures.

Date Approved by:

Coventry City Council

Warwickshire County Council

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Public Report

Council

11 July 2017

Name of Cabinet Member:

Cabinet Member for Policing and Equalities - Councillor A. Khan

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title: **Appointment of Acting Monitoring Officer and Delegation of Powers**

Is this a key decision?

No

Executive Summary:

The Council needs to appoint an Acting Monitoring Officer because the current Acting Monitoring Officer is leaving the Council. This report sets out the legal basis for the need to appoint a Monitoring Officer and a recommendation that the Legal Services Manager (People) be appointed as Acting Monitoring Officer.

Recommendations:

Council is recommended to:

1. Designate the Legal Services Manager (People) as Acting Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 with effect from 28th July 2017 ;and
2. Authorise the Legal Services Manager (People) to amend the Constitution accordingly.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes - 11 July, 2017

Report title: Appointment of Acting Monitoring Officer and Delegation of Powers

1. Context (or background)

- 1.1 Under Section 5 of the Local Government and Housing Act 1989, every local authority must designate one of its officers as the Council's Monitoring Officer. The Monitoring Officer cannot be the Chief Finance Officer or Head of Paid Service. This designation must be made by the full Council and cannot be made by an elected member or officer. The Council's designated Acting Monitoring Officer is leaving the Council on 28th July 2017 and the Council now needs to appoint another officer as its Monitoring Officer.
- 1.2 The requirement to designate an officer as Monitoring Officer is also set out in Part 2M of the Constitution and is set out in more detail below.

2. Options Considered

2.1 Appointment of Acting Monitoring Officer

- 2.1.1 The Council must by law designate an officer as Monitoring Officer. The Council's Acting Monitoring Officer is leaving the Council on 28th July 2017 and it is recommended that, with effect from this date, the Legal Services Manager, (People) be appointed Acting Monitoring Officer until further notice.

2.2 Amendment of Constitution

- 2.2.1 The Constitution will need to be changed to reflect the fact that another post has been designated as Acting Monitoring Officer. In addition, the Legal Services Manager (Place and Regulatory) holds a number of delegations in her own right and these need to be moved to the Legal Services Manager (People). The Council is asked to give the Legal Services Manager (People) delegated authority to make those changes to the Constitution.

3. Results of consultation undertaken

- 3.1 No consultation has been undertaken because the changes are required to ensure that the Council complies with its statutory duty to appoint a monitoring officer and to ensure that functions may be exercised at the appropriate level.

4. Timetable for implementing this decision

- 4.1 The amendments need to take effect from 28th July 2017.

5. Comments from the Director of Finance and Corporate Services

- 5.1 Financial implications
None.

5.2 Legal implications

The Council must designate an officer as Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.

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 Constitution sets out the governance arrangements of the Council and it is important that these reflect changes in operational matters within the Council.

6.2 How is risk being managed?

Appointing a new Acting Monitoring Officer and having a Constitution that reflects changes in operational matters will ensure that the Council meets its legal obligations.

6.3 What is the impact on the organisation?

To put in place appropriate governance arrangements that reflect operational changes.

6.4 Equalities / EIA

None

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

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Directorate: Place

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Enquiries should be directed to the above person.

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Contributors:				
Suzanne Bennett	Governance Services	Place	3 July 17	3 July 17
Adrian West	Members and Elections Team Manager	Place	29 June 17	3 July 17
Names of approvers for submission: (officers and members)				
Julie Newman	Legal Services Manager, People	Place	29 June 17	29 June 17
Barrie Hastie	Director	Place	29 June 17	29 June 17
Members: Councillor Abdul Khan	Cabinet Member for Policing and Equalities		3 July 17	3 July 17

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Public report Council Report

Council

11th July 2017

Name of Cabinet Member:

Leader of the City Council – Councillor G Duggins

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2016/17

Is this a key decision?

No

Executive Summary:

The Leader must submit to the Council at the first ordinary meeting after the Annual Meeting a report of Key Decisions made in the previous year where the Special Urgency provisions were used. This applies where it is not practicable to give notice at least 5 clear days in advance before a Key Decision is made.

The Leader is reporting that there were no such cases during the 2016/17 municipal year.

Recommendations:

That the City Council notes the Annual Report from the Leader on the use of Special Urgency provisions in the past year.

List of Appendices included:

None

Background Papers:

None

Other useful documents:

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The City Council's Constitution

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

Yes – 11th July 2017

Report title:

The Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2016/17

1. Context (or background)

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out Special Urgency provisions to be used where it is impracticable to give at least 5 clear days' notice of the intention to make a Key Decision. The provisions detail a specific process to be followed, which includes seeking the agreement of the appropriate Scrutiny Chair or, if that person is unavailable, the Chair of the Council, that the matter to be considered is urgent and could not be reasonably deferred.
- 1.2 The Leader of the Council must submit an Annual Report to the Council containing details of each Key Decision taken during the period since the last report was submitted where the making of the key decision was agreed as urgent. The Council's Constitution requires that this report be presented at the first ordinary meeting of the Council after the Annual Meeting.
- 1.3 During the 2016/17 municipal year, there were no such cases where the Council did not give at least 5 clear days' notice before making a Key decision.

2. Comments from Director of Finance and Corporate Services**2.1 Financial implications**

None

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with the Council's Constitution.

3. Other implications**3.1 How will this contribute to achievement of the Council Plan?**

This report is evidence that the Council has met its statutory requirements and given at least 5 clear days' notice of Key decisions made in the past year.

3.2 How is risk being managed?

By presenting this Report to Council the Leader avoids any reputational risk that could arise from failure to meet the Council's statutory and constitutional requirements

3.3 What is the impact on the organisation?

None

3.4 Equalities / EIA

None

3.5 Implications for (or impact on) the environment

None

3.6 Implications for partner organisations?

None

Report author(s): Lara Knight

Name and job title: Governance Services Co-ordinator

Directorate: Place

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Names of approvers for submission: (officers and members)				
Finance: Barry Hastie	Director of Finance and Corporate Services	Place	23/6/17	23/6/17
Legal: Carol Bradford	Solicitor, Place and Regulatory Team	Place	23/6/17	23/6/17
Members: Councillor George Duggins	Leader		28/6/17	28/6/17

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



Public report

Council

11th July 2017

Name of Cabinet Member:

Cabinet Member for Policy and Leadership – Councillor G Duggins

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Not Applicable

Title:

Appointments to Outside Bodies

Is this a key decision?

No

Executive Summary:

At the Annual General Meeting (AGM) of the City Council on 18th May 2017, appointments of the City Council representatives to Outside Bodies were approved.

This report seeks approval of a change to the following Outside Bodies following the resignation of Members:

- Coventry and Solihull Waste Disposal Company Limited Advisory Forum
- Sir Charles Barrett Memorial Foundation

The report also seeks one further nomination and one substitute nomination to the West Midlands Combined Authority - Overview and Scrutiny in order to meet requirements to a change to the Combined Authority's Constitution.

Recommendation:

That the City Council makes the appointment of:-

1. Councillor Ridley as a representative on the Coventry and Solihull Waste Disposal Company Limited Advisory Forum for 2017/2018.
2. Councillor Kershaw as a representative on the Sir Charles Barrett Memorial Foundation for 2017/2018.
3. Councillor R Brown as the jointly nominated representative and Councillor J McNicholas as the jointly nominated substitute representative of Coventry City Council and Solihull Metropolitan Borough Council on the West Midlands Combined Authority – Overview and Scrutiny Committee for 2017/2018.

List of Appendices included:

None

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?

Yes – 11th July 2017

Report title: Appointments to Outside Bodies

1. Context (or background)

1.1 At the Annual General Meeting of the Council on 18th May 2017, appointments of the City Council representatives to Outside Bodies were approved, including appointments to the Coventry and Solihull Waste Disposal Company Limited Advisory Forum and the Sir Charles Barrett Memorial Fund and nominated appointments to the West Midlands Combined Authority – Overview and Scrutiny Committee.

1.2 Coventry and Solihull Waste Disposal Company Limited Advisory Forum

1.2.1 The Council appointed four City Council representatives to the Coventry and Solihull Waste Disposal Company Advisory Forum; Councillors J O'Boyle, L Harvard, A Andrews and T Mayer, for the year 2017/2018.

1.2.2 Members of the Advisory Forum must not be members of the Coventry and Solihull Waste Disposal Company Limited Shareholders Panel.

1.2.3 The Advisory Forum considers the waste disposal activities and financial results of the joint account for the two Authorities.

1.2.4 On 6th June 2017, Councillor Mayer resigned as a City Council appointed representative, leaving one vacancy on the Forum.

1.2.5 It is proposed that Councillor G Ridley be appointed to this body to replace Councillor Mayer, with immediate effect.

1.3 Sir Charles Barrett Memorial Foundation

1.3.1 The Council appointed two City Council representatives to the Sir Charles Barrett Memorial Foundation; Councillors J Innes and G Crookes, for the year 2017/2018.

1.3.2 The Foundation, established in memory of Sir Charles Barratt who was Town Clerk of the City of Coventry from 1946 until his retirement in 1966, provides a Trust Fund to make awards to young persons living in Coventry for the purpose of helping to fund tuition, purchase an instrument or for other music education activities.

1.3.3 Applications for awards from the Trust Fund are invited annually from persons who are residing in the City of Coventry, or receiving full-time education at a school or establishment of further education in Coventry.

1.3.4 The Foundation is administered by a Committee which consists of interested lay members, representatives from Coventry City Council, Coventry Performing Arts and an independent music expert.

1.3.5 On 29th June 2017, Councillor Innes resigned as a City Council representative, leaving one vacancy on the Foundation.

1.3.6 It is proposed that Councillor Kershaw be appointed to this body to replace Councillor Innes, with immediate effect.

1.4 West Midlands Combined Authority – Overview and Scrutiny Committee

- 1.4.1 The Council made one City Council nomination and one substitute nomination to the West Midlands Combined Authority – Overview and Scrutiny Committee; Councillors J Mutton and R Brown respectively.
- 1.4.2 The purpose of the Committee is to review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the West Midlands Combined Authority.
- 1.4.3 Following a change to the Combined Authority's Constitution, in addition to the individual nominations made by Coventry City Council and Solihull Metropolitan Borough Council to the Committee, one further Member and one further substitute Member are required, jointly nominated by the two Authorities and appointed by the West Midlands Combined Authority. The nominated appointments will rotate annually with the 2017/2018 nominated appointments being Elected Members from Coventry City Council.
- 1.4.4 It is proposed that Councillor R Brown be nominated as the joint representative and Councillor J McNicholas be nominated as the joint substitute representative of Coventry City Council and Solihull Metropolitan Borough Council for the year 2017/2018.
- 1.4.5 It is further proposed that Councillor J Clifford be nominated as the City Council's substitute Member on the Committee to replace Councillor R Brown.

2 Options considered and recommended proposal

2.1 Coventry and Solihull Waste Disposal Company Limited Advisory Forum

- 2.1.1 It is proposed that Councillor G Ridley be appointed to the Coventry and Solihull Waste Disposal Company Limited Advisory Forum to replace Councillor Mayer, with immediate effect.

2.2 Sir Charles Barrett Memorial Foundation

- 2.2.1 It is proposed that Councillor Kershaw be appointed to the Sir Charles Barrett Memorial Foundation to replace Councillor Innes, with immediate effect.

2.3 West Midlands Combined Authority – Overview and Scrutiny Committee

- 2.3.1 It is proposed that Councillor R Brown be nominated as the joint representative and Councillor J McNicholas be nominated as the joint substitute representative of Coventry City Council and Solihull Metropolitan Borough Council on the West Midlands Combined Authority – Overview and Scrutiny Committee, with immediate effect.
- 2.3.2 It is proposed that Councillor J Clifford be nominated as the City Council's substitute Member on the West Midlands Combined Authority – Overview and Scrutiny Committee to replace Councillor R Brown, with immediate effect.

3. Results of consultation undertaken

Not applicable

4. Timetable for implementing this decision

The appointments for the Coventry and Solihull Waste Disposal Company Limited Advisory Forum and the Sir Charles Barrett Memorial Foundation and the nominated appointments to the West Midlands Combined Authority – Overview and Scrutiny Committee will take effect from the date of the Council Meeting.

5. Comments from the Director of Finance and Corporate Services

5.1 Financial implications

Not applicable

5.2 Legal implications

Not applicable

6. Other implications

Not applicable

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Lara Knight	Governance Services Co-ordinator	Place	28.06.2017	30.06.2017
Names of approvers: (Officers and Elected Members)				
Julie Newman	People Team Manager	Place	28.06.2017	29.06.2017
Councillor G Duggins	Leader of the Council	-	28.06.2017	29.06.2017

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Council Meeting

11 July, 2017

Booklet 1

Written Questions

1.	<p>QUESTION SUBMITTED BY: Councillor P Male</p> <p>TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Could the Cabinet Member for City Services explain why there are delays to junction improvements at Broad Lane/Banner Lane?”</p>	

2.	<p>QUESTION SUBMITTED BY: Councillor J Lepoidevin</p> <p>TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Does the Cabinet Member recall that the scheme at Broad Lane/Banner Lane was originally intended to be part of a combined junction improvement and flood alleviation scheme. Could the Cabinet Member explain why the delivery of this scheme has been delayed?”</p>	

3.	<p>QUESTION SUBMITTED BY: Councillor G Ridley</p> <p>TO BE ANSWERED BY: Councillor G Duggins, Cabinet Member Policy and Leadership</p>
<p>TEXT OF QUESTION:</p> <p>“Would the Leader of the Council support the implementation of a so called ‘Land Tax’ in Coventry?”</p>	

4.

QUESTION SUBMITTED BY: Councillor P Male

TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services

TEXT OF QUESTION:

“When were the Council informed that Virgin Media had decided to install cabling through highways across Allesley Green? Could resurfacing work undertaken by the Council have been delayed until this work had been carried out?”

5.

QUESTION SUBMITTED BY: Councillor T Sawdon

TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services

TEXT OF QUESTION:

“Could the Cabinet Member explain when the change to a fortnightly collection will be made? Could she explain what measures will be put in place to consult and inform residents?”

6.

QUESTION SUBMITTED BY: Councillor G Ridley

TO BE ANSWERED BY: Councillor L Bigham, Cabinet Member for Community Development

TEXT OF QUESTION:

“Does the Cabinet Member agree with Geoffrey Robinson MP that brownfield sites should be built on before greenbelt sites?”

7.

QUESTION SUBMITTED BY: Councillor P Male

TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services

TEXT OF QUESTION:

“Could the Cabinet Member confirm what the corporate target is for the frequency of grass cutting in parks and open spaces across the City?”

8.	<p>QUESTION SUBMITTED BY: Councillor R Bailey</p> <p>TO BE ANSWERED BY: Councillor J Innes, Cabinet Member for City Services</p>
<p>TEXT OF QUESTION:</p> <p>“Is the Cabinet Member aware of the issues with rubbish bins being positioned to the side of St Mary’s Guildhall in recent weeks? Does she agree that this practice is not only unsightly but also a health and safety issue for a very historical building with many treasures inside? Could she confirm what actions she’s taking to stop this being a problem in the future?”</p>	

9.	<p>QUESTION SUBMITTED BY: Councillor G Williams</p> <p>TO BE ANSWERED BY: Councillor L Bigham, Cabinet Member for Community Development</p>
<p>TEXT OF QUESTION:</p> <p>“Would the Cabinet Member provide a list of every road that was officially leafleted by this Council, informing residents of the Local Plan consultation held at President Kennedy School on 29th March 2017, and how many leaflets in total were delivered?”</p>	

10.	<p>QUESTION SUBMITTED BY: Councillor G Williams</p> <p>TO BE ANSWERED BY: Councillor A Khan, Cabinet Member for Policing and Equalities</p>
<p>TEXT OF QUESTION:</p> <p>“Would the Deputy Leader confirm exactly how much has been spent by this Council on dealing with ‘Gypsies & Travellers’ since 1st January 2016 – 30th June 2017? This would include obtaining court orders; assisting private land owners; carrying out assessments on individual travellers; deep-cleaning affected areas; securing Council land from further unauthorised encampments.”</p>	

11.

QUESTION SUBMITTED BY: Councillor G Williams

**TO BE ANSWERED BY: Councillor L Bigham, Cabinet Member for
Community Development**

TEXT OF QUESTION:

“Since the introduction of the Public Space Protection Order, would the Cabinet Member provide the following information: How many homeless people have been on the street within the City Centre? How many of those have been fined under the terms of the PSPO and how much have those fines raised?”

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