

**Coventry City Council**  
**Minutes of the Meeting of Cabinet held at 10.00 am on**  
**Wednesday, 4 October 2017**

Present:

Members: Councillor G Duggins (Chair)  
Councillor A Khan (Deputy Chair)  
Councillor F Abbott  
Councillor K Caan  
Councillor J Innes  
Councillor K Maton  
Councillor J Mutton  
Councillor J O'Boyle  
Councillor E Ruane

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

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

By Invitation: Councillor J McNicholas (for item 51)

Other Members: Councillor J Clifford  
Councillor G Crookes  
Councillor M Mutton

Employees (by Directorate):

Chief Executives M Reeves (Chief Executive)

People B Barratt, M Duffy, P Fahy, N Hart

Place M Yardley (Deputy Chief Executive (Place)), N Clews,  
B Hastie, C Hickin, G Holmes, L Knight, K Martin,  
K Mawby, J Newman

Apologies: Councillor L Bigham, D Welsh and B Kaur

## **Public Business**

### **48. Declarations of Interest**

There were no disclosable pecuniary interests.

49. **Minutes**

The minutes of the meeting held on 29<sup>th</sup> August 2017 were agreed and signed as a true record, following the inclusion of Councillor R Lakha in the listed apologies.

50. **Exclusion of Press And Public**

**RESOLVED** that the press and public be excluded under Sections 100(A)(4) of the Local Government Act 1972 relating to the private reports in Minute 58 below headed “Extension to the Heatline Network” on the grounds that this report involves the likely disclosure of information as defined in Paragraph 3 of Schedule 12A of the Act, as it contains information relating to the financial affairs of a particular person (including the authority holding that information) and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

51. **Recommendations from the Business, Economy and Enterprise Scrutiny Board (3) Select Committee on Public Transport**

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out recommendations from the Business, Economy and Enterprise Scrutiny Board (3)’s Select Committee on Public Transport.

The Chair of the Scrutiny Board was invited to attend the meeting and spoke in support of the report and the recommendations arising from the Select Committee.

At their meeting on 15<sup>th</sup> February 2017, the Business, Economy and Enterprise Scrutiny Board (3) held a select committee style meeting to answer the following 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?

Members heard evidence from Council Officers, representatives from Transport for West Midlands (TfWM), Coventry Older Voices, Transport Focus (a user voice organisation) as well as Stagecoach Midlands an NX Coventry.

The report set out the questions raised under each of the key lines of enquiries following presentations and the responses received, which resulted in the recommendations to Cabinet Members arising from the Select Committee. The Cabinet noted that there had also been a number of recommendations identified for the Scrutiny Co-ordination Committee to consider following an evaluation of the process and these were set out in Appendix 1 to the report.

The relevant Cabinet Members and Deputy Cabinet Members had been briefed on the recommendations and had provided comments in response to these, which were also included within the report submitted.

The Cabinet were recommended to:-

- 1) Request that the nominated Council representative on the Transport for West Midlands (TfWM) board recommend that TfWM:
  - i. Involve Elected Members and local residents in their planned car parking at Stations review.
  - ii. Consider how to better involve local people in planning the delivery of services, beyond existing processes, including older people.
  - iii. Consider how to ensure older people have access to information about public transport beyond social media and on-line information
- 2) Acknowledge the positive relationship the Council has with TfWM and the benefits of this relationship to the city.
- 3) Ensure that Members of the Council are actively involved in the transport theme group of the Age-Friendly Coventry initiative.
- 4) Recommend that the Cabinet Member for Policing and Equalities Advisory Panel – Disability Equality considers the issue of accessibility to public transport, particularly in relation to reducing social isolation
- 5) Recommend that the Cabinet Member for Jobs and Regeneration commission a bus-user and non-user survey, specifically for Coventry, to identify specific local issues and concerns in order to promote buses as a mode of transport and increase usage.
- 6) Recommend that the Cabinet Member for City Services undertake a review of Council vehicle usage, particularly during school hours, to see whether the vehicles could be used to support the transport requirements of vulnerable, ill and elderly people in the City.

**RESOLVED that the Cabinet:-**

- 1. Accept recommendation 1) i. and agree that the Council's representatives on TfWM will express the importance of involving local residents in any parking review.**
- 2. Recognise that there is an important issue with engaging with older people and younger people, as set out in recommendation 1) ii. and the Council's representative on TfWM will commit to push on this matter.**
- 3. Recognise that there is an important issue with engaging with older people and younger people, as set out in recommendation 1) iii. and the Council's representative on TfWM will commit to push on this matter.**
- 4. Acknowledge the positive relationship with TfWM as detailed in recommendation 2.**

5. **Indicates that it is happy to promote the work supporting the Age-Friendly Coventry Initiative as set out in recommendation 3, and notes that the Deputy Cabinet Member for Jobs and Regeneration already Chairs this meeting.**
6. **Accepts recommendation 4 and considers that the bus operators should be pushed further on this matter.**
7. **Considers that, in respect of recommendation 5, the matter is a role for TfWM and that there should be a survey specifically for Coventry.**
8. **Accept recommendation 6, whilst recognising that this will be dependent upon time and resources.**

## 52. **Managed Service for Temporary Agency Workers**

The Cabinet considered a report of the Deputy Chief Executive (People), which sought approval of an extension to the existing Pertemps managed service provider solution and a re-procurement exercise.

The Council currently had a contract for the supply of temporary agency workers, which acted as support contract if the Council's first choice sourcing routes of employment from the casual working pool or fixed term appointments were unsuccessful in fulfilling temporary staffing vacancies. The current provider of the contract was Pertemps, who delivered a managed service provider (MSP) solution, which involved supplying their own temporary workers as well as workers from a 2<sup>nd</sup> tier of suppliers that Pertemps managed on behalf of the Council.

The Cabinet noted that investigations had been completed in the past about the possibility of removing the contract and the Council potentially establishing its own 'agency'. The idea was raised following another West Midlands Authority establishing an in-house agency, removing the need for a MSP contract. This arrangement and the potential costs of establishing an in-house provision had been investigated and it was found that the implementation and ongoing costs would be significant and would not eliminate the need for agencies, particularly in specialised markets such as social care. For these reasons the Council establishing its own in-house agency to replace a MSP service was not recommended.

Over its 4 year life, the contract had seen fluctuating demand with spikes over the last few years to support sickness, fundamental service reviews and increases in demand. Spend through the existing contract had fallen in the first quarter in 2017-18 by £920k compared to the same quarter in 2016-17. Some of the fall could be attributed to successful internal recruitment campaigns, to fulfil roles where agency workers had been heavily used before.

Solihull Metropolitan Borough Council (SMBC) led the procurement process for the existing contract on behalf of Coventry City Council and Warwickshire County Council (WCC) through Eastern Shires Purchasing Organisation (ESPO's) Managed Services for Temporary Agency Resource framework (MSTAR). The objective at the time was to aggregate spend for the three councils to achieve greater savings and efficiencies, by driving down prices and by resourcing one

tender process instead of three. The contract was due to expire on the 1st December 2017 and had no contractual extensions available. Due to the value of spend the Council must follow the Public Contract Regulations 2015 and compliantly procure a new contract.

It had been agreed between SMBC and CCC that Coventry will now lead the re-procurement of the new contract. Warwickshire County Council were yet to confirm that they would continue to collaborate on the contract.

All three Councils investigated the possibility of direct awarding a new contract and it was noted that, to do this, an established framework set up for public sector use by a purchasing organisation would need to be used. The frameworks provide a compliant route to contract as well as requiring a less resource / time intensive process than the Council procuring its own contract. The frameworks also aggregate public sector spend to support reductions in cost. There were two established frameworks that offer a suitable procurement route and following a benchmarking exercise for both ESPO's MSTAR2 and Yorkshire Purchasing Organisation's (YPO) HR Solutions frameworks, it became clear the Council would be unable to direct award a new contract without significant risk. For this reason, the Council needed to complete a tender process and due to the level of interest, size of the market and amount of resource required, it would not be efficient for the Council to complete a European tender process itself. Further benchmarking on MSTAR2 and YPO was therefore undertaken to identify which framework would offer best value for completing a further competition tender process under, to award a new contract. An analysis of the benchmarking between the two frameworks was detailed within the report and indicated that MSTAR2 offered the best value to the Council, based on twelve months data for previous spend.

The benchmarking and cost of change exercise proved to be more complex than expected, meaning it took more time to complete and reach the agreed outcome. Due to this and with the current contract expiring on the 1st December 2017, there was little time to procure the new contract and implement this at the Council without severe disruption. It was therefore proposed to continue transacting with Pertemps for a further 6 month period following the expiration of the contract until the 31st May 2018. The Council would continue working under the expiring contracts terms and conditions, enabling it to avoid rushing the new procurement and to give a suitable implementation period for the new contract.

**RESOLVED that the Cabinet:-**

- 1. Authorise the procurement of a new three year contract with the option to extend for one further year for a managed service provider for temporary agency workers to commence from the 1st June 2018 and expire on the 31st May 2022 (if extension is taken).**
- 2. Authorise the continuation of Pertemps as the Council's MSP for a further 6 months following the contract expiration until the 31st May 2018, to maintain the existing service whilst we procure and implement the new contract.**

53. **Citywide Public Space Protection Order**

The Cabinet considered a report of the Deputy Chief Executive (Place), which detailed the response to public consultation on a new city wide Public Space Protection Order (PSPO).

The Anti-Social Behaviour, Crime and Policing Act 2014 gained Royal Assent in April 2014. The PSPO provision had been in operation since 20th October 2014 and were intended to provide a means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour was having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.

The proposed City Wide PSPO would continue the current restrictions regarding the consumption of alcohol in public under the Designated Public Places Order, as well as allowing officers to use their discretion to seize unopened vessels of alcohol and canisters of nitrous oxide gas. The Order would also make being in possession of an off road bike, or similar vehicle, an offence unless that individual had the correct insurance for being on public roads and the express permission of the landowner when on private land. Full details of the Order were set out in Appendix 1 of the report submitted.

On the 4<sup>th</sup> July 2017, permission was obtained from the Cabinet to consult on a new city wide PSPO. The report indicated that 210 people had replied to the consultation, which had received unanimous support. A summary of the responses was set out in Appendix 3 of the report. There had been some slight amendments to the proposed Order in light of comments received in the consultation process.

**RESOLVED that the Cabinet:-**

- 1. Approve the wording of the proposed Public Space Protection Order and the suggested area to be covered by the Order, as set out in Appendices 1 and 2 of the report.**
- 2. Authorise officers to bring the Order into effect at the earliest practicable date.**

54. **Delivering the Jobs and Growth Strategy - End of Year Progress (16/17) and end of current 3-year Strategy (2014-17)**

The Cabinet considered a report of the Deputy Chief Executive (Place), which provided the end of year progress for 2016/17 and end of current 3-year strategy 2014-17, in respect of the Jobs and Growth Strategy.

The Jobs and Growth Strategy for Coventry was endorsed in May 2014. It was the second 3-year Jobs and Growth Strategy the Council had published and played a key role in driving growth, investment and creating the opportunity for local people to share in the growth of the City.

The key objectives of the strategy were: securing jobs through investment; helping people get jobs; and helping improve the skill levels of residents. Within these objectives there was a focus on supporting young people who are not in education, employment or training (NEETs).

The strategy played an integral part in achieving the outcomes of the Council Plan. It delivered on the commitments of 'Supporting businesses to grow' by attracting inward investment, helping businesses to expand, creating jobs, and improving the skills of the workforce. The strategy also contributed to 'Helping local people into jobs' by improving employability by providing greater access to skills and qualifications, and creating clear routes into work.

During 2016/17 the Economy and Jobs service, part of City Centre and Major Projects Development division, directly contributed to creating 1,340 new job opportunities against a target of 1,219. £63 million pounds of business investment had also been secured for the benefit of the city. In addition, Council services supported 413 businesses to grow and develop. During the year, 7,751 people had accessed employment support and 1,641 people who engaged with the services provided, progressed into work. The Cabinet acknowledged that this was a significant achievement and that the majority of these individuals are engaging through the Council's city centre Job Shop located in Bull Yard.

The Council continued to be committed to supporting young people into employment, particularly those who fell into the NEETS category. In May 2016 the Council began implementing the £8.5 million European Social Fund (ESF) funded youth programme for Coventry, called Ambition. Since the implementation of the ESF funded Youth Employment Initiative programme, 1,655 young people had been supported to raise their aspirations, develop employment skills or return to education. In addition the Employment Team had secured a further 3 grant programmes for Coventry, worth £8 million in total which would help transform lives for young people at risk of becoming NEET and also adults who needed help to engage with the labour market.

Over the life of this Jobs & Growth Strategy (Apr 2014-Mar 2017) £472.9m of investment had been secured, with more than 1,300 local businesses receiving assistance and 798 supported to change their recruitment practices and employ local residents. More than 5,500 inactive and unemployed people were now in good quality and sustainable work as a result of this Strategy and over 1,000 NEETS had been supported back into education, training or work.

There have been significant achievements over the last 3 years and a new strategy was being developed for 2017-20 which would reflect the opportunities and challenges for Coventry over the next 3 years.

The Cabinet were advised that the report had also been considered by the Business, Enterprise and Economy Scrutiny Board (3) at their meeting on 20<sup>th</sup> September 2017, and a briefing note setting out their recommendations was appended to the report. In particular, the Cabinet were recommended to:-

- (i) Include student retention in the City as a key element as part of the next Jobs and Growth Strategy.

- (ii) Consider how it intends to support funding to support the next strategy, particularly in light of Brexit and access to European Union funding sources.

The Cabinet accepted the recommendations from Scrutiny Board (3) and were advised by the Deputy Chief Executive (Place) about the steps already taken in relation to identifying alternative funding streams.

**RESOLVED that, the Cabinet:-**

- 1. Accept the recommendations from the Business, Economy and Enterprise Scrutiny Board (3) as detailed above.**
- 2. Consider and endorse the progress made by the Jobs and Growth Strategy for Coventry in 2016/17.**
- 3. Recognise the achievements of the Strategy over the last three years.**
- 4. Approve the drafting of a new Jobs and Growth Strategy for 2017-2020.**

**55. Extension of the Heatline Network**

The Cabinet considered a report of the Deputy Chief Executive (Place), which set out proposals for the extension of the Heatline Network to Friargate and the City Centre Destination Leisure Facility.

A corresponding private report detailing confidential aspects of the proposals was also submitted to the meeting for consideration (Minute 58 below refers).

The Council awarded a contract in 2013 to Coventry District Energy Company (CDEC) to build, and operate a district heating network (Heatline) to heat existing Council buildings and other buildings that connect to the network. The aim of the project was to utilise waste heat supplied by the Energy from Waste (EfW) plant, maximise CO2 savings for the City and extend its reach in the City Centre. Heatline has provided heating to a number of Council buildings in the city centre, the Herbert Art Gallery, Fairfax Street Sports Centre and the Cathedral.

The contract included an obligation on the Council to maintain a minimum floor area of heated buildings and should the floor area fall below this level, it would trigger a review of charges to the Council to ensure the operator was no worse off and that the Council met its existing contractual obligations.

With the Council moving from Civic Centres 1-4 to Friargate and from Fairfax Street to the City Centre Destination Leisure Facility (CCDLF), a floor area review would be triggered and charges to the Council would increase. Extending Heatline to Friargate and CCDLF was the most cost effective way of minimising this impact and would achieve the original aim of expanding the reach of Heatline to its offices and throughout the City Centre. Negotiations had therefore been ongoing between CDEC, Friargate and the Council to extend the network to the Council's new building at Friargate, the wider Friargate development and the CCDLF. The cost of extending the network would be £2.795m.



It was recommended that the Council contribute £1.23m to this project from resources already approved for the Friargate and CCDLF projects as the most cost effective solution for the Council. This would not result in a call for any further monies from the City Council because the revenue costs of the capital funding had already been built into the Councils budgets. The balance of the cost would be met by Friargate LLP and CDEC respectively.

It was noted that there would be a short term revenue impact until the infrastructure was built in 9-12 months, which would be managed through normal budgetary control.

**RESOLVED that, the Cabinet:-**

- 1. Approve the use of Heatline to provide heating to the Council's building at Friargate and the City Centre Destination Leisure Facility.**
- 2. Approve the investment of £1.23m reallocated from existing resources within the Friargate and City Centre Destination Leisure Facility programmes towards the capital investment costs for a Heatline connection to these two buildings.**
- 3. Delegate authority to the Deputy Chief Executive (Place) and Director of Finance and Corporate Services to sign all necessary commercial contracts with Coventry District Energy Company and Friargate LLP in relation to the provision of the heating to the Council's building at Friargate and the City Centre Destination Leisure Facility**

**56. Outstanding Issues**

The Cabinet considered a report of the Deputy Chief Executive (Place) that contained a list of outstanding issue items that would be submitted to future meetings of the Cabinet and summarised the current position in respect of each item.

**RESOLVED that the Cabinet approves the dates for future consideration of matters relating to the outstanding issue items listed in the report.**

- 57. Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of public business.

**58. Extension of the Heatline Network**

Further to Minute 55 above, the Cabinet considered a report of the Deputy Chief Executive (Place), that set out confidential aspects of proposals for the extension of the Heatline Network.

**RESOLVED that, the Cabinet:-**

- 1. Approve the use of Heatline to provide heating to the Council's building at Friargate and the City Centre Destination Leisure Facility.**

- 2. Approve the investment of £1.23m reallocated from existing resources within the Friargate and City Centre Destination Leisure Facility programmes towards the capital investment costs for a Heatline connection to these two buildings.**
  - 3. Delegate authority to the Deputy Chief Executive (Place) and Director of Finance and Corporate Services to sign all necessary commercial contracts with Coventry District Energy Company and Friargate LLP in relation to the provision of the heating to the Council's building at Friargate and the City Centre Destination Leisure Facility**
- 59. Any other items of private business which the Chair decides to take as a matter of urgency because of the special circumstances involved.**

There were no other items of private business.

(Meeting closed at 10.50 am)